

SPECIAL EVENTS CHECKLIST AND APPLICATION FORM

Please complete this form and mail it to, **Kim Hurt, the Special Events Coordinator, 1100 Frederick, St. Joseph, MO 64501.** If you prefer, you may bring your completed Application Form to the Customer Assistant Department at City Hall, 11th & Frederick, 1st Floor, Room 106. If you have any questions, please call Kim Hurt at 271-4757.

TYPE OF EVENT	
SPONSORING ORGANIZATION	
EVENT LOCATION	
DATE OF EVENT	
HOURS OF EVENT	
CONTACT PERSON	
PHONE NUMBER	
IS THIS EVENT PUBLIC OR PRIVATE?	
ANTICIPATED ATTENDANCE	
IS THIS EVENT FREE?	
WILL ALCOHOL BE SERVED?	
WILL FOOD BE SERVED?	
INSURANCE COMPANY FOR EVENT	

ALL APPLICATION FORMS MUST BE RECEIVED AT LEAST 30 DAYS PRIOR TO THE PARADE OR SPECIAL EVENT. PLEASE ENCLOSE A MAP OF PARADE OR WALK ROUTE. IF HAVING A SPECIAL EVENT PLEASE ENCLOSE A MAP OF THE AREA SHOWING LOCATION OF TENTS, BOOTHS, STRUCTURES OR OTHER ACTIVITIES. OTHER PERMITS MAY BE REQUIRED. IF FOOD OR ALCOHOL IS SERVED, SEPARATE LICENSES WILL BE REQUIRED. NO PAYMENTS ARE DUE UNTIL AFTER THE CITY HAS PROCESSED YOUR APPLICATION.

SPECIAL EVENT- any ceremony, show, exhibition, festival, pageant or gathering, or any similar event excluding parades, in or upon any street, sidewalk, park or other publicly owned property.

PARADE- any parade, march, race, walk, or procession, or any similar event, in or upon any street, park or other publicly owned property.

PLEASE INDICATE IF ANY OF THE FOLLOWING WILL BE LOCATED ON RIGHT-OF-WAY:

Trailers # _____	Booths # _____
Porta Pots # _____	Other # _____
Tents # _____	

TRASH REMOVAL - All trash and debris must be removed from the Parade Route or Special Event location by the sponsoring organization. Arrangements may be made for the City to do the cleanup at a charge of \$50.00 per hour.

ELECTRICITY - Please indicate any special needs (a charge may be applied)

Date to be turned on _____
 Date to be turned off _____

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EQUIPMENT REQUEST

Type	Quantity	Equipment Fee	Date Needed	Sponsor Pickup	City Delivery	Sponsor Return Date	City Pickup Date
Barricades							
Sandbags							
Tables & Chairs *							
Traffic Cones							
Traffic Signs							
Gypsy Box							
Electrical pulls or outlets							

EQUIPMENT RENTAL TERMS

All fees must be paid prior to special event. Other types of equipment (not listed) are the responsibility of the sponsor/organizer. The Street Department will decide how many barricades and signs you will need to close a street. All barricades and signs must meet MUTCD standards. For City delivery a \$25.00 fee will be applied. Charges for any damage to equipment can be applied.

EQUIPMENT FEE SCHEDULE

Barricades	\$8.00 each per day	Gypsy Box	\$25.00 each
Sandbags	\$.50 each	Electrical pulls or outlets fee is	
Traffic Cones	\$2.00 each per day	\$30.00 to \$50.00 by location	
Traffic Signs	\$3.00 each per day		
Tables & Chairs	\$50.00 per day, plus \$100.00 damage deposit (up to 100 chairs & 10-8ft. tables)		

* The set up & take down of tables & chairs as well as protection from weather and vandalism is the responsibility of event personnel. Missing or damaged items will be the responsibility of the event personnel to replace or reimburse the City.

The Director of Public Works & Transportation, or his or her designee, shall have the authority to revoke a permit issued hereunder upon application of the standards set forth in Section 25-374.

Signature _____

Date _____

FOR CUSTOMER ASSISTANCE DEPARTMENT USE ONLY

Cost/Fee Summary

Permit Fee: \$ 25.00
 Equipment Rental Fees: \$ _____
 Electricity Fee: \$ _____
 Trash Cleanup Costs: \$ _____
 Other: \$ _____

Account number 3010-3755

Total Charges \$ _____

Account number 0001-2885