



AGREEMENT

for the use of

Hamilton County Parks and Recreation Facilities

Hot Air Balloon Usage

The following rules and regulations have been promulgated by the Hamilton County Parks and Recreation Department for any person, group, corporate or other entity using hot air balloons. Strict adherence to these rules is required, and any request for a waiver of any rule must be made in writing. No waiver, change or amendment of these rules will be affected unless made in writing and signed by the Parks Department Director or designate.

ARTICLE I

PURPOSE OF AGREEMENT

A. Purpose:

1. To provide for and regulate hot air balloon activities in Hamilton County Parks and Recreation Department.

ARTICLE II

POLICY FOR USE OF HOT AIR BALLOON

A. Policy

1. It is the Policy of Hamilton County Parks and Recreation Department to accommodate hot air balloon activities in the county parks and outdoor open space areas where such activities are safe and not in conflict with other park activities or facilities. To facilitate such use, the following regulations are established:
 - a. The use of Hamilton County Parks and Recreation Department for the landing or take-off of hot air balloons shall require a park special use permit. The Hamilton County Parks and Recreation Department shall issue such a permit following the submission of a park special use permit application and all required documentation. The permit shall be valid from the date of the approval of the permit to the expiration date of the applicant's liability insurance policy listing Hamilton County Parks and Recreation Department as an additional insured and/or the end of that calendar year permit was issued (*see item e below*). Following the expiration of the applicant's liability insurance policy an application for a new park special use permit with proof of insurance, listing Hamilton County Parks and Recreation Department as additional insured must be submitted and approved.
 - b. Hot air balloons shall not be allowed to take-off or land from the following areas: aquatic facilities, lighted and fenced athletic fields, all other athletic fields when such fields are in active use, formal landscaping beds/plantings, playgrounds, congested areas, close proximity to buildings/structures, or any other area that could potentially cause harm to park visitors, amenities, structures, pedestrian, or traffic flow. All other appropriate open space within the park may be used for take-offs and landings.
 - c. All balloon chase and other support vehicles are restricted to designated roadways (existing roads and parking lots). Such vehicles are not allowed to drive onto grassy areas to unload or retrieve balloons when grounds are wet due to rain, etc. Any damages must be repaired as soon as possible by permitted entity.
 - d. Balloon Pilots are urged to use discretion when choosing a landing spot so as to not interfere with any ongoing organized events or practices.
 - e. Ballooning may be restricted or prohibited if there is a conflict or potential conflict with other park activities.
 - f. **Individual hot air balloons using county parks land for take-offs or landing shall be required to have a one million dollar liability insurance policy which names Hamilton County Parks and Recreation Department as an additional insured for the period of operation.**
 - g. Organized balloon events of six (6) balloons or more are required to have in force a two million dollar liability with Hamilton County Parks and Recreation Department listed as an additional insured.
 - h. A special use permit documenting the specific date and approximate time shall be required for four or more balloons taking off in a park area at the same time. This does not apply to individual balloons taking off or landing in the same park.
 - i. Hot air balloon pilots and crews are required to follow all park rules and regulations and are subject to termination of the annual permit using the parks for ballooning if a violation occurs. Citations may be issued if violations occur.

- j. Pilots that wish to take-off or land in the Hamilton County Parks and Recreation Department's properties are required to submit as part of the park special use permit application, an identification letter for each balloon for which permit is applied. The identification letter shall contain a photo of the balloon, owner's name, pilot's name, address, phone contact, copy of pilot's license and balloon registration number. Failure to submit an identification letter for any balloon using Hamilton County Parks and Recreation Department's properties would be in violation of park rules.
- k. A Hamilton County Parks and Recreation Department issue window permit must be displayed at all times while on Hamilton County Parks and Recreation Department properties.
- l. The annual permit fee is \$25.00 to be paid at the Hamilton County Parks and Recreation Department Administration Office.

**15513 South Union Street
Carmel, IN 46033
hamilton.parks@hamiltoncounty.in.gov
Monday – Friday: 8:00 a.m. – 4:30 p.m.**

Emergency Numbers

Emergencies	911
Chris Stice	317-714-7082 (m) 317-815-8828 (h)
Bruce Oldham	317-989-6862 (m)
Amanda Smith	317-714-7144 (m) 317-867-5352 (h)



Hot Air Balloon Special Use Permit Form

Name of Group or Event:	Date Submitted:
Submitted By:	Federal ID Required:
Phone Number:	E-Mail Address:
Street Address:	City/State/Zip Code:

Event Description:

Park and Area Requested:	Purpose of Event:
Pilot & Pilot License Number (COPY REQUIRED):	Balloon Registration Number:
Balloon Color(s)/Type:	Emergency contact name, phone number, address and email:

Usage Times:

Date(s) and/or attachment: _____

Start Time: _____ End Time: _____ M T W Th F Sa Su

Number of people attending: _____ One time usage (4 Hours) Additional Hours Other

Any additional comments or request, please attach appropriate paperwork.

It is understood that no person, group or organization has any vested right to the exclusive use of park property. The use of any/all park property is subject to availability and approval by the Hamilton County Parks and Recreation Department ("HCP&R"), subject to the policies, rules, regulations and guidelines of the HCP&R Department. All requests and paperwork related to it must be received by the Hamilton County Parks and Recreation Department before the requested usage date. It is understood that HCP&R Department sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency. If a special use permit is granted, the users agree to be responsible for any accidents or injuries sustained by any person attending or participating in the program or activity at the park, and to be responsible for replacement in case any damage or loss is incurred. All users agree to adhere to the rules, applicable federal, state and local laws and any specific guidelines outlined in the special use permit. The undersigned hereby acknowledges receipt of the rules. **I fully assume all of the risks associated with participants and participation in the Program, including the possibility of COVID-19 (or the novel coronavirus) community spread.**

Name of Authorized Group Representative: _____

Signature: _____

Date: _____

Departmental Use Only

Space Available: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Volunteering Hours: \$12.00 per Hour Volunteer Deadline:
<input type="checkbox"/> Request approved and granted as requested <input type="checkbox"/> Request approved subject to conditions, see attached.	Deposit: Rental Fee (add10% Non County):
Approved By: _____ Date: _____	<input type="checkbox"/> Denied Explanation: _____ Date: _____