



## Special Event Permit Instructions

1. A Special Event Permit must be obtained if any of the following apply:
  - a. The event is held outdoors on Town property, including streets or sidewalks.
  - b. The event is a walk, run, or parade crossing the public roadway or public property.
  - c. The event is deemed to impact normal Town operations (such as police patrol, Fire/EMS services, etc.).
  - d. The event requires street closures (except block parties), or closure of Town parking lots and/or Town-owned property.
  - e. The event is held by a licensed business, takes place outdoors and is open to the general public. This includes sidewalk sales, tent sales, promotions held in parking lots, etc.
  - f. The event is open to the general public and provides alcoholic beverages.
  
2. The following events are not required to obtain a Special Event Permit:
  - a. Regularly scheduled athletic events
  - b. Events hosted by the School Town of Munster on school property
  - c. Events hosted by the Town of Munster on town property
  - d. Funeral processions
  
3. Permit Fee
  - a. All applications require a non-refundable \$100 processing fee made out to the Town of Munster paid at the time of submission.
  - b. The Town Manager reserves the right to waive fees and costs for certain events as determined on a case-by-case basis.
  
4. The application process is as follows:
  - a. Submit completed application no less than 90 days in advance of the event date to the Police Department with the attachments noted below.
  - b. Once an application is submitted, the event planner will be required to have a meeting with members of the Munster Police and Fire Departments and other Town employees as deemed necessary (Parks Department, Public Works, Town Manager) in order to finalize the security plan and other needs of the event.
  - c. The Town reserves the right to require an event walk-through with applicant and Town staff, including members of the Fire Department, 30 days prior to event date.
  - d. Final sign-off by the Police Chief, Fire Chief, and Town Manager or their representative is required for the event to take place.
  
5. Security Plan:
  - a. The Munster Police and Fire Departments will consult with the event organizers to develop a security plan. Police officers may be required to provide security and/or traffic control. Cones, barricades or other traffic control devices may be required.
  - b. If it is determined that police officers are required to staff the event, the event organizers will be billed for the cost of the officers and the use of any police cruisers.
  - c. All costs incurred by the Town of Munster due to set-up, operation of, or clean-up associated with the event will be the responsibility of the event organizers. This includes restoration costs if park spaces are damaged during an event.
  - d. If a licensed private security company is being used at the event, the organization is required to include a proof of license and detailed private security plan as an attachment to their application.

6. Required attachments:
  - a. Event description
  - b. Site plan/route map
  - c. Current business registration or proof of 501(c)3 non-profit status
  - d. Accord file naming Town of Munster as additional insured
  - e. Parking Plan
  - f. Private Security Plan (if applicable)
  
7. Administrative appeal process:
  - a. The Town Manager and Chief of Police reserve the right to waive deficiencies in an event application.
  - b. If an event application is denied by Town staff, an event planner has the right to appeal this decision to the Munster Town Council.
  - c. If an appeal is desired, the event planner is required to file a Notice of Appeal with the Town Manager's Office and appear in person at the next Town Council meeting no less than five (5) business days after the Notice of Appeal is filed.
  - d. Town Council will review the appeal and make a final determination on the event.
  
8. Penalties for non-compliance:
  - a. Failure to complete all requirements of the permit application process may result in a permit not being issued for the event.
  - b. A permit recipient must abide by the decisions of Town staff relative to a temporary suspension of the event for a public safety concern as determined by the Town, including but not limited to severe weather or inappropriate behavior of attendees. Failure to comply with directives of Town staff will result in revocation of event permit.
  - c. Failure to comply with the terms agreed upon for the issuance of the permit will result in revocation of event permit.
  - d. Continuing an event after revocation of event permit will result in a fine of up to \$5,000.
  - e. Failure to obtain a Special Event Permit when required will result in a fine of up to \$5,000.

# Special Event Permit Application

**Event Title:**

All applicants are required to provide a description of the event. Please attach description to this application.

**Location of Event:**

All applicants are required to submit a site plan/route plan/map of proposed event. Please attach to this application.

**Date and Time:**

	Day of the Week	Date	Time	Anticipated number of attendees at event:  _____
Set-up starts				
Event Starts				
Event Ends				
Dismantle Ends				

**Contacts/Organization Information**

Please list the party who will serve as the primary point of contact for the event.

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Applicant Name Phone Email

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Organization Name Address Street City State ZIP

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Website Organization Phone Email

**Emergency Contact:**

In case of emergency during the event, a person must be available to be contacted during the hours of the event.

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Emergency Contact name Cell Phone # Other Contact #

**Organization Status**

The sponsoring organization is a  Commercial entity  Tax-exempt non-profit organization

Please attach to this application current business registration or proof of 501(c)3 non-profit status.

# Special Event Permit Application

## Insurance

The sponsoring organization shall secure general event liability insurance from an approved insurance company listing the Town of Munster as additional insured, and providing minimum primary coverage of \$1,000,000. Evidence of said insurance must be submitted no later than fourteen (14) working days prior to the Special Event.

Insurance Agency		Phone	
Street	City	State	ZIP
Contact Name	Policy Type	Policy Amount	Policy Number

## Event Details

Please indicate if your event includes any of the following. If any of the following apply, please include in your site map as appropriate and detail in a separate attachment.

- Closure of public streets or public property
- Fees for admission, entry or participation
- Vendors selling to participants within event
- Tents
- Temporary Structures
- Bonfires, fireworks, propane use, or any open flame
- Food service
- Alcoholic beverages
- Amusement rides or inflatable devices
- Concert, sound amplification, or other entertainment
- Electricity/generator
- Water, sinks, plumbing equipment
- Portable Toilets

## Parking Plan

Please include a map that shows available parking for your event, including nearby available street parking if applicable. If parking for another business or organization is being utilized, please include a letter of consent signed by the business owner stating that they consent to their parking spaces being used by attendees of the event.

## Security Plan

Security determination will be made by the Munster Police Department based on the size and type of your event. Certain activities require heightened security. If not using private security company, necessary police presence will be determined in collaboration with the Munster Police Department.

If using a licensed private security company, please submit a detailed security plan showing event entrances and exits, number and location of security personnel, and any other procedures that will be used to ensure a safe and secure event. The company shall provide the Town of Munster with an insurance certificate naming the Town of Munster as "Additional Insured." A copy of such must be submitted no later than 14 days prior to the event date. The Munster Police Department reserves the right to modify submitted security plans and require additional security provisions as it deems necessary.

# Special Event Permit Application

**Request for Town Services**

Please estimate your event's needs for the following public services: public space, street barricades, tables, and other services or equipment.

**Public Space**

Requested Space \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Total Hours \_\_\_\_\_

Town Services	Requested	Required (Town Staff)	Final Cost (Town Staff)	Department Sign-Off
Public Space			\$	
Street Barricades			\$	
Tables			\$	
Other services or equipment			\$	
<b>Total</b>			\$	

# Special Event Permit

## Security Plan

**Security Plan**

The Munster Police Department will complete this portion of the permit in collaboration with the event organizers. Please leave page blank upon initial submission.

<b>Town Services</b>	Number Required	Total Hours	Cost	Department Sign-Off
Police Officers			\$	
Police Supervisors			\$	
Police Squad Cars			\$	
Specialized Police Equipment			\$	
Firefighters			\$	
Ambulances			\$	
Other services or equipment			\$	
<b>Total</b>			\$	

# Special Event Permit Security Plan

## Final Signatures

By signature below, the following individuals or their designee confirm that the application contains all required information and that the organization has met all requirements of the Town in order to obtain a Special Event Permit.

### Chief of Police

Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

### Fire Chief

Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

### Town Manager

Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_