



Duke A. Bennett  
*Mayor*

# Special Event Permits

Special Event Permit Information  
July 26, 2018

Eddie Felling, City Attorney  
Curtis DeBaun, City Council President



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# History

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



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# 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\*\***



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# 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.\*



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# 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.



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# 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.



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# 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.\**



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# Obtaining a Permit

Special Event Permit Applications can be obtained from the Board of Public Works Office in City Hall (1<sup>st</sup> 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)





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# 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



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# 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.

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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.



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# Overview

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



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# Questions?