

RESOLUTION NO. 26-4210

A RESOLUTION OF THE BOARD OF PUBLIC WORKS AND SAFETY OF THE CITY OF HAMMOND, INDIANA ESTABLISHING GUIDELINES AND AN APPLICATION PROCESS FOR SPECIAL EVENTS CONDUCTED ON PUBLIC PROPERTY OR PUBLIC RIGHTS-OF-WAY

WHEREAS, the Board of Public Works and Safety of the City of Hammond, Indiana (“Board”) is charged with the responsibility of overseeing the use of public property and public rights-of-way within the City; and

WHEREAS, various private individuals, organizations, and businesses periodically request to host events on public streets, sidewalks, and other public rights-of-way within the City; and

WHEREAS, such events may require coordination of City services including, but not limited to, street closures, police or security presence, traffic control, sanitation services, and other public safety measures; and

WHEREAS, the Board finds it necessary and appropriate to establish a uniform process and guidelines for reviewing and approving such events in order to ensure the safety of the public, the orderly use of City resources, and the protection of public property; and

WHEREAS, establishing a standardized application process will allow the City to adequately review proposed events and determine whether appropriate safety, logistical, and operational measures are in place.

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Works and Safety of the City of Hammond, Indiana, as follows:

SECTION 1. Definition of Special Event

For purposes of this Resolution, a “Special Event” shall mean any organized activity hosted by a private individual, business, or organization that takes place on public property or within a public right-of-way and that may reasonably require City review, coordination, or services.

Special Events include, but are not limited to:

- Farmers markets
- Car shows
- Parades
- Festivals

- Community celebrations
- Similar organized gatherings occurring on public property or public rights-of-way

SECTION 2. Exemptions

The following activities are exempt from the requirements of this Resolution:

- Events organized, hosted, or sponsored by the City of Hammond.
- Events conducted entirely on private property that do not require the use or closure of public streets, sidewalks, or other public rights-of-way.

SECTION 3. Application Requirement

Any person or entity seeking to conduct a Special Event shall submit a Special Event Application to the City Controller's Office. The Controller's Office shall review the application for completeness prior to submission to the Board of Public Works and Safety.

Applications must be submitted no fewer than forty-five (45) days prior to the proposed event start date.

Once deemed complete, the application shall be forwarded to the Board of Public Works and Safety and placed on the next available Board agenda for consideration.

SECTION 4. Application Fee

Special Event applications shall be accompanied by a non-refundable application and permit fee payable to the City of Hammond. The application will not be considered complete until the required fee has been paid. The application and permit fee for a special event shall be \$100.00 for a one-day event, \$250.00 for events lasting two to four days, and \$500.00 for events lasting five or more days. Fees are subject to change upon approval by the Board of Public Works and Safety. Any request for waiver of fees may only be approved by the Board of Public Works and Safety.

SECTION 5. Required Application Information

At a minimum, the Special Event application shall include the following information:

- Name, address, phone number, and email of the event organizer or party responsible.
- Name and description of the event.
- Location of the event, including any public streets or rights-of-way requested for use or closure.
- Event date(s) and start and end times.
- Estimated attendance or event size.

- Vendor list, if applicable.
- Setup and tear-down dates and times.
- Proposed street closures or traffic control needs.
- Need for police, security personnel, or other public safety measures.
- Any other information the Board of Public Works and Safety deems necessary to properly evaluate the application.

SECTION 6. Insurance Requirement

Applicants must provide proof of general liability insurance in the amount of not less than One Million Dollars (\$1,000,000.00). The insurance certificate must name the City of Hammond, Indiana as an Additional Insured for the duration of the event.

Failure to provide proper proof of insurance may result in denial of the application.

SECTION 7. Board Authority

The Board of Public Works and Safety shall have the authority to approve, deny, or approve the application with modification or conditions deemed necessary to protect the public safety, manage traffic, protect city property, or ensure the orderly conduct of the event.

The Board's decision shall be made in consideration of the best interests of the City and the safety of the public.

Decisions made by the Board of Public Works and Safety regarding Special Event applications shall be final, and no appeals process shall be available under this Resolution.

SECTION 8. Effective Date

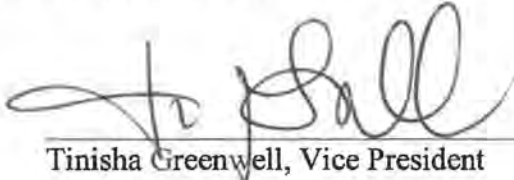
This Resolution shall take effect immediately upon adoption by the Board of Public Works and Safety.

ADOPTED at a meeting of the Board of Public Works and Safety of the City of Hammond, Indiana held on the 7th day of May, 2026.

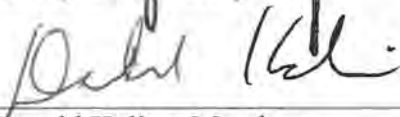
BOARD OF PUBLIC WORKS AND SAFETY
OF THE CITY OF HAMMOND, INDIANA



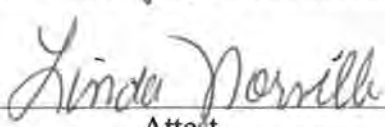
Jeffery Long, President



Tinisha Greenwell, Vice President



Donald Kalina, Member



Linda Norvill
Attest