

**Berne Community Development Corporation  
Muensterberg Plaza and Clock Tower**

**Application for Performance or Display**

Event Season runs from mid-May through mid-September

The Berne Community Development Corporation is the owner of Muensterberg Plaza. Events are scheduled at the sole discretion of the Events Committee and Berne CDC. The committee retains the sole right to make changes in the schedule or in the conducting of the event. Bookings for groups happens a year in advance of the event season.

Name of Group/Organization: \_\_\_\_\_

Type of Performance/Genre: \_\_\_\_\_

YouTube Link  \_\_\_\_\_ CD Enclosed  (The CD will

not be returned and will become the property of Berne CDC. It will not be used in any way other than to review the performance quality of the group.)

Contact Person: Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Home Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Please note: The committee will attempt to schedule your event on the date(s) requested; however, this is subject to other planned uses during the event season.

Time of Event & Number of Hours Requested: \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ hrs.

Purpose/Reason for performing or setting up a display at the Muensterberg Plaza (Please write a paragraph with specific details describing your reasons for wishing to perform or set up a display at the plaza.)

---

---

---

---

---

*If necessary, please continue your remarks on the back.*

Time Needed for Set-Up and Tear-Down: \_\_\_\_\_

Set-Up and Equipment Requirements (Please indicate the equipment you plan to bring as well as your equipment provider and the contact information of this provider. Equipment and staff requirements could include chairs, music stands, risers, podium, sound system/microphones as well as a sound technician.)

---

---

**Marketing/Advertising Requirements (Please check the appropriate box):** Group provides own advertising and marketing.  If this box has been checked, please describe your marketing plan: \_\_\_\_\_

Group requires the Events Committee to market and advertise this event.  If this box has been checked, the advertising will be left to the discretion of the Events Committee and will depend upon funds supplied through sponsorship.

**Sponsorship (Please check the appropriate box):**  Group will provide appropriate sponsor who will cover all costs of this event.  Group will require sponsorship at the following dollar amount:

\$\_\_\_\_\_ Sponsorship requirements (to be filled out by Events Committee): \_\_\_\_\_

**Inclement Weather Alternate Venue:** \_\_\_\_\_

**Scheduled on:** \_\_\_/\_\_\_/\_\_\_ **Scheduler:** \_\_\_\_\_ **Alternate Venue Cost:** \$ \_\_\_\_\_

**Security Requirements (Local police officers may be needed. Please indicate the number of guests that are anticipated at this event.):** Yes / No **If yes, number of guests anticipated:** \_\_\_\_\_

**Food or Other Vendors:** \_\_\_\_\_

Provided by applying organization  Arranged for by the Events Committee

**Please carefully read the following important information. By signing this application, it is expected that these terms and provisions will be respected and followed.**

1. All groups must comply with the following requirements: no profanity in lyrics or on clothing; no offensive verbal statements or gestures; lyrics must comply with community standards; no freewill offering or fundraising for individual causes without the consent and written permission of the Events Committee; no political rallies, campaigning or electioneering; no campaign literature or signs.
2. CDs or other merchandise may be sold only with the express written permission of the Berne CDC Events Committee.
3. Food permits and certificates of insurance shall be provided by all food vendors upon request of the Events Committee.
4. Some floral displays may be off peak or between plantings the day of your booking. While we will make every effort to ensure the gardens are well tended, we cannot guarantee the conditions of the grounds or floral displays the day of your event.
5. Tents and/or canopies are restricted in the plaza. Berne CDC must approve location, size and staking prior to set-up.
6. No substances of any kind may be thrown or dropped and left on the ground. All fireworks are prohibited, including sparklers.

7. Berne CDC does not supply chairs, podiums or other equipment. We recommend that guests to the plaza bring lawn chairs or blankets. You may set up chairs before your reserved time period, and they may be left on the premises beyond your reserved time period. The public, however, shall have shared use of the plaza for times both before and after the time of your event. Guest artists' equipment must be removed within a reasonable time following the event.

8. Reserved parking is not provided for events. Parking or driving on the grass or sidewalks is prohibited. Any damage done by you or anyone acting on your behalf will be billed to you. This includes all parts of the property and facilities such as the Quilt Gardens, Settlers Statue and Canton Tree. Please make everyone aware of this including any rental company you may choose to use. You release Berne CDC and indemnify it from any liability, damages, and injuries in the use of the plaza by you and your event guests.

9. You are required to have a copy of this application with you at all times when using the plaza. If an emergency arises while at the plaza, please call (620) 747-0139

10. Any special requests (decorations on lampposts and/or railings, clock tolling stoppages, splash pad shutdowns) should be made to the Berne CDC Events Chairperson, Jen Lehman, (620) 747-0139 (email: bernecdcEVENTScommittee@gmail.com). All special requests must be made at least 14 days before the event.

*Name, email address and phone number of an individual who might be willing to meet with and/or serve on the sub-committee for the event being requested on this application:*

**Name:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Application Fee/Security Deposit: \$250.00 (Refundable upon completion of the event and inspection of the**

**plaza property indicating that everything is in good condition.)** Paid  Waived

**I have READ and AGREE to the Muensterberg Plaza guidelines and requirements outlined above. I understand that disregard for these terms and provisions could result in the cancellation of the scheduled event or forfeiture of the scheduling of a similar event in the future.**

**Signature of Contact Person:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Please complete this form and submit a copy to:**

**Berne Community Development Corporation, P.O. Box 27, Berne, IN 46711 Fax Number: (620) 747-0139**

**Application approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conditions and Authorizations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_