

CITY OF ST. LOUIS, DEPARTMENT OF PUBLIC SAFETY

SPECIAL EVENTS PERMIT APPLICATION

(Application and fee should be submitted at least 120 days prior to event)

Name of applicant (Organization):	Address:
Name, address (business and residential), and telephone numbers of Organization Board of Directors/Committee, and manager or staff director.	

Event type (check all that apply):	Carnival <input type="checkbox"/>	Community/Neighborhood Celebration <input type="checkbox"/>	
Health Fair <input type="checkbox"/>	Festival/Celebration <input type="checkbox"/>	Outdoor Market <input type="checkbox"/>	
Concert/Performance <input type="checkbox"/>	Private Party <input type="checkbox"/>	Fund Raiser <input type="checkbox"/>	
Circus <input type="checkbox"/>	Outdoor Market <input type="checkbox"/>	Parade/Procession/March <input type="checkbox"/>	
Athletic Recreation <input type="checkbox"/>	Other <input type="checkbox"/>		

Provide name and general nature of proposed special event:

Applicant Contact Person:	Telephone:
Address:	Cell Phone: Fax:
Alternate Contact Person:	Cell Phone:
Date of Event(s):	Place of Events:
Time Event Starts:	Time Event Ends:
Load-in day(s) and time:	Load-out day(s) and time

Location of Events:

Is this event in a public park? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, name park:
Have you held this event before? YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, provide name & date:
Is an admission ticket required? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is there a charge for the ticket? YES <input type="checkbox"/> NO <input type="checkbox"/>

Will the event involve any of the following activities? (check all that apply)

Aquatics <input type="checkbox"/>	Aerial activities <input type="checkbox"/>	Pyrotechnics/Fireworks <input type="checkbox"/>	Games/Rides <input type="checkbox"/>
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Does the event require the closure of streets? YES NO If yes, name streets:

If parade, please indicate the proposed route:

Will animals be in parade? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will motor vehicles be in parade? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will bike racks be requested? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will generators be used? YES <input type="checkbox"/> NO <input type="checkbox"/>
Will tents be used? YES <input type="checkbox"/> NO <input type="checkbox"/>	Will there be amplified sound? YES <input type="checkbox"/> NO <input type="checkbox"/>

Anticipated number of participants:	Anticipated number of spectators:
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Will food and beverages (non alcohol) be served at the event? YES NO

If yes, describe:

Will vendors be allowed to sell merchandise at the event? YES NO

If yes, describe merchandise:

Will alcohol be served at the event? YES NO

If yes, how and what will be served?

Will there be temporary signage, balloons, banners or advertising? YES NO

If yes, describe:

Provide the name and address of the security firm that will provide security services to the special event, including name, address and telephone number of responsible person at such firm:

Provide name, address, telephone number and contact person of the insurance broker which will provide insurance for the special event:

Applicant/event producer shall save and hold the City of St. Louis and its officers harmless from any injury to property or persons that occurs during this event. Permittee will protect and defend the City or its officers and employees from any and all causes of action that arise from this permitted event.

Provide information on trash collection, removal and recycling plan for special event:

As the applicant, I hereby certify that the information I have provided on this form is complete and accurate to the best of my knowledge. I agree to abide by the terms set forth in this application, the rules and regulations of the City of St. Louis and its various departments and divisions. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, or other legal action by the City of St. Louis.

Signature of Applicant: _____ Date: _____

THIS FORM IS NOT A PERMIT. A SPECIAL EVENTS PERMIT, ALONG WITH OTHER APPLICABLE AND REQUIRED PERMITS, WILL BE ISSUED UPON APPROVAL BY THE VARIOUS DEPARTMENTS INVOLVED. THERE IS A \$25.00 NON-REFUNDABLE ADMINISTRATIVE FEE FOR FOR THIS APPLICATION (EXCLUDING NEIGHBORHOOD BLOCK PARTIES). MAKE CHECK OR MONEY ORDER PAYABLE TO THE CITY OF ST. LOUIS.