



Osage Beach City Clerk's Office
1000 City Parkway Osage Beach, Missouri 65065
Phone 573.302.2000 Fax 573.302.2039

THINGS YOU NEED TO KNOW FOR SPECIAL EVENT, PARADE OR FESTIVAL PERMIT

- For **Special Events & Festival Permits**, all applications shall be made **90 days** in advance of the date of the proposed event; **Parade Permit** applications shall be made **14 days** in advance of the date of the proposed event; although the Police Chief and City Administrator shall have the authority to waive this requirement when they both agree.
- The Police Chief and the City Administrator may issue a Application for Special Event, Parade or Festival Permit for any designated area as the applicant may request, such area being referred to herein as the "permit area".
- A certificate of insurance documenting proof of general liability insurance must be turned in with this application. The City shall be listed as additionally insured with 30 day notice of cancellation. Policy limits will range between \$1,000,000.00 and \$2,000,000.00 depending upon the size & structure of the event.
- If the event will not require general liability insurance; if the range is insufficient for the size of your event; or if you have questions as to where your event falls within the range, please contact the City Administrator's office prior to turning in your application.
- The granting of the permit may authorize the full or partial closing of the streets within the permit area.
- In cases of street closure, the Police Chief and the City Administrator may require such applicant to meet certain conditions for the permit, including but not limited to provisions for sufficient Law Enforcement personnel; on-site ambulance services; portable sanitation facilities; trash facilities and trash clean up. All expenses for these provisions shall be paid by the Applicant.
- Section 220.020 relating to noise of the City Municipal Code may be temporarily modified or suspended by the Police Chief and the City Administrator as part of this permit.
- Applicant may prohibit the sale of food or beverage on the public streets except by persons authorized by the Applicant.
- Any establishment authorized by the Applicant, that is properly licensed to sell alcohol by the drink, may sell **beer or wine** in an Event Cup, with which the purchaser may consume on any public street or sidewalk within the permit area.
- No person shall possess alcohol within the permit area except **beer or wine** in a container (hereinafter "Event Cup"), issued by the Applicant.
- Event Cup must be plastic, conspicuous and unique to the event. Wristbands must be unique to the event and always remain on the person's wrist when consuming alcohol on the streets or sidewalks within the permit area.
- A sample cup and sample wrist band shall be provided to the Police Chief for approval, at least **14** business days prior to the start of event. If a sample cup is not available, a rendering or sketch of the Event Cup must be turned in to the Police Chief.
- Persons with a proper wristband and drinking from an Event Cup within the permit area shall not be considered to be carrying an open container under 600.070 of the City Municipal Code.
- All persons purchasing any beverage in an Event Cup must be over the age of 21 and the establishment shall place a wrist- band as designated for the event on the person's wrist to indicate they are over 21.

- The Applicant may prohibit any commercial activity, including distribution of commercial advertisements, on the public street except those allowed by the Applicant.
- Applicants may prohibit bringing animals, except recognized service animals, into the permit area.
- Applicant may remove from the permit area any person or persons disrupting the activities of the Applicant. The term “disrupting” shall include, but is not limited to, loud noise; obstructing the view of others; obstructing the flow of pedestrians- a traffic; or interfering with the Applicant’s staff or volunteers; provided, however, the term shall not be construed to allow the Applicant to prohibit distribution of petitions, pamphlets or speech which is not disruptive.
- Persons violating any rule of the permit area may be required, by a Police Officer Officer, to leave the permit area; if so ordered persons shall not return to the permit area, during the event.
- All other provisions of the City Municipal Code, not specifically suspended or modified here, shall remain in full force and effect.



APPLICATION FOR SPECIAL EVENT, PARADE OR FESTIVAL PERMIT

☐ SPECIAL EVENT
(No Fee)

☐ PARADE
(No Fee)

☐ FESTIVAL
(\$250.00 Fee)

☐ OTHER _____

DEFINITIONS

Special Event: Any festival, concert, exhibition or show, with an attendance of which may be expected to exceed 100 persons; is scheduled to be staged; operated and run continuously for any period exceeding 3 hours; and where the expected attendance exceeds the available parking spaces for the property and/or requires traffic control from the Osage Beach Police Department. (City Ordinance 605.110 - 605.190)

Parade: Any group of people or vehicles using a City roadway containing at least 50 people or at least 10 vehicles. The military forces of the United States & the State; personnel of the Police & Fire Departments of the City; and funeral processions shall be exempt from application. (City Ordinance 340.050)

Festival: Any festival, concert, exhibition or show that requires street closure; and/or if the sale and consumption of alcoholic beverages will be present at the event. (City Ordinance 600.075)

EVENT INFORMATION

DATE OF APPLICATION: _____

Name of Event: _____

Date(s): _____

Event Location: _____

Nature/Type of Event: _____

Estimated Attendance Per Day: _____

Set Up Time: _____

Event Time: _____

Tear Down Time: _____

EVENT ORGANIZER CONTACT INFORMATION

Name: _____

Home Phone: _____

Street Address: _____

Cell Phone: _____

City, State & Zip: _____

Email: _____

Name: _____

Home Phone: _____

Street Address: _____

Cell Phone: _____

City, State & Zip: _____

Email: _____

Is this a charity event? YES NO (If yes list organization information below)

Organization: _____ Phone Number: _____

Address: _____

Contact Name: _____

Sponsor Info: _____

*If the sponsor of the event is a Corporation, a complete list of its Officers and Directors, together with a copy of its Articles of Incorporation and Certificate of Incorporation shall be submitted with this application on a separate sheet of paper.

CONTACT PERSON(S) AT EVENT

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

GENERAL QUESTIONS REGARDING EVENT

- | | | |
|---|--------------|------------------|
| 1. Will this event be open to the public or by invitation only? | Public _____ | Invitation _____ |
| 2. Will admission be charged? | _____ Yes | _____ No |
| 3. Will donations be taken? | _____ Yes | _____ No |
| 4. Will you require restroom facilities? | _____ Yes | _____ No |
| 5. Will tents be set up? | _____ Yes | _____ No |
| 6. Will you require access to water? | _____ Yes | _____ No |
| 7. Will you be using generators or utility power? | _____ Yes | _____ No |
| 8. Will additional electrical wiring be installed? | _____ Yes | _____ No |

ENTERTAINMENT

Will there be live entertainment or music? If so, will stages be built? _____ Yes _____ No

If so, please describe: _____

Please note dates and times performances will take place:

Date: _____ Times/Start: _____ Am _____ Pm _____ Times/End: _____ Am _____ Pm _____

Date: _____ Times/Start: _____ Am _____ Pm _____ Times/End: _____ Am _____ Pm _____

Date: _____ Times/Start: _____ Am _____ Pm _____ Times/End: _____ Am _____ Pm _____

FOOD & DRINK

Will food be served? _____ YES _____ NO How many vendors do you anticipate? _____

A list of vendors must be provided to the City Clerk prior to the event. Along with their Certificate from Missouri Department of Revenue.

Will there be a charge for food/snacks? _____ Yes _____ No

If YES, sales tax shall be collected and remitted to local and state authority.

Will alcoholic beverages be available? _____ Yes _____ No

Will alcoholic beverages be sold by the drink? _____ Yes _____ No

Will alcoholic beverages be given away? _____ Yes _____ No

What type of alcoholic beverages will be served? _____ Beer _____ Wine _____ Both

If YES, you must obtain a Liquor License from the City of Osage Beach and the State Liquor Control Authority in addition to this permit.

Please note dates and times alcoholic beverages will be available:

Date: _____ Times/Start: _____ Am ____ Pm ____ Times/End: _____ Am ____ Pm ____
 Date: _____ Times/Start: _____ Am ____ Pm ____ Times/End: _____ Am ____ Pm ____
 Date: _____ Times/Start: _____ Am ____ Pm ____ Times/End: _____ Am ____ Pm ____

SECURITY

Have you arranged for security at your event? _____ Yes _____ No

If so, who will be providing security? _____

PARADE SPECIFICS

Starting Point: _____ Termination Point: _____

Assembly Area: _____ Time Assembly Will Begin: _____

The interval of space to be maintained between Parade Units shall not exceed 50 feet.

Two—three weeks prior to event please provide the approximate number who/which will constitute parade:

Persons: _____

Animals: _____ Type: _____

Vehicles: _____ Type: _____

Portion of the width of the streets to be traversed which the parade will occupy:

STREET VENDORS TO PARTICIPATE

List all vendors who shall be authorized by Applicant to participate (may be completed on blank page if necessary): *(A finalized list shall be provided to the City within 24 hours of Event.)*

Vendors Name: _____ Phone #: _____

Check One: ___ Food ___ Informational ___ Merchandise Other: _____

Vendors Name: _____ Phone #: _____

Check One: ___ Food ___ Informational ___ Merchandise Other: _____

Vendors Name: _____ Phone #: _____

Check One: ___ Food ___ Informational ___ Merchandise Other: _____

Vendors Name: _____ Phone #: _____

Check One: ___ Food ___ Informational ___ Merchandise Other: _____

Vendors Name: _____ Phone #: _____

Check One: ___ Food ___ Informational ___ Merchandise Other: _____

NOTE: ALL VENDORS MUST HAVE ALL THE NECESSARY LICENSES TO SELL FOOD/MERCHANDISE WITHIN THE PERMITTED AREA COPIES OF LICENSES FOR EACH VENDOR MUST BE ATTACHED.

LIQUOR LICENSE HOLDERS TO PARTICIPATE

List all liquor license holders who shall be authorized by Applicant to participate (may be completed on blank page if necessary):

Vendors Name: _____ Phone #: _____

Address: _____

Vendors Name: _____ Phone #: _____

Address: _____

Vendors Name: _____ Phone #: _____

Address: _____

Vendors Name: _____ Phone #: _____

Address: _____

NOTE: ALL PARTICIPATING LIQUOR LICENSE HOLDERS MUST ACQUIRE A CITY AND STATE CATERER'S LICENSE FOR THE EVENT AUTHORIZING THEM TO SELL LIQUOR WITHIN THE PERMITTED AREA.

Describe your plans for the following:

EMERGENCY MEDICAL SERVICES

CLEAN UP/TRASH REMOVAL

PUBLIC SAFETY

EVENT PARKING

Sketch the designated event area, parade or race route below. Include all street names of parade/race route and names of all cross streets. Identify all traffic control devices (stop signs, yield signs, traffic lights) and direction of traffic control. Designate crosswalks, tents, stages and vendors. Please provide a map of the area and/or specifics of the event. Use additional paper if needed.

APPROVAL BY POLICE CHIEF

By Signature below the Police Chief advises he has not approved any parade or other event prior to this application which will prevent the Police Department from providing normal police services to the rest of the City.

Signature: _____

Date: _____

APPROVAL BY CITY ADMINISTRATOR

By Signature below the City Administrator approves the application on the date written below.

Signature: _____

Date: _____

Describe any special conditions placed on permit: _____

THIS PERMIT IS NOT VALID UNLESS SIGNED BY BOTH
THE CITY ADMINISTRATOR AND POLICE CHIEF

Reviewed By: