

**TOWN OF HOUSTON**  
**Chapter 475 Special Events Permit**

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**ARTICLE I- APPLICABILITY**

It shall be unlawful for any person, firm, association, corporation, agency, or representative thereof to engage in the following list of activities without first obtaining a Special Events Permit from the Town Council:

1. Parades
2. Circuses, Carnivals and Exhibitions
3. Solicitation, Peddling, Transient Merchant, and Collections for products and services as defined in Chapter 450.
4. Any event held in the public right of way (sidewalks, streets, etc)

**ARTICLE II-REGULATIONS**

1. The event will be conducted in a responsible, orderly manner so as to not subject residents to annoyance or harassment, or in any other way be disruptive of or interfere in the personal lives of said residents.
2. Must be licensed for a business by the State of Delaware, if applicable.
3. Any products sold, disposed of or offered for sale shall comply with all laws of the Delaware Department of Public Health relating to food and food products.
4. All trash, rubbish, temporary structures and event material must be removed within twenty-four (24) hours of the closing of such event and the property left in the manner in which it was found before said event.

**ARTICLE III-PROCESS TO OBTAIN A SPECIAL EVENT PERMIT**

Prior to any Special Event activity, a Special Event Permit must be submitted to the Town Council on the prescribed form approved by the Town Council with all the pertinent information completed as required.

Upon receiving the completed Special Event Permit request, the Town Council Member and/or his/her designee may forward the request to three (3) Council Members or Mayor for review and recommendation for approval, deny or defer to the full Town Council for review and decision.

If the requested permit receives a unanimous approval from three elected officials, the permit has been approved as a majority of the Town Council. If the requested permit is denied or deferred, the permit application will be placed on the next regularly scheduled Town Council meeting for discussion and consideration.

The Town Council and/or his/her designee shall notify the point of contact on the requested permit within two (2) business days upon receiving the decision from the elected officials. The approved permit will be presented at the next regular Town Council meeting as a notification and matter of record.

#### **ARTICLE IV-EXEMPTIONS**

1. All non-profit organization events are exempt if said event is held on private property; however, a special events permit application must be on file with the Town prior to the event for notification and liability purposes.

#### **ARTICLE V-VIOLATIONS AND PENALTIES**

Any owner of property or the tenant of any owner violating any of the provisions of this article shall be deemed guilty of a misdemeanor and upon conviction in a court of competent jurisdiction shall be fined not less than \$50 nor more than \$200 or imprisoned for a term of not more 20 days, or both, and shall pay the cost of prosecution. For the purposes of this Chapter, each day or part thereof that a violation continues shall be deemed to be a separate offense.

#### **ARTICLE VI-ADDITIONAL REMEDY**

In addition to any other remedy provided for in this article and because the purpose of this Chapter is to safeguard and protect the public health, safety and general welfare of the property owners and residents of the Town of Houston, the Town Council and/or his/her designee is hereby authorized to bring an action in any court of competent jurisdiction to enjoin any violation of any provision of this article.