



Duke A. Bennett
Mayor

Special Event Permits

Special Event Permit Information
July 26, 2018

Eddie Felling, City Attorney
Curtis DeBaun, City Council President



Duke A. Bennett
Mayor

History

- Pre City Ordinance
- Initial Passage of Permit Requirement - December 2016
- Amendments – June 2017 & July 2018
- Citations as of today



Duke A. Bennett
Mayor

Definition of a Special Event

What is a Special Event?

1. Dancing indulged or permitted; and
2. Music (live or played via speaker/electronic equipment)

Many circumstances in which music may be played or performed without meeting this definition

****Remember this is only applicable if the event is held within the City of Terre Haute****



Duke A. Bennett
Mayor

Permit Exemptions

OAA: Open / Advertised / Admission

A Special Event held by a private citizen OR a business / organization, that is:

- NOT **OPEN** to the general public;
- NOT **ADVERTISED** to the general public; *AND*
- NO fee is charged for **ADMISSION** to the event

DOES NOT need a permit.

*Must meet **all** of the above requirements for exemption.*



Duke A. Bennett
Mayor

Permit Exemptions

A Special Event held by a business or organization, that is:

- A school or class, the purpose of which is to teach dance;
- An exhibition or theatrical production;
- A business with a traditional liquor license, if:
 - ✓ The event is held on the property of the bar/tavern
 - ✓ Is limited to guests over the age of 21

DOES NOT need a permit.



Duke A. Bennett
Mayor

Permit Exemptions

A Special Event held by any educational, governmental, charitable, or religious organization if:

- Attendance is limited to members of the organization and invited guests; AND
- Any profit derived from the dance is used only for:
 - ✓ Expenses of holding the dance
 - ✓ Charitable or welfare purposes; or
 - ✓ A deposit into the treasury of said organization

DOES NOT need a permit.



Duke A. Bennett
Mayor

Permit Exemptions

A Special Event held by any fraternal organization or bona fide club* if:

- Attendance is limited to members of the organization and invited guests; AND
- Any profit derived from the dance is used only for:
 - ✓ Expenses of holding the dance
 - ✓ Charitable or welfare purposes; or
 - ✓ A deposit into the treasury of said organization

DOES NOT need a permit.

A fraternal organization or bona fide club must have at least 50 members to meet this exception.



Duke A. Bennett
Mayor

Obtaining a Permit

Special Event Permit Applications can be obtained from the Board of Public Works Office in City Hall (1st floor).

What is required on an application?

- Basic information & criminal background for:
 - ✓ Person hosting the event / manager
 - ✓ Owner of the business or property where event will be held (if different from the event host)
- Date & time of the event
- Information regarding whether it is open to the public, advertised, and/or admission fee charged
- Detailed security plan for the event
- Certificate of Insurance (700k per, 1 million agg)



Duke A. Bennett
Mayor

Permit Denials

Reasons an application may be denied include:

- Timeliness: must file complete application 10 business days prior to event
- Applicant's criminal history relating to drugs, alcohol, or sex offenses
- Previous violations of City's Special Event *City Code* Sections
- Incomplete application
- Expected attendees under 21 & event location is within 500' of an establishment licensed to sell alcohol
- Insufficient security plan
- Age requirement not met = shall be denied (18+ w/o alcohol, 21+ w/ alcohol)

A permit denial may be appealed to the Board of Public Works & Safety



Duke A. Bennett
Mayor

Permit Fee & Violations

Permit fee for each permit = \$50

- An annual permit may be obtained if:
 - ✓ The same/similar event is held multiple times throughout the year
 - ✓ The schedule of events is known and submitted with the permit application

A registered not-for-profit organization applying for a permit is exempt from paying a permit fee.

Any violation of any provision of this *City Code* Article will result in the immediate suspension or revocation of the permits & subject the permit holder(s) to a fine up to \$2,500.



Duke A. Bennett
Mayor

Overview

- Meet definition of Special Event?
- Is there an exemption?
- Permit requirements
- Permit fee
- Violations



Duke A. Bennett
Mayor

Questions?