

# The City of



# Green Park

Application Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

Fee: **\$100.00**

## -- SPECIAL EVENT APPLICATION --

The Special Event application constitutes a request to use the land temporarily for a special event in a manner that is consistent with its normal use and beneficial to the general welfare of the public. Special events shall satisfy all requirements of **Article VI**, and shall be submitted at least (30) days prior to requested start date of special event.

Business Name or Applicant Name: \_\_\_\_\_

( ) _____	( ) _____	City _____	State _____	Zip Code _____
Phone Number	Fax Number	Internet or Email Address		

Mailing Address (If different than above)

( ) _____	( ) _____	City _____	State _____	Zip Code _____
Phone Number	Fax Number	Email Address		

Legal Name of Business: \_\_\_\_\_  
(Provide full legal name of business)

If Corporation/Legal Entity – Charter Number: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

Contact Person / Officer _____	Title _____			
( ) _____	( ) _____	City _____	State _____	Zip Code _____
Phone Number	Fax Number	Email Address		

Name of Property Owner: \_\_\_\_\_

( ) _____	( ) _____	City _____	State _____	Zip Code _____
Phone Number	Fax Number	Email Address		

Lot locator number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Occupancy Permit No. \_\_\_\_\_ (Attach a copy of permit) Occupancy number not required for Type 1.

Proposed dates for event: From \_\_\_\_\_ to \_\_\_\_\_

Current hours of operation:

Mon – Fri: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. &amp; Sat &amp; Sun: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Proposed hours for special event:

Mon – Fri: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. &amp; Sat &amp; Sun: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

**Permit Type:** (Check applicable type)

**Type 1 – Noncommercial events:**

Fund raising or non-commercial events held outside an enclosed permanent structure anywhere in the City; including parades, advertised demonstrations in which more than 50 persons are invited or attend, and any on-site signs and structures in conjunction with special events.

**Type 2 – Special seasonal events:**

Christmas tree sales, fruit or vegetable sales, or sale of other seasonally grown products.

**Type 3 – Signage and promotional activities:**

Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district such as banners, tents, and attention-attracting devices as defined in the sign code.

**Type 4 – Commercial events:**

Commercial activities intended to sell, lease, rent or promote specific merchandise, services, product lines or other aspects of a business, such as tent sales, arts and craft sales, trade shows, farmers markets, seasonal merchandise sales, product demonstrations or festivities.

**Type 5 – Public Attractions:**

Public events intended primarily for entertainment or amusement, such as carnivals, concerts or festivals.

**Type 6 – Recycling Collection Points:**

Drop-off area outside an enclosed primary permanent structure for Recyclable Material (see “Recycling” Definitions, Section 405.060).

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**Detail description of special event:** (Attach additional sheets if more space is needed)

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**The applicant shall submit the following information:** (Check all that are included)

- Sketch of site showing the location of the following; current structures and parking and any temporary structures, parking, or other facilities associated (waste containers, rest room facilities, etc.) with the special event.
- A Certificate of occupancy for any temporary structure(s).
- The following information will be supplied with any proposed signage with the event; type, size, number of, location of each. Signage shall also comply with section 405 & 415.
- Security deposit for city services if requested by applicant or required by the city.
- Proof of liability and personal injury insurance coverage in an amount required by the city.

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**Conditions of permit when issued:**

1. The applicant shall post or otherwise display the validly issued special event permit on the premises at all times during the duration of the event. If it is not feasible to display the permit due to the event type or location, the permit shall be made available for inspection by any person requesting to see the permit
2. The applicant shall comply with all city ordinances and all conditions defined and establish as part of the issued special use permit.
3. Within forty-eight (48) hours of cessation of the event, the site shall be returned to its previous condition (including the removal of any temporary structure, all litter, signage, attention-attracting devices or other evidence of the special event and return of all groundcover that may have been disturbed or, in the alternative, measures to control erosion).

**Representation Concerning Authority & Compliance with Laws:**

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant hereby represents that the special event conducted by Applicant does not and will not violate any ordinance of the City of Green Park and now complies and will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit.

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***City Use Only***

Special Event Permit:  Approved  Conditionally Approved  Disapproved

Permit shall be effective from: \_\_\_\_\_ to \_\_\_\_\_

Comments/Conditions:

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\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

Green Park Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_