



## SPECIAL EVENT PERMIT APPLICATION

Chapter 670 Municipal Code of the City of Oak Grove

**FEE \$50**

**CITY SERVICES FEE \$250**

### APPLICANT INFORMATION

Application Date (45 Days prior to Event): \_\_\_\_\_ Non-Profit 501(c)(3): \_\_\_\_\_

Name of Organization Sponsoring Event	Address	City	State	Zip
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Contact Name	Address	City	State	Zip
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Position	Phone Number	Phone during event	Email Address
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Second Contact Name	Address	City	State	Zip
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Position	Phone Number	Phone during event	Email Address
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### EVENT INFORMATION

**\*\*Please DO NOT publicize this event until you have received an approved copy of your Special Use Permit\*\***

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Athletic Event   | <input type="checkbox"/> Entertainment/Amusement Event | <input type="checkbox"/> Political Event                      |
| <input type="checkbox"/> Auto Sales Tent  | <input type="checkbox"/> Film Production               | <input type="checkbox"/> Seasonal Sales                       |
| <input type="checkbox"/> Block Party      | <input type="checkbox"/> Non-Commercial Event          | <input type="checkbox"/> Private Event                        |
| <input type="checkbox"/> Commercial Event | <input type="checkbox"/> Parade                        | <input type="checkbox"/> Carnivals/Circuses/Rodeos/Side Shows |

Event Name	Requested Date(s)	Event Hours	Set up Date/Time	Tear Down Date/Time
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Event location/address	Anticipated attendance	Zoning of Property
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Have you held similar event(s) before? Y / N \_\_\_\_\_

Name of Event	Date of Previous Event
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Does your event require additional parking options? Y / N \_\_\_\_\_

Does your event include:

- |  |  |
|--|--|
| <input type="checkbox"/> Concessions/Catering/Vending/Food Trucks              | <input type="checkbox"/> Temporary public toilets                                |
| <input type="checkbox"/> Amplified Sounds (including DJ, microphone, speakers) | <input type="checkbox"/> Alcohol /Beer Garden (Caterer's permit may be required) |
| <input type="checkbox"/> Carnival Rides / Dunk tank / Inflatables              | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Pony Rides or Petting Zoo                             |  |

REQUESTED CITY SERVICES

City Services Fee \$250 per day minimum as determined by the City:

- Law Enforcement, Emergency Vehicles/First Aid Station, Road Closures, Public Works, Other

Attach Site Plan: Including location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, public streets and property lines, location and number of proposed temporary public toilets, proposed temporary potable water supplies, proposed waste disposal plan, proposed electrical plan, and alcohol management plan as necessary.

LIABILITY INSURANCE REQUIRED

Proof of additional liability insurance is required. If the special event will take place on public property, said certificate of insurance shall name the City as an additional insured party in an amount determined by the City Administrator based on the nature of the special event minimum \$1,000,000. A statement that ensures indemnification of the City and that public property will be protected and/or restored to its condition prior to the Special Event.

PROPERTY OWNER INFORMATION

Name of Property Owner, Event Location Address, City, State, Zip, Owner's Phone Number, Phone during event, Email Address, Mailing Address, City, State, Zip

By signing below, the property owner certifies that they have given permission to the applicant set forth herein for use of the premises as described for the proposed event.

X Signature of Property Owner, Printed Name, Title, Date

State of Missouri )
County of )

On this \_\_\_ day of \_\_\_, 20\_\_\_, personally appeared before me, to be the signer of this document above.

My Commission Expires:

Notary Public

