

**CITY OF LAKE OZARK, MISSOURI
SPECIAL EVENT PERMIT APPLICATION**

All Special Event Permit Applications are to be reviewed and approved (or denied) by the Lake Ozark Board of Aldermen at their regularly scheduled meeting. Board meetings are scheduled the second and fourth Tuesday of each month. This application must be fully completed, signed and received by the City at least twelve (12) business days prior to the last date that it can be approved by the Board of Aldermen, but not more than ninety (90) days prior to the scheduled event. *If event requires any street closure for one or more days, a specific detailed plan must be attached. A meeting with the Chief no less than 30 days prior to event is required.* If the applicant anticipates that itinerant vendors will be participating in the special event, applications shall be submitted at least twenty (20) business days and not more than ninety (90) business days before the date and time at which the special event is proposed to commence. *Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit.* Please type or print the information clearly and attach additional sheets and maps as requested.

It is advisable to have a Representative present at the Board Meeting to answer any questions and avoid the application being denied.

Fee Schedule: ***\$250.00 first day, \$35.00 each additional day.*** A civic organization may request a waiver of the fee, but said fee will not be reduced to less than \$125.00. The City also requires a refundable deposit of \$1,000.00 which can be used to cover any expense deemed necessary by the City, such as but not limited to, clean up after the event or excessive overtime incurred. A civic organization may request a waiver of the deposit.

APPLICANT / EVENT INFORMATION

Organization / Business Name: _____

Federal Tax ID No. _____ State Tax ID No. _____

Applicant Name: _____

Mailing Address: _____

Email: _____

Phone Numbers: Home: _____ Office: _____

Cell: _____ Fax: _____

Event Name: _____

Event Type: _____

Event Date(s) and time: _____

Event Location (Please attach map(s)): _____

City Facilities to be used (circle):

- Park
- Street
- Sidewalk Space
- Private Property

Are you requesting any public streets, sidewalks or thoroughfares to be closed? Yes No

What alternate route(s)/detours are being requested?

Estimated Crowd: _____ Number of Participants: _____

PUBLIC SAFETY REQUIREMENTS

The City of Lake Ozark may require certain public safety standards to be met by the event organizer. All services of the police department may be at additional cost to Applicant. If your event is taking place on any roadway, police may be required. If you are closing off any streets for any reason, *Applicant is responsible for purchasing and posting signs notifying all motorists prior to and during the event.* Any traffic cones needed for the event or for traffic control will be provided by the event. *Any traffic barricades needed will be supplied by the Police Dept. with a one-time fee of \$100.*

Location and times police services are requested (**be specific**):

If you are requesting street closures, does the closure, to the best of your knowledge, require deviation or the detour of traffic to other routes? If so, list the intersections and cross streets where the detours may need to begin or end. **Be specific.** (The request does not necessarily mean that the detour will occur as requested.) If request involves closure of the Dam, permission from Ameren and MODOT is required. Supply confirmation of this approval.

What are your security and safety plans for the event? What are the safety plans in case of severe weather, emergency or major disaster? The Chief of Police of the Lake Ozark Police Department reserves the right to approve any and all security personnel to be used for the event. Accordingly, the names, addresses and dates of birth of all security personnel must be provided for private security.

PARADE RULES

All parade participants are required to abide by the general public safety ordinances of the City of Lake Ozark, Missouri. Specifically, Section 235.040 prohibits the throwing of candy, promotional materials, literature or any other items from vehicles or otherwise onto public property, including public streets and right-of-way. Such items may only be distributed by persons walking along the parade route and handing the items to spectators. Additionally, any violation of the City's liquor ordinances may be cause for immediate removal from the parade and potentially may result in the issuance of a summons for an ordinance violation.

DEPARTMENT OF PUBLIC WORKS

Are you requesting any barricades and/or fencing? Yes No
If YES, there is a one-time fee of \$100.

If yes, please note location and number of all barricades/fencing needed. (attach map).

Are you supplying trash receptacles? Yes No

If yes, number and location (attach map).

The City reserves to right to require the event organizers to provide port-a-johns. There must be at least one (1) handicap accessible restroom. One (1) port-a-john or restroom is recommended for every 250 people in attendance. Please indicate the number of port-a-johns to be used and location(s) (attach map).

Clean Up Plan: (list your clean-up plans, cleanup is to include all trash pickup from streets and sidewalks. *If cleanup is not done, City personnel will perform this at an additional fee to be determined. The cost of any clean-up by city personnel not covered by the deposit placed with the city; may at the City's discretion be billed directly to the event.*

ENTERTAINMENT

Describe entertainment, including entertainers/bands to perform and what type of sound system(s) are to be used.

VENDING AND SALES

Will there be any vending or retail sales? Yes No N/A

If yes, please be aware of the following requirement:

If itinerant vendors will be participating in the special event, or if a participant intends to sponsor or organize itinerant vendors for the special event, he or she shall contact the Missouri Department of Revenue at least three (3) weeks before the special event and give the date and time of the special event, the place it will be held, his or her address, phone number, and the number of itinerant vendors participating in the special event. The applicant or participant shall be responsible for furnishing the reporting forms and sales tax rate charts from the Missouri Department of Revenue to all itinerant vendors who participate in the special event. The applicant or participant shall furnish to the Missouri Department of Revenue and the City of Lake Ozark, **before the special event**, with a list of all participating itinerant vendors, including their names, addresses, phone numbers and Missouri Tax ID Number.

Any itinerant vendor(s) failing to be disclosed and identified as herein required or fails to provide proof of possessing the appropriate tax reporting form and/or are found not to be collecting appropriate sales tax will be disqualified from participation in the Special Event. Further, the event organizer may have the approval of their Special Event application revoked and/or their deposit forfeited to the City if any itinerant vendor is operating in violation of the provisions of this Section.

* Will there be any liquor sales? Yes No N/A

If yes, please provide details: i.e. Beer Garden, by the drink, package, etc., and under what current, active City Liquor License will you be operating?

* **NOTE:** Any and all sales of beer, liquor and wine must be approved by the Board of Alderman. The approval (or denial) will be made at a Regular Board of Aldermen Meeting PRIOR to the event. Applicant is required to obtain the appropriate City, County, Federal and State liquor licenses. You are strongly encouraged to consult with the City Clerk to determine what Liquor Licenses are required and are appropriate.

Any Special Event applicant that fails to comply with said licensing requirements may have the approval of their Special Event application revoked and/or their deposit forfeited to the City.

Parking: Describe parking areas and transportation modes and times of operation to and from the event:

Are all portions/ sections of the Special Event accessible for handicapped?
 Yes No N/A

Will there be tables in eating areas that are accessible? Yes No N/A

Will there be accessible seating spaces provided? Yes No N/A

Will publicity for the Special Event include accessibility information or who to contact with accessibility questions? Yes No N/A

Will assistive devices, printed material or sign language interpreters be provided on request? Yes No N/A

What other agencies have you contacted? Have you received permits from these agencies for your event (if applicable)?

Is there any other information you feel is important regarding your event?

INSURANCE

Due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions.

1. All sports competition events and any special event involving animals, fireworks, automobiles or other vehicles, including but not limited to watercraft, aircraft or motorcycles or the sale of food.
2. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the special event. The applicant shall attach hereto an attachment of certificate of insurance duly executed by the officers and authorized representatives of a responsible insurance company, evidencing the following minimum coverage(s) and specifically naming the City of Lake Ozark as an additional insured, which insurance shall be non-cancelable, except upon written notice to the City of Lake Ozark:

	<u>Individual Occurrence</u>	<u>Aggregate</u>
Bodily injury including death	\$ 500,000.00	\$1,000,000.00
Property damage	\$ 100,000.00	\$ 250,000.00

All policies must be made on an occurrence basis. Claims-made policies are not acceptable.

3. Liquor liability. Where the applicant, on behalf of any other persons, organizations, firms or corporation 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 within the limits of not less than one million dollars (\$1,000,000.00). Such insurance shall be evidence on the certificate of insurance provided to the City as an attachment.

AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief in that I have read, understand, and agreed to abide by the City of Lake Ozark’s ordinances and regulations governing this proposed special event. I agree to comply with all other local, state and/or federal laws that are applicable to this special event.

I certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the organization/sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the organization/sponsor (for which I have submitted a letter indicating that I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Lake Ozark that are incurred by the City or on behalf of the event.

If I cancel my event, I will notify the City of Lake Ozark as early as possible so as to reduce any cost of recovery. I understand that I will be charged for city services provided in advance of the event to the time of notification.

Signature of Applicant

Printed Name

Date

This application must be signed prior to submission or it will not be considered complete.

INDEMNIFICATION STATEMENT

The undersigned represents, stipulates, contracts and agree that the sponsor of the special event pursuant to this application will jointly and severally indemnify and hold harmless the City of Lake Ozark against any liability, including court costs and attorney’s fees and attorney’s fees on appeal, for any and all claims for damages to property, personal injury or death to persons arising from the sponsor’s activities for the special event permit.

Signature of Applicant as Authorized Representative
Agent for Sponsor Organization or for Self

Date

PLEASE HAVE A REPRESENTATIVE PRESENT FOR THE MEETING