

# **TOWN OF NEW CARLISLE**

## **SPECIAL EVENT PERMIT APPLICATION – PROCEDURES AND REQUIREMENTS**

### **Definition of a Special Event**

A Special Event is an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property, or non-residential private property that can reasonably be expected to cause a public gathering that is not part of the normal course of business at the location. To qualify as a Special Event, the event must not be permissible or permitable by another committee, board or officer of the Town of New Carlisle under Town ordinances or policies.

### **Definition of Nonprofit and For Profit Status**

For the purpose of this permit, nonprofit events shall be defined as those events sponsored by a legally established non-profit organization or by a group of individuals that is sponsoring the event for community benefits and without profit making intent. All proceeds shall serve non-profit purposes and there shall be no profit for event participants. Private for-profit organizations or individuals utilizing non-profit or public sponsors and facilities must be licensing applicant and are subject to “for-profit” fees.

**Note:** In general, for profit events are not permitted at Town parks or facilities. In some cases, however, events such as concerts or theatrical events may be allowed by the Town Council.

### **Purpose of Permit**

The purpose of permitting for Special Events is to protect the health, safety and public welfare of the general public. The Special Events Permit helps insure that all parties, event participants, attendees, neighbors, residents and passers-by will not be inconvenienced and that their health, safety and welfare will have been fully considered and protected. Permits are issued pursuant to New Carlisle Town Code 91.01.

### **Permit Application Process**

The permit shall be for a specific special event at a designated time and place. Each permit request requires the completion of an application. Applications are available at the New Carlisle Town Hall, 124 E. Michigan Street, New Carlisle (574-654-3733) and on the Town web page at [www.townofnewcarlisle.com](http://www.townofnewcarlisle.com).

All applications shall be submitted to the Town of New Carlisle for review. Applications must be received at least thirty (30) business days prior to the date of the proposed special event if your event is under 500 spectators/participants. Applications for events with 500 or more participants/spectators

must be fully completed, signed and submitted to the Town of New Carlisle at least ninety (90) days prior to the event. The Town may, however, accept such applications if received more than thirty (30) days prior to the date of event, if it determines that sufficient time is available to thoroughly review the application.

Upon receiving application the Town may request recommendations and advice from others pertaining to the issuance of such permit. **The actual permit for the special event will not be issued or considered valid until all preconditions and/or exceptions imposed for the special event have been satisfactorily completed or arranged. Required insurance must be submitted with the Special Event Permit Application.**

If any new exceptions or conditions are presented or otherwise sought by the applicant within fourteen (14) days of the scheduled date of the special event, such presentment may be considered a basis for invalidation of the permit application.

Note: The applicant is responsible for obtaining all approvals and signatures required for this permit.

#### Permit Requirements

##### Insurance

- A. **Certificate of General Liability** Insurance in the amount of \$1,000,000.00 (one million) per occurrence is required for all events. The certificate shall explicitly name the Town of New Carlisle as an additional insured and must state the name and date of the event. Please note that depending on the nature of the event, other insurance may be required.
- B. **Liquor Liability.** Where the Applicant, on behalf of any other persons, organizations, firms or corporations on whose behalf the application is made, seeks to hold an event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose, he/she/it shall provide and maintain a policy or policies of Liquor Liability Protection with limits of not less than \$1,000,000. Such insurance shall be evidenced on the certificate of insurance provided to the Clerk Treasurer's designee with this Application

##### Permission from Property Owner

Town properties may be used only by non-profit entities or for events sponsored by non-profit organizations. All Special Events Permit Applications must be approved by the Park Board for any event planned in any town park. All applications will be reviewed by the Department of Public Safety, Code Enforcement, Public Works and the Fire Department. Any event requiring street or alley closures must also be approved by the Town Council.

### Site Maintenance

It is the responsibility of the permittee to maintain the site in an orderly and clean manner during the event. It is the further responsibility of the permittee to clean up the entire area immediately following the event.

Permittee is responsible and liable for any damages that occur to Town buildings or the grounds from the permitted activity. Any damages noticed prior to use should be reported to the Town of New Carlisle.

### Event Advertising

Advertising for special events must comply with all applicable town regulations and ordinances.

### Removal of Promotional or Directional Signs

It is the responsibility of the permittee to remove all informational and/or directional signs that are permitted for this event on public rights of way within 24 hours following completion of the event.