

## Planning a Special Event in Albion?

The Albion STAR Team is a champion of efforts to bring more people to downtown Albion to engage with our downtown merchants, food, and beverage establishments.

We offer this information to help encourage local citizens and organizations to use Albion's Celebration Station, the newly activated downtown alley on the east side of the courthouse square (and other venues), to share our great amenities and time together. Celebration Station was made possible by the Hometown Collaboration Initiative and the project made great strides in 2020 (with more planned).

This outdoor space is available for use by citizens and organizations, owned and maintained by the Town of Albion, and beautified and stewarded by volunteers with the Albion STAR Teams, a local organization and member of OCRA's Downtown Affiliate Network, associated with Indiana Main Street.

### **Suggested steps to planning a special event in Albion:**

1. Consider the timeline. The town requires at least 30 days advance notice. Depending on other activities that may occur during your event, even more time may be needed to secure additional permits or licenses. Those include events that will feature:
  - a. A raffle (a state permit is required)
  - b. Sale of beer or alcohol (a permit or license is required, plus possibly additional insurance)
  - c. Closing a state highway (a permit from Indiana Department of Transportation is required to close off any portion of State Roads 8 or 9 in Albion)
  - d. Temporary staging, outdoor stage equipment, canopies, or tents (a permit from Department of Homeland Security is required)

In addition, fees are payable at least 48 hours before Albion Town Council is asked to approve event permits. Allow plenty of time to get through the processes required.

2. Get all other permits in order before applying for a Special Event Permit from the Town of Albion. The Town's Special Event Permit Application will ask that any of the applicable items above be submitted with their application to hold an event.
3. Review Albion's Special Event Application [[here](#)].
4. When ready, you can submit a Special Event Application online [[here](#)], or download a fill-in-the-blank hard copy [[here](#)]. If you use our online application, please first prepare all applicable documents (scan and have available in electronic format) to upload during the application process. (Payment will not be made online.)

## **What activities may require additional permits/licenses?**

### **Raffles**

Organizations must first qualify to be eligible to conduct any charity gaming events before holding a raffle. Eligible organizations must obtain a license, issued and good for 12 months, by the Indiana Gaming Commission. Find details [here](about:blank).

### **Beer or alcohol sales**

In order to serve alcohol, you must provide:

1. Security for your event with applicable contact information.
2. Proof of compliance of Indiana Alcoholic Beverage Laws and Regulations (including a map of controlled area location and information on how the area will be secured.)
3. Name of alcohol permit holder and copy of permit and license and proof of insurance.

For more information about serving alcohol at a special event, visit the Indiana Alcohol and Tobacco Commission (ATC) website at <https://www.in.gov/atc/alcohol-resources/alcohol-beverage-applications-and-forms/>.

Temporary beer / wine permit applications may be submitted at the District 2 ATC office at:

1353 South Governors Drive  
Columbia City, IN 46725  
(260) 244-4285

### **Closing a State Highway**

If you need a state highway closed for your event (SR 8 and/or SR 9 in Albion), you will need to have a Miscellaneous Permit from Indiana Department of Transportation. Find details at <https://www.in.gov/indot/2785.htm>.

### **Using a stage, outdoor stage equipment, canopy, or tent**

Amusement and entertainment permits are required for events at a variety of locations and venues. If your event will utilize a stage, canopy, tent, or related equipment, a permit is required, issued by the Department of Homeland Security in Indiana.

You may apply using a fillable .pdf at <https://www.in.gov/dhs/files/42235-fill-in.pdf> (print and mail), or submit an application online at <https://www.in.gov/dhs/fire-and-building-safety/code-enforcement/application-for-amusement-and-entertainment-permit/>.

We hope this information helps expedite approval for your next Albion event!

The Albion STAR Team