



Managed by  **Downtown  
INDY**  
[www.GeorgiaStreetIndy.com](http://www.GeorgiaStreetIndy.com)

## Special Event Agreement

Indy's Georgia Street is three-blocks of Downtown walkway connecting the Indiana Convention Center, Bankers Life Fieldhouse, Circle Centre mall, and a collection of restaurants, residences, hotels and the historic St. John's Catholic Church. Whether on your lunch break or visiting for the weekend, you'll find sports events, local music, food truck festivals and outdoor cafes all along the boardwalk. Enjoy a splash of culture on Georgia Street.

### **Downtown Indy, Inc.'s Role**

The City has engaged Indianapolis Downtown, Inc., referenced in this document as "Downtown Indy, Inc." as the **Georgia Street manager**. Downtown Indy, Inc. will further develop, manage and market the street to enhance the vitality of adjacent properties and attract and host major special events and gatherings. Generated revenues will be dedicated to Georgia Street operations.

Events and programming should enhance commercial and residential vibrancy created by the area's thriving permanent businesses, apartments and condominiums. Public safety and access for customers, residents and businesses must also be maintained. Event guidelines are listed at the end of this document. **A One-Stop-Shop event application will also need to be completed. The application can be completed at [www.indy.gov/specialevents](http://www.indy.gov/specialevents).**

Thank you for considering Georgia Street for your special event. We look forward to working with you and ask that you follow these rules to ensure that your event goes smoothly and that Georgia Street is protected. *Failure to comply with these rules could result in the partial or total loss of your security deposit. Event applications are required 60 days in advance with security deposit. Full fees are due 30 days in advance.* Best wishes for a safe and successful event!

### Contact Information

Your Name	Organization (if applicable)
Address	City, State, Zip
Office Phone	E-mail
Fax	Mobile

### Event Description and Operations

Event Name	Event Website		
Brief Event Description: _____			
_____			
_____			
Public Event: _____ Private Event: _____			
Organization: Not-for-profit _____ Government _____ For-profit _____ Private _____			
Preferred Date(s)	Alternative Date(s)	Event Start	Event End
_____ AM/PM	_____ AM/PM	_____ AM/PM	_____ AM/PM
Load In	Load Out	Registration Time(s)	Estimated Attendance
Will tickets be sold? _____	If yes, ticket price(s): _____		
Run/Walk: Starting location _____		Ending location _____	
Will alcohol be served? Yes ___ No ___	If yes, Sold _____	Served, but not sold _____	
Will food be served? Yes ___ No ___	If yes, Sold _____	Served, but not sold _____	
On-Site Person in Charge and Cell Phone	Emergency Contact/Phone		

## Event Locations and Fees

Event organizer must indicate location and number of set up, tear down and event days. Downtown Indy, Inc. will calculate fees.

Location	Capacity	Rental rate/day (standard*) *Apr-Oct	Rental rate/day (off-season*) *Nov-March	Setup and tear down rates/days	Utilities per day *use of electricity, heaters, water, trash cans	Hosted staffing rate	Number of event day(s)
East Block full	10,000	\$3,000	\$2,000	50% of day rate	\$100	\$50/hour	
East Block south lane + boardwalk	7,000	\$1,500	\$1,000	50% of day rate	\$75	\$50/hour	
East Block boardwalk	2,000	\$1,000	\$750	50% of day rate	\$50	\$50/hour	
Center Block south lane + boardwalk	7,000	\$2,000	\$1,500	50% of day rate	\$75	\$50/hour	
Center Block boardwalk	2,000	\$1,000	\$750	50% of day rate	\$50	\$50/hour	
West Block full	10,000	\$3,500	\$2,000	50% of day rate	\$100	\$50/hour	
West Block south lane + boardwalk	7,000	\$2,000	\$1,500	50% of day rate	\$75	\$50/hour	
West Block boardwalk	2,000	\$1,500	\$1,000	50% of day rate	\$50	\$50/hour	

\*Not-for-profit organizations can qualify for a 25% discount.

Additional Fees		Cost Per Hour	Quantity	Fees
Security Staffing Fees (ESG is the <b>exclusive</b> security company for Georgia Street. Please contact Mike Rose, <a href="mailto:mike@esgsecurity.com">mike@esgsecurity.com</a> for more information and pricing.)				
Tent Rental Fees (A-Classic Party Rental is the <b>exclusive</b> tent provider for Georgia Street. Please contact Mike Wiggins, <a href="mailto:mike@aclassicpartyrental.com">mike@aclassicpartyrental.com</a> for more information and pricing.)		Varies depending on size and quantity.		
<b>Total Additional Fees</b>				
<b>Location Fee</b>	<b>Total Additional Fee</b>	<b>Security Deposit</b>	<b>Total Amount Due</b>	
			\$	

*Note: All fees are used to cover the cost of managing and maintaining Georgia Street.*

### Clean-Up Plan

Please reference page 5 for details and guidelines regarding Downtown Indy, Inc.'s requirements on clean-up.

### Event Security Contact Information

Please reference page 6 for details and guidelines regarding Downtown Indy, Inc.'s requirements on clean-up.

## Clean-Up Plan

Each organizer will be responsible for cleaning the site and removing all trash from the area immediately after the event or daily in the case of multi-day events.

Permanent trash cans in the area will be serviced daily by City of Indianapolis Department of Public Works. Downtown Indy, Inc. staff will conduct a post-event inspection in order to assess post-event Georgia Street condition, and determine if additional clean-up is needed. Should clean-up, damages or deficiencies require repair/maintenance; the event organizer will be billed for these services. The event organizer is responsible for all damages caused to Georgia Street. If necessary, Downtown Indy, Inc. will undertake all repairs, maintenance and cleaning at the event organizer's expense.

### Trash containers/Dumpster:

Vendor: \_\_\_\_\_ Type: \_\_\_\_\_ Number: \_\_\_\_\_

Grease Containers (if needed): \_\_\_\_\_

### Port-o-lets/Hand washing:

Vendor: \_\_\_\_\_ Number of regular units: \_\_\_\_\_ Handicap: \_\_\_\_\_

### Cleaning Services:

Company: \_\_\_\_\_ On-site contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

*I acknowledge & agree to the Clean-Up Plan: \_\_\_\_ (initial)*

## Event Security Contact Information

Public safety is Downtown Indy, Inc.'s number one concern. As an outdoor venue in the City of Indianapolis, with crowds ranging from 100 to more than 25,000 people, it is important that a comprehensive safety and security plan is developed for events utilizing Georgia Street.

Event organizers are required to provide Downtown Indy, Inc. with an Event Security Plan specific to their event. Security staffing should include, and is not limited to, off-duty police officers for street/intersection closures, firefighters, emergency medical personnel, security guards for general event safety and/or specific assignments, such as checking IDs, monitoring financial transactions and/or securing event perimeter.

**Downtown Indy, Inc. has an exclusive partnership with ESG Security, meaning all police officers and security guards for general event safety must be secured through them.** Please contact ESG representative, Mike Rose ([mike@esgsecurity.com](mailto:mike@esgsecurity.com)) to begin the staffing process. All billing of such services will go directly through Downtown Indy, Inc. upon final invoice post-event.

Each event must have an event security contact identified and in charge of event security. In most instances this will be someone with ESG working directly with someone within your organization and can be determined once you have discussed the security plan with ESG. The event security contact will work with the event organizer and implement an appropriate security plan based on the requirements determined by the event. Please reference page 11 for more in-depth guidelines regarding event security.

The event security contact will monitor the event for occurrences that may require a public safety response including emergencies related to equipment/staging, public safety threats, inclement weather or first aid/medical needs.

### Event Security Contact:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Number: \_\_\_\_\_ Email: \_\_\_\_\_

\*\*The event organizer and/or event security contact is required to have the following plans submitted to Downtown Indy, Inc. for approval two (2) weeks prior to the event date:

- Evacuation plan for both public safety threats and inclement weather
- Emergency access plan (ingress and egress specific)
- Lost or missing persons plan
- First aid/medical plan
- Emergency communications

Please reference page 15 for a complete Event Safety and Security Plan.

*I acknowledge & agree to the Security Information: \_\_\_\_ (initial)*

## **Special Event Guidelines**

### **Additional Fees and Charges**

- Set-up and take down days will be charged at 50% of listed rate.
- Refundable security deposit equal to 25% of total rental fee is required.
- Any event requiring venue management staff to remain on site during the event will require \$50 per hour.

### **Additional Permitting Required**

Any event open to the general public must also submit an application to the City of Indianapolis One-Stop-Shop office. This application can be accessed at: [www.indy.gov/specialevents](http://www.indy.gov/specialevents) or by calling DeAnn Milliken at 317-327-4849. Please also review [www.indy.gov/specialevents](http://www.indy.gov/specialevents) for a complete list of permits that may also be required for your event.

### **Audio Visual, Stages, Tents and Temporary Equipment and Structures**

All audio visual, stages, tents and temporary equipment and structures must be indicated on the site map submitted and must be approved by Downtown Indy, Inc. All audio visual, stages, tents and temporary equipment and structures must be properly secured.

Downtown Indy, Inc. is not responsible for any tents or items set up on a day prior to your event. You are responsible for scheduling security to secure event materials and equipment.

Downtown Indy, Inc. has an exclusive partnership with A-Classic, meaning all tents that are larger than a 10' x 10' footprint must be rented from A-Classic. Please obtain a list of all other vendors for rentals, staging equipment, and port-o-let vendors. All vendors must be approved by Downtown Indy, Inc.

### **Block Selection for an Event Based on Event Attendance and Stage Needs**

Each block has an estimated capacity of up to 12,000 attendees. Please note that capacity might decrease based on the amount and size of temporary structures required for your event. In order to maintain the greatest degree of safety and access, event users with less than 5,000 attendees in any one event period will be offered the south half of either the east or west blocks of the street. Events with attendance ranging from 5,000 to 10,000 attendees in any one event period will be offered the west block, if appropriate, or the east block. West block events must be deemed as family friendly\* and adhere to certain sound limitations due to the proximity of St. John the Evangelist Catholic Church. Center block restrictions and closures will be very limited in order to maintain the overall effectiveness of the streetscape, traffic flow and public safety access. Events whose attendance exceeds 10,000 people in any one event period will be considered for a center block or all blocks closure. Significant programming, stage needs, sound requirements and crowd size will be considered in order to determine the appropriateness of a full street/intersection closure. Downtown Indy also reserves the right to direct events to specific block(s) based on the programming of the event.

\*Family friendly implies there will be no depiction of nudity, sex, high violence, crude language, horror, etc. It is not required that west block be alcohol free.

### **Cancellation**

User will receive 100 percent of prepaid fees when cancellations are made at least 45 days in advance. Cancellations made less than 45 days in advance will result in the forfeit of the prepaid fees.

## **Certificate of Insurance**

Downtown Indy, Inc. and the City of Indianapolis must be listed as additional insureds with coverage provided in the following types and amounts set forth below. Indianapolis Downtown, Inc. must be listed as the certificate holder with the address at 111 Monument Circle, Suite 1900, Indianapolis, IN 46204.

### **Insurance Coverage**

#### *Private events*

- Personal Liability: \$1 million per occurrence.
- Medical Expense: \$5,000 per person.
- Excess Liability and/or Umbrella Coverage: Only as needed to bring amount of coverage for any of the above categories up to amount required.

#### *Public events*

- Premises and Operations Commercial General Liability: \$1 million per occurrence and \$2 million aggregate.
- Products Liability: \$1 million per occurrence and \$2 million aggregate.
- Personal and Advertising Injury: \$1 million per occurrence and \$2 million aggregate.
- Any event using all 3 blocks and/or with projected attendance in excess of 10,000: \$1 million per occurrence and \$5 million aggregate for Premises and Operations Commercial General Liability, Products Liability and Personal and Advertising Injury
- Damage to Property of Others: \$100,000.
- Medical Expense: \$5,000 per person.
- Commercial Automobile Liability for Owned and Non-Owned Automobiles: \$1 million combined single limit or per occurrence for bodily injury and property damage.
- Excess Liability and/or Umbrella Coverage: Only as needed to bring amount of coverage for any of the above categories up to amount required.
- Worker's Compensation: For entities that purchase Worker's Compensation insurance, the amounts per employee are \$100,000 per accident, Coverage B \$100,000 per disease, and Employer's Liability \$500,000 aggregate for all diseases. Indiana law requires firms to show proof of ability to pay injured workers, but firms can be self-insured. Partnerships and sole proprietors are not required to purchase Worker's Compensation Insurance.
- Other Insurance: Downtown Indy may require other insurance. Examples of other possible Insurance include Professional Liability/Errors and Omissions - \$100,000 per person and \$300,000 per occurrence, or for aircraft or watercraft.

## **Competing Events**

Downtown Indy, Inc. reserves the right to deny an event application if the proposed program is deemed too similar to an existing, already-scheduled event, public or private. Competing events are considered similar in nature, perceived or otherwise. Downtown Indy, Inc. staff will work with the proposed event organizer to find an alternative date or time in order to solve this concern.

## **Electricity**

There are 1,200 110v, 20 amp electrical outlets located throughout. Locations are indicated on the Georgia Street Event Site map. Additional 220v electrical service is available at stage locations noted on the map. Electrical service is a flat daily rate. If electrical service is needed beyond that noted above, the event organizer should consult Downtown Indy, Inc. to seek a Quality Connection contractor staffing IBEW #481 union electricians. Event organizers may opt to use generators for their electrical needs with the approval of Downtown Indy, Inc.



## **Event Hours**

Events must operate consistently with Indianapolis-Marion County ordinances and Indiana state laws. Events must enable customer and employee access during normal operating hours and delivery access to adjacent permanent businesses during off-peak retail and off-peak event hours. Off-peak hours are typically considered to be prior to 10 a.m. daily.

West block events should take note of scheduled worship times of the adjacent St. John the Evangelist Church to allow for appropriate access of church goers and particular sound limits during worship times. This includes the regular daily and Sunday Mass schedule, as well as additional worship services including weddings and funerals. It is recommended that event organizers of west block events connect with the church's contact for more information and guidance.

## **Event Security**

The event security contact should interface with an appropriate team of representatives from Indianapolis Homeland Security (HIS), Indianapolis Metropolitan Police Department (IMPD), Indianapolis Fire Department (IFD), Indianapolis Emergency Medical Service (IEMS), the City Department of Code Enforcement (DCE), the City Department of Public Works (DPW), Downtown Indy, Inc. and any event government entity identified as necessary by the City Department of Public Safety.

- All public safety decisions will be based on factors including crowd size, duration of event and geographical boundaries of event.
- The event security contact must have contact information for IMPD, IFD and IEMS representatives, in the event of an emergency that requires more public safety resources than available at the event.
- In the event of a major emergency, all relevant plans must clearly designate who will assume incident command at the event until relieved by the appropriate on-duty personnel or incident command is terminated.
- Indiana Law Enforcement Academy (ILEA) certified police officers are required to staff street closures. Marked police cars are preferred for closures; however barricades may be used. Police officers from Marion County are preferred based on their geographical knowledge of local streets.
- Any additional security personnel required for inside event perimeter are not required to be ILEA certified.
- Downtown Indy, Inc. can provide a list of private security companies as well as ILEA certified off-duty officers.
- Depending on the event, the organizer may be required to hire off-duty IFD or IEMS personnel to provide fire and medical resources for the event.
- On-duty public safety resources will not be utilized for private events unless a public safety emergency requires them to do so.

Event Area	Traffic Management	Off-Duty Police Officers	Intersections
<b>South half of any block</b>	Must close east bound traffic lane	Minimum of one (1) ILEA certified police officer with police vehicle located at the entrance to lane and a barricade at the other end.	Open
<b>Entire block</b>	Must close both lanes of traffic	Minimum of two (2) ILEA certified police officers with police vehicles located at the entrance to lane and a barricade at the other end.	Open
<b>Entire street</b>	Must close both lanes of traffic in west and east blocks; eastbound lane in center block.	Minimum of five (5) ILEA certified police officers with police vehicles at designated locations in each block.	All intersections should remain open unless otherwise advised by Public Safety.

**Existing Business, Church, and Resident Access and Notification Including Sidewalk and Boardwalk Cafe Locations**

Access to existing businesses, churches, and residences must be maintained. This includes access to customer entrances, parking garage entries/exits and alleys. Existing businesses will also continue to operate their sidewalk and boardwalk cafes during events. The event organizer is required to notify existing businesses of event logistics and develop effective operations alternatives for the existing businesses and event organizer.

**Existing City Ordinances and State Laws Govern**

Both Indianapolis/Marion County and Indiana State laws will govern this space ordinarily. Special event clean zones and district overlays may apply as they are declared. Event organizers should be informed of and prepared to abide by all Indiana alcohol and open container laws and Marion County ordinances regarding noise and signage. Event organizer must abide by all Marion County Health Department food and beverage handling requirements. All security and traffic management must be conducted by an Indiana Law Enforcement Academy officer.

**Food and Drink**

The restaurants, clubs, hotels, venues & attractions located on Georgia Street and Levy Restaurants are the preferred food and beverage providers for Georgia Street events. Please obtain the catering contacts from Downtown Indy, Inc.

Events serving food or beverages must place a protective material around and under all equipment/serving areas to prevent staining and/or contamination. Portable grills and cooking stoves are allowed only in predetermined areas. Grease and coals must be emptied into secure containers and removed from the venue each day. If either is found after an event, the amount for cleaning and removal plus labor will be retained along with the entire security deposit.

**Parking**

Staging and back-of-house related vehicles must be parked off-site. Event organizers are encouraged to secure parking for event staff, volunteers and vendors at nearby locations.

**Post-Event Venue Inspection**

Downtown Indy, Inc. will conduct a post-event inspection to ensure all event-related materials were cleared and all event-related responsibilities were met. The outcome of this inspection will determine additional actions needed by event organizer and additional actions needed by Downtown Indy, Inc. Any action such as repair, cleaning, etc. required as a result of the event will be charged to the event organizer.

**Rentals, Deliveries and Receiving**

All deliveries for an event must be prearranged with Downtown Indy, Inc. and done in such a manner and at such a time that it minimizes interruption to the normal business operation of permanent businesses located in the Georgia Street area. All materials used must be removed immediately following the event unless provisions have been made with Downtown Indy, Inc.

**Restroom Facilities**

The event organizer is responsible for providing adequate restroom and hand washing facilities for the event as required. The Marion County Health Department will assist in determining the necessary number. Port-o-lets must be placed in designated areas. Port-o-lets should be delivered at the latest date and time possible prior to your event, serviced daily and removed within 24 hours after your event ends. Hand washing facilities are required if food is served. Failure to do so could forfeit your security deposit. Please check with Downtown Indy, Inc. for more information. If port-o-lets require hoses for a water source, the port-o-let vendor must supply the hose.

**Sponsorships**

Event organizer shall not arrange for sponsorships or third-party association rights for its event on Georgia Street without the prior written consent of Downtown Indy, Inc. Downtown Indy, Inc. has contractual commitments with third parties for the provision of goods/services, advertising and sponsorships, some of which may be exclusive and/or include official designations and permanent signage on Georgia Street. Event organizer shall honor all such Downtown Indy, Inc. arrangements and cooperate with Downtown Indy, Inc. for the successful implementation of programs and recognition of providers, advertisers and sponsors of Georgia Street. If event organizer has contractual commitments of a similar nature, then event organizer shall promptly disclose to Downtown Indy, Inc.: (i) the identity of the provider, advertiser or sponsor; (ii) details of event organizer's commitment sufficient to determine if a conflict exists, including the relevant product/service category of the provider, advertiser or sponsor; and (iii) a copy of the relevant third-party logo. The parties shall work together in good faith to resolve any sponsor conflicts.

**Temporary Signage and Decorations**

All temporary signage plans and decorations must be approved 30 days prior to the event by Downtown Indy, Inc. Nails, glue, staples, thumb tacks, tape of any sort, etc. are prohibited to be used on venue site. Confetti, glitter, stickers, birdseed, rice or any similar material are also prohibited. There are 42 poles located on Georgia Street with approved hardware. Use of these poles is managed through Downtown Indy, Inc.'s Downtown Indianapolis Banner Program. Complete information can be found at [www.downtownindy.org](http://www.downtownindy.org).

**Vehicles**

Vehicles are only allowed in those parking spaces and locations designated for vehicles and not allowed in or on any other public right-of-way surface including the boardwalk.

Failure to comply with this guideline could result in a fine of each vehicle as follows: cars \$200 and trucks \$250. If permission is granted to locate a vehicle in non-boardwalk venue areas, a protective material must be placed under the vehicle to prevent surface staining and contamination. Under no circumstances are vehicles allowed on the boardwalk. Downtown Indy, Inc. has the authority at any time to prohibit vehicular traffic in order to maintain the integrity and safety of Georgia Street.

**Walk-through**

Once application has been accepted, and no less than two weeks prior to date of your event, you are responsible for scheduling a “walk-through” of your event with Downtown Indy, Inc. with a current site plan. The purpose of the walk-through is to make you completely aware of all venue guidelines and to answer any questions you may have. Contact Courtney Howell at 317.237.2206; [courtney@downtownindy.org](mailto:courtney@downtownindy.org)

**Water & Sewer**

There are two three-quarter inch ( $\frac{3}{4}$  inch) hose-bib water connections and two six inch sewer connections located in each block. Locations are indicated on the Georgia Street Event Site map. This is a daily flat rate if utilized.

*I acknowledge & agree to the Special Event Guidelines: \_\_\_\_ (initial)*

## Event Agreement Signature

I, a duly authorized representative of the event organizer, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the event organizer to apply for this permit and have read, understand and agree to comply with all rules concerning the use of the venue. The event organizer agrees that, while renting the venue, the event organizer will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Use Permit, the event organizer assumes all responsibility for proper conduct in the venue, including consumption of alcoholic beverages. The applicant agrees to hold harmless, defend and indemnify Indianapolis Downtown, Inc. and City of Indianapolis and its subsidiaries from and against any and all liabilities, damages, claims, suits, causes of action, costs and expenses (including reasonable attorneys' fees and court costs) arising out of (i) the applicant's event, (ii) applicant's use of the venue, (iii) any acts or omissions of the applicant, its guests, invitees, patrons or volunteers and/or (iv) the conduct of those persons participating in the special event described in this application.

### Event Organizer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

#### Complete Applications Require

- Certificate of Insurance
- Completed Event Agreement 60 days prior to event with 25% deposit
- Event Agreement Signature Page
- Event Description/Operations
- Event Location/Fees with Site Map
- Event Security Plan
- Read and Agree to Special Event Guidelines
- Total rental fee due 30 days prior to event

**Holds are placed on the calendar as a courtesy and are good for only 15 days. This application, along with the appropriate fees and the Certificate of Insurance required for your event, must be received to secure your date. After 15 days, courtesy holds will be released without further notice.**

**Please submit the completed package to:**

**Courtney Howell  
Downtown Indy, Inc.  
111 Monument Circle, Suite 1900  
Indianapolis, IN 46204**

Received \_\_\_\_\_ Approved by \_\_\_\_\_

## Public Event Marketing and Communications Form

Let us help you market your public event on [GeorgiaStreetIndy.com](http://GeorgiaStreetIndy.com) and in Georgia Street advertisements and communications tools. **Please completely fill out the following form. Please send your event logos, photos or artwork/flyers and any event press releases to: [courtney@downtownindy.org](mailto:courtney@downtownindy.org), subject line: Georgia Street Event.**

### Public Event Name:

Name: \_\_\_\_\_

### Event Date and Time:

Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_  
Recurring Event: Yes \_\_\_\_\_ No \_\_\_\_\_

### Event Location and Details:

Event Location: East Block \_\_\_\_\_ Center Block \_\_\_\_\_ West Block \_\_\_\_\_

### Event Cost & Tickets:

Event Ticket Costs: \_\_\_\_\_  
Buy Tickets URL: \_\_\_\_\_

### Organizer Contact Information for the public:

Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Event Organizer's URL: \_\_\_\_\_

### Full Event Description for the public:

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**EVENT SAFETY AND SECURITY PLAN**

1. Event Security Contact:
  - a. Name: \_\_\_\_\_
  - b. Phone: \_\_\_\_\_
  - c. Email: \_\_\_\_\_
  
2. In the case of a major emergency, who will assume incident command prior to on-duty personnel arriving:  
\_\_\_\_\_
  
3. Emergencies can include, but are not limited to: equipment/stage issues, public safety threats, inclement weather and medical situations.
  - a. The Event security contact must have contact information and numbers for the following representatives in the event additional resources are required;
    - i. IMPD: Name: \_\_\_\_\_ Phone: \_\_\_\_\_
    - ii. IFD: Name: \_\_\_\_\_ Phone: \_\_\_\_\_
    - iii. IEMS: Name: \_\_\_\_\_ Phone: \_\_\_\_\_
    - iv. City Department of Code Enforcement: DeAnn Milliken, office 317-327-0817
    - v. City Department of Public Works: Steve Pruitt, cell 317-223-1493
    - vi. National Weather Service: (or on-duty meteorologist), 317-856-0368
    - vii. Downtown Indy, Inc.: Courtney Howell, cell 317-213-8195
  
4. Evacuation Plan & Evacuation Sites for:
  - a. Public Safety Threat:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - b. Inclement Weather:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Emergency Vehicles/Equipment Access (Ingress & Egress) Plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Lost Person Plan:

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7. First Aid/Medical Plan:

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8. Emergency Communications Plan:

a. Indicate who will alert necessary audiences of possible emergency

- i. Event Security Team: \_\_\_\_\_
- ii. Downtown Indy, Inc.: \_\_\_\_\_
- iii. Event Attendees: \_\_\_\_\_
- iv. Media: \_\_\_\_\_