

Madison Street Plaza Rules and regulations

revised 7/16/19

Reservations

All reservation requests are subject to evaluation and approval of the City of Decatur on the basis of property scheduling, staffing needs and availability, potential for damage to the property, and other valid considerations.

Anyone seeking to use the Madison Street Plaza must be willing to sign a reservation application; abide by the rules and regulations contained herein; and respect the integrity of the property.

When making a request to rent the property, you must provide full information concerning the type and purpose of the event being planned, together with all details requested.

All reservation request forms for the Madison Street Plaza must be presented to City Council for approval, at least two weeks prior to your event. City Council meets at 7:30 p.m. on the first and third Tuesday of each month.

Vehicles

Vehicles of any sort are not allowed on the Madison Street Plaza. This includes cars, trucks, golf carts, ATVs, UTVs, etc. If you need to pull/place an item onto the plaza, please indicate the item on the event application form. City staff will do its best to try to work with the renter on this issue, where the city would use its equipment to move the requested item onto the plaza. **ONLY** city vehicles are allowed on the Madison Street Plaza.

Music

Music on the plaza – live or recorded – should be appropriate to the environment and event. Under the Decatur Nuisance Ordinance, excessive noise is forbidden at all times. Per Ordinance 92.01.

Parking

Parking for your event is permitted in the 1st Street parking lot, designated city spaces behind city hall, and the city lot at the Decatur Chamber of Commerce. All of the previously mentioned parking options do not have a time limit and are city-owned. Parking rules apply for all other downtown spaces, where a two-hour parking limit is in effect 8 a.m. to 5 p.m., Monday through Friday.

Accessibility

Sidewalks, passageways, exits and other common space shall not be obstructed by any person, property, etc.

Prohibited items

The following items are prohibited on the plaza: spray paint, fire, vehicles, golf carts, skateboards, any items affixed to the light poles or benches, confetti or glitter, rice, bikes and alcohol, unless catered and served by a licensed bartending service.

Food vendors

Food vendors are permitted on the plaza, as long as they are not preparing food that will leave drippings or a substance that permanently stains the plaza. Food trucks and trailers are not permitted on the plaza. An alternative is to use the 1st Street parking lot, or close and use 1st Street for food vendors. Please ask if you have questions about what food vendors are and are not allowed on the plaza. Please advise food vendors to NOT dump grease down any street drain.

Pets

Pets are not permitted during events on the plaza, with the exception of certified service animals.

Smoking

Smoking, tobacco and vaping are prohibited during events on the plaza, except for in designated areas.

Tents

Tents are permitted on the Madison Street Plaza, including popup tents and tents that would be installed by a professional. If you are installing a tent that is larger than 20' by 20', you are required by the Indiana State Fire Marshal's office to have a completed tent installation form signed by the tent installer(s) on file for the State Fire Marshal's inspection. Please use the existing tent anchors to install professional tents. The use of stakes to install tents is prohibited.

Restrooms

The city's public restroom facility is available for use as part of an event on the Madison Street Plaza. Please indicate on the attached form if you require the use of restrooms for your event.

Sound System

The city's sound system is available to use for events at the plaza as well. Only authorized personnel are to operate the system. See attached form for details.

Miscellaneous items

If you do need to mark booth spaces, the only permissible way to do so is with sidewalk chalk. The City of Decatur does not supply extension cords, tents, stages, sound system, tables, chairs or any other item for your event.

Liability

The renter shall be liable for all damages to the facility and equipment, including but not limited to any damages caused by renter's own acts or acts of any persons on the leased premises as a result of the event sponsored by the renter. In addition, the renter shall indemnify and hold the City of Decatur harmless for any and all damages to persons or property arising from the renter's operation or use of the plaza. Renter must provide proof of insurance as part of application.

Refunds and cancellations

A full refund will be honored if the city is notified no less than 14 days before the day of the scheduled event.

Rescheduling because of weather

Should inclement weather interfere with your scheduled event, the city will do its best to work with the renter to reschedule.

Event security

If you are hosting a private event (not open to the public), it is the responsibility of the renter to keep your event private. If there is an issue with non-invited guests at your event, the renter may notify local law enforcement.

Host Liquor Liability Insurance

If your event on the Madison Street Plaza will include serving/sales of alcohol, you are required to provide proof of host liquor liability insurance at the time your request form is presented to Decatur City Council. The agencies listed below are able to provide this particular insurance for your event.

Graber Insurance

Contact – Darla
260-589-2156

Bixler Insurance

Contact – Doug Nelson
260-724-3438

Star Insurance

Contact – Carla Guereca
260-724-3111

ALCOHOL GUIDELINES ON THE MADISON STREET PLAZA

If you will serve alcohol during your event on the plaza, these rules and guidelines apply

Alcohol

Serving alcohol at an event on the plaza is subject to approval by City Council. Prior to your event being approved, the following items must be included with the application:

- Proof of insurance (see host liquor liability insurance in rules section)
- Approved alcohol permit from the State of Indiana Excise Police
- Name, address, phone number, copy of license of bartending service you are using

Bartending service

Your event must use a bartending service to serve alcohol. An individual with an alcohol serving license does not constitute a bartending service. If you need assistance with finding a bartending service, please contact the City of Decatur.

Police officers

Your event must have one police officer on duty for up to 200 attendees. If you plan on more than 200 attendees, please consult with the Decatur Police Department to see if additional officers are necessary for your event.

It is the responsibility of the renter to secure officers for your event. It is also the responsibility of the renter to negotiate a rate of pay for police to be on hand at your event. This fee is due at the time of deposit. Please pay the individual officer directly. Officers on duty must be with the Adams County Sheriff’s Department or Decatur Police Department.

Please have officer(s) that will be on duty for your event sign below

_____	_____ Adams County Sheriff’s Department
Signed officer name	_____ Decatur Police Department

_____	_____ Adams County Sheriff’s Department
Signed officer name	_____ Decatur Police Department

The Madison Street Plaza is located at the corner of 2nd and Madison Streets in downtown Decatur. I understand these rules and regulations and agree to abide by them.

_____	_____
Applicant signature	Date

_____	_____
City/plaza representative signature	Date

**Madison Street Plaza
Request for use of plaza**

Event details

Event name _____

Event date _____

Event start time _____ Event end time _____

Event setup time _____ Event teardown time _____

Expected number of attendees _____

Event contact information

Sponsoring organization _____

Address _____

Contact person _____

Phone _____ Email _____

Restrooms

Are you requesting use of the city's restroom facilities on the plaza? Yes No

If yes, what time would you like the restrooms to be opened? _____ opened

What time would you like the restrooms to be closed? _____ closed

Electricity

Will you need to use electricity for your event on the plaza? Yes No

Sound System

Will you need to utilize the sound system on the plaza? Yes No

Rules for use of Madison Street Plaza Sound System

Only authorized personnel will be allowed to access the sound system. Please indicate below what time you will need the use of the sound system to allow for city personnel to arrive to set up sound.

Time sound system needs set up _____

Time that sound system will be done being used _____

Sound system rules cont.

- The use of the sound system will require that the renter to utilize their personal device, such as iPad, laptop, cell phone for source of downloaded music.
- If sound system is being used during downtown business hours, the renter must be respectful to neighboring downtown businesses and not play music so that it might interfere with merchant's ability to do business.
- Music should be of good taste with no vulgar or obscene language.

Heavy items on the plaza

Do you need a vehicle to assist with pulling/placing an item on the plaza for your event?

Yes No

If yes, please explain what type of item you would like to place on the plaza, as well as what time you would like it to be placed on the plaza and what time you would like it to be removed from the plaza.

Requested street closures

Are you requesting that any streets be closed as a part of your event on the plaza?

Yes No

If yes, please detail what streets you are requesting to be closed, and the requested times.

Approval by city departments

I have notified the **Department of Public Works** and have their permission for this event

Department of Public Works signature

Date

I have notified the **Decatur Police Department** and have their permission for this event

Decatur Police Department signature

Date

I have notified the **Decatur Fire Department** and have their permission for this event

Decatur Fire Department representative

Date

Checklist of items to attach with this application

Please attach the following documents to this application

- _____ Completed application
- _____ Signed rules
- _____ Proof of insurance
- _____ Copy of bartending service insurance (if applicable)
(\$1 million coverage, with City of Decatur listed as additional insured)
- _____ Copy of approved Indiana excise permit (if applicable)

FOR CITY COUNCIL USE ONLY

User fees

- _____ Deposit - \$100
- _____ Restroom/cleaning - \$50
- _____ Electricity - \$25
- _____ Sound System - \$25

*This section to be completed by Decatur City Council upon review of your event