

**TOWN OF MUNSTER PARK AND RECREATION DEPARTMENT ~ COMMERCIAL ENTERPRISES PERMIT**  
**APPLICATION**

Business Name: \_\_\_\_\_  
(please print)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of Program: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Park Requested: \_\_\_\_\_

Park Location requested: (include site map) \_\_\_\_\_

Date: \_\_\_\_\_

Is this a recurring request?      NO      YES (if yes, list all dates) \_\_\_\_\_

Time of Day (list start time – end time): \_\_\_\_\_ (this time includes setup and teardown time)

Describe how you plan to remove trash from the site? \_\_\_\_\_

Person responsible for cleanup \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship to business \_\_\_\_\_

How many participants are planned to attend? \_\_\_\_\_ Is the program open to the public? \_\_\_\_\_

Are participants being charged to participate? \_\_\_\_\_ (if yes, please explain type of fee and amount)

How and where do you plan to advertise? \_\_\_\_\_

Detail all items you plan to teach and/or sell (include attachment if necessary): \_\_\_\_\_

What are your plans for providing emergency/medical services? \_\_\_\_\_

*The Town of Munster reserves the right to request additional information or add to requirements based on application information.*

This is only an application for the use of the Town of Munster Park system locations. Notification of approval/denial will be sent within 2 weeks of all application materials being received.

**NOTE: There are three pages to this permit application**

\_\_\_\_\_  
Signature of person completing application

## **Rules and Guidelines**

- Applications must be made at least three weeks prior to use date(s).
- Electric hook-ups are not available.
- Water hook-up is not available.
- All units must be self-contained with power that cannot be heard more than 30' away per Town sound ordinance.
- Trash, debris, food waste, product waste, boxes, oils, wastewater, water, etc. must all be taken with the vendor upon departing.
- Vendor is required to pick up trash from their customers within a 100' radius of selling location or run the risk of losing permission.
- Fitness training/conditioning/coaching is not to stand or lay on picnic tables, benches or other equipment not designed for such use.
- Fitness training should not interfere with other park users or Munster Parks and Recreation activities.
- Fitness training should not use playground equipment as it's not designed for such use.
- Fees do not reserve shelters. If desired, separate application and fees apply.
- Signage (temporary or permanent) is not allowed for advertising, wayfinding, directions, encouragement, etc. Signage on your clothes or on vehicles is the only type allowed.
- Training is not to occur within 100' of any structure (building, shelter, pool, playground, etc.) within any park.
- Use of Centennial Park is not to occur on the hill of the former landfill. This includes immediately adjacent to the fitness stairs to help avoid wearing down of the cap on the former landfill.
- The Town's sound ordinance is that any sound cannot be heard more than 30' away from the source.
- Barbells, bumper plates, plate weights, and sleds are not allowed. Straps, rings, and resistance bands are not to be hung or connected to trees.
- Fitness/exercise and similar privileges are limited to 14 total participants. Groups of 15 or more require a park use permit.
- Food vendors must supply a copy of current Lake County Indiana food license from the department of health. Additionally, the local inspectors and fire department may inspect vendors at any point while on site.
- Businesses desiring use of athletic facilities would seek permission as an athletic facility permit.

## **Fees**

- All fees must be paid prior to any use of the facilities.
- Fees are non-refundable.
- Fees are per day
- Concessionaire (food or articles): (no glass containers)
  - Town of Munster businesses \$150 per date (Must show current Town business license for Town rate)
  - Non Town of Munster businesses \$225 per date
- Privilege or Services (includes fitness instruction/training):
  - Town of Munster businesses \$20 per date (Must show current Town business license for Town rate)
  - Non Town of Munster businesses \$30 per date

### **Certificate of Insurance**

All organizations must carry a minimum of \$1,000,000 in general liability coverage per occurrence and \$2,000,000 aggregate. Automobile liability insurance with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident. Supply a certificate of insurance naming the 'Town of Munster Parks and Recreation' as additional insured. If request is for Centennial Park a certificate of insurance naming 'Indigo Golf Partners' is also required. A 'certificate holder' is not sufficient – it must list as additional insured. The certificate(s) must be on file with Town of Munster Parks and Recreation Office prior to any permitted use and is required along with application form.

### **Permit Use**

A permit is for official use by your business. You cannot resell, distribute, or otherwise add to the use as part of your permit without written permission from the Town of Munster Parks and Recreation department. Such a permit will be for a specific location. Location is not to be changed without written permission from the Department. The Town of Munster Parks and Recreation reserves the right to deny a permit application or revoke an issued permit for reasons in the best interests of the Town.

### **Submit**

- 1) Submit this completed application form
- 2) certificate of insurance information
- 3) appropriate fees
- 4) other pertinent information (additional details, menus, park site sketches, etc.) to:

Town of Munster Parks and Recreation  
1005 Ridge Road  
Munster IN 46321  
at the Munster Town Hall **at least three weeks prior to date of request.**

Questions regarding this process can be directed to Munster Parks and Recreation at (219) 836-7275.