

Appendix A

Amusement & Entertainment Permit Application

You will want to mark "Special Endorsement."

Park	A&E #
Battell Park	AE7135477
Castle Manor	AE7135764
Central Park	AE7135480
George Wilson Park	AE7135478
Kamm Island Park	AE7135430
Merrifield Park	AE7135476



APPLICATION FOR AMUSEMENT ENTERTAINMENT PERMIT

State Form 42235 (R10 / 3-18)

DEPARTMENT OF HOMELAND SECURITY
 DIVISION OF FIRE AND BUILDING SAFETY
 FIRE AND BUILDING CODE ENFORCEMENT
 302 West Washington Street, Room E241
 Indianapolis, Indiana 46204
 Telephone: (317) 232-2222
 Fax: (317) 233-0307

- INSTRUCTIONS:**
1. If non-exempt, include appropriate fee with this application. See page 2 for Permit Fees.
 2. If claiming exempt status, please submit State Form 56400, Amusement and Entertainment Fee Exemption.
 3. Include an updated plan.
 4. Make all payments payable to the Indiana Department of Homeland Security.
 5. Return completed form and payment to the agency at the above address.

FACILITY INFORMATION					
Type of facility:					
<input type="checkbox"/> Theater	<input type="checkbox"/> Dance Hall	<input type="checkbox"/> Night Club	<input type="checkbox"/> Cabaret	<input type="checkbox"/> Special Event	<input type="checkbox"/> Haunted House
<input type="checkbox"/> Assembly Hall	<input type="checkbox"/> Roller Rink	<input type="checkbox"/> Lodge Hall	<input type="checkbox"/> Carnival / Fair	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Other (specify) _____
Name of facility				County	
Address of facility (number and street, city, state, and ZIP code)					
Specific room floor or number		Description of facility			
Closest intersecting street or road			Direction from Intersection		
			<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West		
APPLICANT INFORMATION					
Type of applicant		Name of applicant		Telephone number	
<input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Lessee				()	
Address of applicant (number and street, city, state, and ZIP code)					
Name of person to contact for inspection			E-mail address		Telephone number
					()
Address of contact person (number and street, city, state, and ZIP code)					
ANNUAL PERMIT INFORMATION					
Type of permit request (This event will be going on all year, daily, nightly, or weekends.)		Dates (month, day, year) and hours of event		Occupant load	For renewal, please provide:
<input type="checkbox"/> Annual Event Endorsement					AE # _____
Description of activities / event (Please use additional sheet to list events, if needed.)					
SPECIAL ENDORSEMENT INFORMATION					
Type of permit request (One time event; additional to annual.)		Dates (month, day, year) and hours of event		Occupant load	AE # _____
<input type="checkbox"/> Special Event Endorsement					you are applying under (Must first have an annual permit.)
Name of event and description of activities. (Use separate sheet, if needed. Please attach all floor and site plans as required by 675 IAC 12-9-3(a)(2).)					
EVENT DETAILS					
Is there going to be (check appropriate box):					
<input type="checkbox"/> Stage: <input type="checkbox"/> Temporary <input type="checkbox"/> Outdoor <input type="checkbox"/> Canopy <input type="checkbox"/> Tent <input type="checkbox"/> Outdoor Stage Equipment					
APPLICATION CERTIFICATION					
I, or we, _____, hereby certify, under penalty of perjury, that the information contained in this application is true and accurate to the best of my(our) knowledge and belief and that the operation of the place of amusement or entertainment or events described above will conform in every respect and at all times with the laws, rules, and regulations of the Fire Prevention and Building Safety Commission and will not be used for other purposes except as herein stated.					
Signature				Date (month, day, year)	

FOR OFFICE USE ONLY					
Permit number	Fee identification number	Type of permit	Fee amount \$	Type of payment	Year of permit

PERMIT FEES

Fees are based on the occupancy load and the number of seating configurations or arrangements covered by the application. See 675 IAC 12-3-8.

If you are a location where your occupant load is based entirely on fixed seating, and all planned amusement or entertainment activities covered by this application will utilize a single floor plan, your fee will be based on the Category A fee schedule only.

If your planned amusements or entertainments will utilize more than one seating configuration or arrangement, or your occupant load is not based entirely on fixed seating, your fee will be determined by adding your totals from the Category A and Category B fee schedules.

If you are applying for a Special Event Endorsement, disregard Category A and Category B.

Amusement and Entertainment permit and inspection fee authority: IC 22-12-6-7 Affected: IC 22-12-6; IC 22-14-3-4.

CATEGORY A

Please check the appropriate box.

- | | |
|---|--|
| <input type="checkbox"/> 1 - 99 Persons = \$99.00 | <input type="checkbox"/> 1,000 - 4,999 Persons = \$203.00 |
| <input type="checkbox"/> 100 - 499 Persons = \$134.00 | <input type="checkbox"/> 5,000 - 9,999 Persons = \$237.00 |
| <input type="checkbox"/> 500 - 999 Persons = \$168.00 | <input type="checkbox"/> 10,000 Persons or More = \$272.00 |

CATEGORY B

Please insert number of seating configurations or arrangements and multiply by \$99.00.

_____ X \$99.00 = \$ _____

SPECIAL EVENT ENDORSEMENT

- Check here if you are applying for a Special Event Endorsement. Special Endorsement = \$99.00

Total payment

\$ _____

Appendix B

Anchorage Documentation: Tents & Other Membrane Structures

**TENTS AND OTHER MEMBRANE STRUCTURES
ANCHORAGE DOCUMENTATION**

Documentation that tents and other membrane structures are roped, braced and anchored to withstand the weather and prevent collapse is required for every tent or membrane structure erected.

Specifically: Section 3103.9 Indiana Fire Code 2014 ed.

Anchorage required. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

If no documentation is available, the installer shall sign the following statement and leave it with a responsible person associated with the event who will present the information to the fire code official upon request. If there is more than one installer for these items, each installer shall provide the required documentation or execute the following statement.

The purpose of this form is to eliminate return trips by the installer to the location of the tent or membrane structure to provide the required documentation or to verify the installation methods.

+++++

I, _____ (name), installer for the tents and membrane structures at the _____
_____(event), do affirm that the installation is adequate to meet the requirements of the Indiana Fire Code as
stated above.

Date: _____

Installer (Printed name): _____ Event Coordinator (Printed name): _____

Installer (Signature): _____ Event Coordinator (Signature): _____

Appendix C
City of Mishawaka:
Tent Permit Application



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

Department of Community Development & Planning

TENT POLICY

PLEASE DOCUMENT THE FOLLOWING ON A SITE PLAN OR AERIAL OF THE PROPERTY TENT IS TO BE ERECTED AND RETURN TO PLANNING:

- A Transient Merchant License may be required. Contact the City Controller Office at (574) 258-1622.
- Distance tent will be from existing building
- Size of the tent
- The purpose for the tent
- Parking spaces that will be taken (covered) by the tent
- Dates the tent will remain erected
- Traffic Flow

Codes to Be Observed & That Will Be Strictly Enforced

1. The tent shall be set at least 20 feet from buildings.
2. Vehicles shall be parked at least 20 feet from the tent stakes.
3. Any generator used must be located 20 feet from tent and enclosed. (See 675 IAC 22)
4. "No Smoking" signs shall be placed in the tent.
5. A fire extinguisher rated for Class A, B & C fires must be placed in the tent where it will be easily accessible.
6. Signage may not be placed on, in, and/or outside the tent that would be visible from the street.

Appendix D

General Tent Set Up Rules

(not an exhaustive or comprehensive list)

Tents

- No smoking signs must be placed in conspicuous location
- A tent open to the public must not have: devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device – none of these items may be within 10 feet of a tent that is open to the public
- Properly staked per the manufacturer's specifications
 - Barrels are NOT permitted
 - Concrete weights are permitted
 - Must have anchorage documentation
- Am I enclosed?
 - Enclosed – 4 tent walls
 - I need the proper number of emergency exits
 - I need to be fire- rated (tag on tent)
 - I have an occupancy that must be maintained
 - Not enclosed – 3 or less tent walls
- Am I more or less than 400 sq. ft?
 - No –
 - Just ensure the tent is properly secured
 - If I am enclosed, I count as a building structure and must have an occupancy
 - If I am used for cooking – I need to be fire-rated
 - Yes –
 - I must be properly staked down
 - If I am enclosed, I count as a building structure and must have an occupancy
 - I require an A&E permit with the State Fire Marshall's office
 - I must have a 20-foot separation from: lot lines, buildings, other tents, parked vehicles, combustion engines
 - Support ropes and guy wires are considered part of the structure

Appendix E
Noise Ordinance:
City of Mishawaka

ARTICLE V. - NOISE CONTROL^[1]

- **Sec. 30-104. - Penalty.**

Any person found in violation of any provisions of this article who does not choose the violations bureau option shall be fined not less than \$50.00 for the first offense, and not less than \$75.00 for the second offense, and not less than \$150.00 for the third and subsequent offense.

(Code 1985, § 97.99; Ord. No. 3533, 10-21-1991)

- **Sec. 30-105. - Loud noises prohibited.**

No person shall make, continue or cause to be made or continued any loud, raucous or unusual noise which disturbs, injures or endangers the health, peace or safety of others within the city.

(Code 1985, § 97.01; Ord. No. 3533, 10-21-1991)

- **Sec. 30-106. - Prohibited noises enumerated.**

The following acts, among others, are declared to be loud, raucous or unusual noises in violation of this section, but such enumeration shall not be deemed to be exclusive:

(1)

The sounding of any horn or signaling device on any automobile, motorcycle, or other vehicle on any street or public place except as a danger warning; the creation by means of any such signaling device of any unreasonably loud and raucous sound; and any such signaling device sounded for an unreasonable period of time. The use of any signaling device except one operated by hand or electricity; the use of any horn, whistle or other device operated by engine exhaust; and the use of any such signaling device when traffic is for any reason held up.

(2)

Using, operating or permitting to be played, used or operated, any radio receiving set, musical instrument, phonograph, or other machine or device for the producing or reproducing of sound in such a manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any louder volume than is necessary for convenient hearing for the person who is in the room, vehicle or chamber in which such machine or device is operated and who is a voluntary listener. The operation of any such set, instrument, phonograph, machine or device between the hours of 10:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.

(3)

Using, operating or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting the attention of the public to any building or structure.

(4)

Yelling, hooting, whistling or singing on the public streets, particularly between the hours of 10:00 p.m. and 7:00 a.m. or at any time or place so as to violate the quiet, comfort, or repose of persons in any office or in any dwelling, hotel or other type of residence or of any person in the vicinity.

(5)

The keeping of any animal or bird which by causing frequent or long-continued noise shall violate the comfort or repose of any person in the vicinity.

(6)

The blowing of any locomotive steam whistle or steam whistle attached to any stationary boiler, except to give notice of the time to begin or stop work or as a warning of fire or danger, or upon request of proper city authorities.

(7)

The discharge into the open air of the exhaust of any steam engine, stationary internal-combustion engine, motorboat or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

(8)

The use of any automobile, motorcycle or other vehicle so out of repair, so loaded or in such a manner as to create loud and unnecessary engine noise, grating, grinding, rattling or other noise in excess of the noise limit measured in decibels as prescribed by state standards. The noise limit applies to total noise from a motor vehicle or motorcycle including that noise of other vehicles attached thereto.

(9)

The operation of any motor vehicle or motorcycle in such a manner as to create excessive noise such as the squealing of tires or other noise unrelated to engine noise and noise caused by unnecessary grinding, rattling or other vehicle disrepair need not be measured in decibels to violate this section.

(10)

The creation of a loud and excessive noise in connection with the loading or unloading of any vehicle or the opening and destruction of bales, boxes, crates and containers.

(11)

The erection (including excavating), demolition, alteration or repair of any building, other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays, except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the building commissioner. The permit may be granted for a period not to exceed three days or less while the emergency continues and may be renewed for a period of three days or less while the emergency continues. If the building commissioner shall determine that the public health and safety will not be impaired by the erection, demolition, alteration or repair of any building or the excavation of streets and highways within the hours of 6:00 p.m. and 7:00 a.m., and further determines that loss or inconvenience would result to any party in interest, he may grant permission for such work to be done within the hours of 6:00 p.m. and 7:00 a.m., upon application being made at the time the permit for work is awarded or during the progress of the work.

(12)

The creation of any loud or raucous noise on any street adjacent to any school, institution of learning, church or court while the same is in use, or adjacent to any hospital, which unreasonably interferes with the workings of such institution, or which unduly disturbs patients in the hospital, provided conspicuous signs are displayed in such streets indicating that the same is a school, hospital or court street.

(13)

The shouting and crying of peddlers, hawkers and vendors which disturbs the peace and quiet of the neighborhood.

(14)

The use of any drum or other instrument or device for the purpose of attracting attention by creation of noise to any performance, show or sale.

(15)

The transportation of rails, pillars or columns of iron, steel or other materials over and along streets and other public places upon carts, drays, cars, trucks or in any other manner, loaded so as to cause loud and raucous noises so as to disturb the peace and quiet of such streets or other public places.

(16)

The operation between the hours of 10:00 p.m. and 7:00 a.m. of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist or other appliance, the use of which is attended by loud or unusual noise.

(17)

The operation of any noise-creating blower or power fan or any internal combustion engine, the operation of which causes loud and raucous noise due to the explosion of operating gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to deaden such noise.

- **Sec. 30-109. - Permits for special exceptions.**

(a)

The office of the city controller shall have the authority to issue permits for:

(1)

Holidays, celebrations, concerts, parades, or other special events, public or personal.

(2)

Persons who demonstrate that bringing the source of sound or activity for which the permit is sought into compliance with the provisions of this article would constitute an unreasonable hardship on the applicant, the community, or other persons; and that the adverse impact on the health, safety, and welfare of persons affected by the permit has been outweighed by the hardship. Permits may contain any conditions, including a time limit, that are necessary to limit the adverse impact of the activity.

(3)

Noncompliance with any condition of the permit shall terminate the permit and subject the person holding it to the provisions of this article.

(b)

The board of public works and safety shall issue guidelines defining the procedures to be followed in applying for a permit and the specific criteria to be considered in deciding whether to issue a permit. The board shall also determine fees for those permits to be issued.

Appendix F

How to Submit a Variance Request to the Board of Public Works

Please send an email to Kari Myers, Clerk of the Board, for additional information on how to formally submit a request to the Board of Public Works. You will want to include a description of your event.

Kari Myers: kmyers@mishawaka.in.gov

Appendix G
Inflatable Attractions Guidelines
& Permit Form



CITY OF MISHAWAKA
PARKS & RECREATION DEPT.
INFLATABLE ATTRACTIONS GUIDELINES



Event Organizer Responsibilities:

- A generator may be required due to lack of electricity.
- The ground beneath the inflatable must be protected. For example, put tarp below the inflatable.
- Your bounce house company must provide proof of insurance naming the City of Mishawaka as additionally insured.

Attendant/ Renter Responsibilities:

- **The inflatable attraction must be securely anchored at all times. Staking in the parks is strictly prohibited. Please use weights to anchor the inflatable.**
- **DO NOT use the bounce and/or slide if the wind conditions exceed 15 mph.**
- Unit will not be located within 5 feet of any fixed object such as a wall or pole.
- Unit will not be set up next to (within 20 feet) of rides or equipment that uses diesel, gasoline, or propane fuel.
- Supervision by an adult is required at all times.
- The attendant should make all riders aware of rules posted on the inflatable.
- Entry into the inflatable device should be done in an orderly and controlled manner.
- Riders should be of similar age, weight, and height range. Adults and older children should not bounce with younger children of differing size.
- Persons under the influence of any "intoxicating" substances are not permitted in the bounce house.
- No shoes, eyeglasses, jewelry, or sharp objects.
- No somersaults, diving, wrestling, flips, rough play, and/or hanging on attachments are not allowed in the inflatable.
- No food, drinks, gum, pets, silly string, or confetti is allowed in the inflatable.
- Do not allow anyone to bounce if the bounce house is wet.
- Keep everyone away from the blower at all times.
- Once the inflatable has been erected by the rental company, the inflatable attraction should not be moved from the location of installation.

Emergency Procedures:

In the event of a Severe Weather Alert, Power Failure, or Medical Emergency, the following procedures should be followed:

- Call the appropriate emergency responders (if necessary).
- Exit riders in an orderly fashion away from the inflatable.
- Turn off blower and then unplug from outlet.
- Keep riders away from the inflatable device.

I have read, I understand, and I agree to the above rules and regulations. I understand that if I do not follow the above rules and regulations, I may be asked to shut down my inflatable attraction. If I am asked to shut down my inflatable attraction, I realize that I will not receive a refund from the Mishawaka Parks and Recreation Department, the City of Mishawaka, or any other City of Mishawaka Department. My signature is proof of agreement to all of the conditions listed on this form.

Date: _____ Event Date: _____

Name: _____ Signature: _____

Appendix H

Temporary Event Plan & Review – St. Joseph County Dept. of Health



St. Joseph County Health Department

Temporary Event Plan and Review

IMPORTANT: The temporary Plan and Review **MUST** be submitted to the Health Department **30 days prior to the Event. The application must be completed in its entirety.**

Event Name: _____

Date of Event: _____ 20____ Operational Hours of Event: _____

Location of the Event: _____

Event Coordinator's Name: _____

Business Address: _____ Phone Number: _____

E-mail: _____ Fax number: _____

Set up Date: _____ 20____ Time: _____

Water Supply: Public _____ Private _____ (copy of last water test) Y N

Sewage Disposal direct hook up _____ Holding Tank: _____

Total Number of Temporary Food Vendors: _____

Approximate Number of people expected to attend the event daily: _____

Event Coordinator Responsibility:

- Ensure all vendors have **applied for and obtained the necessary permit(s) seven (7) days before the Event.**
- Contact the temporary vendors and inform them of the inspection time.
- Inform the vendors they need to be at their location until the Health Department has conducted an inspection. **Vendors who are not at their location or not in full compliance with 410 IAC 7-24 will not be allowed to operate.**
- If a vendor has not applied and paid for a permit, the Event Coordinator **SHALL** not allow that vendor to operate.
- Any vendor without adequate hand washing facilities will be closed until adequate hand washing facilities can be provided.
- Submit a site map listing location(s) of the food vendors.

The Temporary Event Plan and Review may be faxed to the Health Department at 574-235-9497, mailed to St. Joseph County Health Department, Attention Food Division, 227 W. Jefferson Blvd. 9th Floor County City Building, South Bend, IN 46601, or emailed to CSmith@co.st-joseph.in.us If there are any questions contact our office at 574-235-9721.

Office Use Only

Date application received: _____

Staff Initials: _____

Temporary Vendor Information

	<i>Vendor Name</i>	<i>Contact Person</i>	<i>Cell Phone</i>	<i>Telephone</i>	<i>No. of Units</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
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Appendix J
Beer & Wine Permit –
Indiana State Excise



BEER / WINE AUTHORITY / TYPE 118

State Form 35494 (R9 / 9-19)

Deliver or mail completed application and payment to:

DISTRICT 1
52422 County Road 17
Bristol, IN 46507
Telephone: (574) 264-9480

DISTRICT 4
651 S. Frontage Road
Seymour, IN 47274
Telephone: (812) 523-8314

DISTRICT 2
1353 South Governors Drive
Columbia City, IN 46725
Telephone: (260) 244-4285

DISTRICT 5
3650 South US Hwy 41
Vincennes, IN 47591
Telephone: (812) 882-1292

DISTRICT 3
41 West 300 North
Crawfordsville, IN 47933
Telephone: (765) 362-8815

DISTRICT 6
6400 East 30th Street
Indianapolis, IN 46219
Telephone: (317) 541-4100

INSTRUCTIONS:

1. Applicant must complete all requested information.
2. Please type or print clearly.
3. Submit application and payment to the local excise district office.
4. All events are \$50.00 per day (905 IAC 1-11.1-1). Business checks and money orders made payable to the Indiana Alcohol and Tobacco Commission are accepted.
5. Serving past midnight, no later than 3 AM, is one (1) day.
6. No rain checks on any of the listed events.

Visit <https://www.in.gov/atc/isep/2379.htm> for additional information about the districts.

STEP 1. GENERAL INFORMATION

Name of applicant applying for permit (organization, club, corporation, individual)		TM Permit number (issued by ATC)
Address of applicant (number and street, city, state, and ZIP code)		E-mail address
Name of person making application	Fax number ()	Emergency contact telephone number ()
Printed name of contact person of event		Emergency contact telephone number ()

STEP 2. EVENT INFORMATION

Beginning day	Beginning date (month, day, year)	Ending day	Ending date (month, day, year)
Time of event Start time <input type="checkbox"/> AM <input type="checkbox"/> PM		End time <input type="checkbox"/> AM <input type="checkbox"/> PM	
Type or description of event			
Exact address of event (number and street, city, state, and ZIP code)			

STEP 3. FLOOR PLAN (See Step 4, Number 2.)

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STEP 4. ACKNOWLEDGMENT

In order to qualify for this authority to serve beer and wine, the following guidelines must be met:

1. There must be a **well defined premises**, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You must have a defined floor plan or diagram. This is to be drawn on Page 1, Step 3 of this application. If minors are to be present, you must have a defined separation between the bar area and family area. *(Must be on floor plan.)*
3. There shall be **NO** carry-out privileges, **NO** carry-in privileges and **NO** spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person shall sign the authority.
5. **ANY** and **ALL** persons dispensing or accepting payment for alcoholic beverages **MUST POSSESS** a valid ATC employee permit.
6. The event must meet applicable Indiana State Board of Health requirements, particularly with regard to restroom facilities.
7. If the event is held in a town park, you must have approval from the town board.
8. Legal Hours of dispensing alcoholic beverages: (Prevailing time)
 Monday through Saturday -- 7 AM to 3 AM the following day
 Sunday -- 7 AM to 3 AM the following day
9. **Applicant must file with the district office at which the event will be held at least five (5) days prior to the event.**
10. The authority must be posted in the most conspicuous place at the location of the event. An excise officer or commissioner, for good cause, has the authority to revoke the authority during the event.

STEP 5. COMMUNITY CLEARANCE

1. Signature of Sheriff of county, or Chief of Police, or Town Marshall of jurisdiction where the event will be held	Date signed <i>(month, day, year)</i>
2. Signature of the mayor <i>(if the event is held in Fort Wayne)</i>	Date signed <i>(month, day, year)</i>
Note: Please post your approved request in a conspicuous place where the alcoholic beverages are being dispensed at the location. If for any reason this request is denied, you may be notified either in person or by telephone.	
I swear or affirm under penalties of perjury that the information is true and accurate.	
Signature of permittee / agent <i>(Your signature acknowledges that you have read and will abide by the rules and guidelines.)</i>	Date signed <i>(month, day, year)</i>

FOR DISTRICT USE ONLY

District number	Date issued <i>(month, day, year)</i>
Reviewed by Excise Police District Representative	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

ALCOHOL USAGE: Per Indiana state law, a temporary Beer/Wine Permit or a Catering Permit is required for any event occurring in a business or public place where alcoholic beverages will be served. Any person wishing to have or serve alcoholic beverages must contact the Indiana State Excise Police District 1 Office at 574-264-9480 or e-mail dist1@atc.in.gov to obtain a Temporary Beer/Wine Permit. The requirements for this permit and for a Catering Permit are below:

TEMPORARY BEER/WINE PERMIT: A temporary permit is good for beer and wine only not liquor. If you want to have liquor served at your event, you must have a licensed alcoholic beverage caterer. A temporary permit is valid for on premises consumption only. Carry-out sales are not permitted and persons are not allowed to bring alcoholic beverages into the temporary function. The fee is fifty (\$50.00) dollars per day. The fee must be paid by business check, money order, certified check or cashier's check. Cash will only be accepted if the application is hand-delivered to the ATC in Indianapolis.

In order to receive a temporary permit, you must submit the following to the Commission:

- A completed application containing all required signatures. (see below)
- A floor plan submitted on 8 ½ x 11 sheet of paper. (Floor plans must be legible and if a family room is to be utilized, it must be specified on the floor plan.)
- The proper fee.
- The signature of approval from an officer of the Mishawaka Police Department having authority over the location and subject matter.
- The signature of the Excise Police Officer who has jurisdiction over the location. (THIS SIGNATURE MUST BE OBTAINED LAST)
- When obtaining Excise approval signatures, if you do not know the local Excise district for your event, you can obtain this information from our website at <http://www.in.gov/atc/2409.htm>.

An Excise Officer reserves the right to hold the application for review if he/she deems necessary. The temporary permit may be revoked for good cause.

The completed application must be submitted to the Local Excise Office at least fifteen (15) days prior to the event. Failure to do so may result in denial of the application.

You must have individuals (at least 21 years of age) who are licensed servers and bartenders to serve at the temporary function. Temporary Employee permits are available that can only be used during the temporary function. Temporary Employee Permit applications can also be downloaded at <http://www.in.gov/atc/2409.htm>.

- If you have any questions, contact Nicole Anderson at the ATC at (317) 234-4315, or the ATC main office at (317) 232-2430.