

Chapter 46 – STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES

ARTICLE VII. – SPECIAL EVENT PERMIT

Sec. 46-400. - Definitions.

An event held within the Town of Munster is determined to be a special event if any of the following apply:

- (1) The event is held outdoors on town property, including streets or sidewalks.
- (2) The event is a walk, run, or parade crossing the public roadway or public property.
- (3) The event is deemed to impact normal town operations (such as police patrol, fire/EMS services, etc.)
- (4) The event requires street closures or closure of town parking lots and/or town-owned property.
- (5) 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.
- (6) The event is open to the general public and provides alcoholic beverages.

Sec. 46-401. – Permit required.

- (a) In order to host a special event within the Town of Munster, the organization or individual hosting the even must obtain a special event permit from the Town Manager in accordance with this article.
- (b) The following events do not require a special event permit in accordance with this article:
 - (1) Regularly scheduled athletic events.
 - (2) Events hosted by the School Town of Munster on property owned by the school Town of Munster.
 - (3) Events hosted by the Town of Munster on property owned by the Town of Munster.
 - (4) Funeral processions.
 - (5) Block parties (gatherings hosted on a residential street by a resident of that street; see [chapter 46](#), article VI, block parties).
 - (6) Events held in any park or recreational area or facility. See Sec. 34-103 (Parks and recreational facility usage, rentals, and special events) to apply for a permit to host an event in a park and recreational area or facility.

Sec. 46-406. - Penalties for noncompliance.

- (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 \$2,500.00.
- (e) Failure to obtain a special event permit when required will result in a fine of up to \$2,500.00.