



<b>Internal Use Only</b>
City Administrator ____
Police ____ Fire ____

**SPECIAL EVENT PERMIT APPLICATION**  
**City of West Plains**  
 1910 Holiday Lane, West Plains Missouri 65775

Date Submitted:

Date Approved:

<b>Name or Title of Special Event</b>	
<b>Applicant's Name</b>	<b>Event Sponsor's Name (responsible for conduct of Special Event)</b>
Applicant's Mailing Address	Event Sponsor's Mailing Address
City, State, Zip	City, State, Zip
Applicant's Email Address	Sponsor's Email Address
Applicant's Phone Number	Sponsor's Phone Number
If the event is sponsored by a charitable, civic or corporate organization, list the officer's and director's names, addresses and phone numbers:	
<b>EVENT INFORMATION</b>	
Event purpose:	
Event dates/times of operation:	
Requested dates/times for event set up and shut down, including clean up:	
Estimated number of persons attending per day:	Estimated number of vehicles anticipated per day:
List all vendors providing services, supplies, food or drink to this event (attach additional pages if necessary):	
Will alcoholic beverages be allowed, provided or sold at this event? YES/NO	

<p>Will you be placing any signs on public or private property advertising this event? If so, please list the sign type, size, locations, and duration below. <i>Please note that some signs are subject to the City's sign ordinance</i></p>
<p>Name, address, phone number, and contact name of security company retained, if any, and a description of their contracted duties for this event:</p>
<p>Description, location, and illustration of the planned use of lighting, music, loudspeakers, live bands, or sound systems, if any, and the type and locations of speakers and other audio and lighting equipment (attach additional pages if necessary). Please note that loud sounds and music may be subject to the City's sound ordinance.</p>
<p>Description of the planned disposal of sanitary waste and sewage, including toilet facilities and the disposal of garbage, trash and refuse (attach additional pages as necessary).</p>
<p>Description or plan for fire protection, including a map specifying the location of fire lanes and water supply for fire control (attach additional pages as necessary).</p>
<p>Description or plan for providing emergency medical services, as may be needed during the event (attach additional pages as necessary).</p>
<p>Provide a copy of certificate of insurance for general liability and property damage, stating limits of coverage, unless waived by the City Administrator. Attached? YES/NO</p>

State the address of the Special Event, and include a description or map illustrating the event site, including lots, existing buildings, parking areas (both on and off street), drive areas and access lanes (attach additional pages if necessary).
Describe all streets or portions thereof to be closed.
If the event is in a city park, describe all park shelters, areas or facilities to be used/reserved for event.

**EXPENSES**

Special event permit applicants, sponsors, and any other individuals or organizations named in the permit shall be responsible for any City of West Plains staff overtime wages up to \$500. The applicant may also be responsible for any additional expenses incurred by the City of West Plains for stolen or damaged city property, the purchase of additional materials and equipment, and utilities used for the event. *(Note: Events exempt from these expenses include any City of West Plains' hosted or sponsored events, West Plains' public schools, military or emergency service programs, exercise simulation or training drills, or any governmental agency acting within the scope of its functions.)*

**BARRICADES**

The City will not furnish any type of barricades for a special event unless otherwise specifically approved by the City Administrator. At least two (2) barricades with flashing yellow lights attached shall be placed at each end of every street to be closed for the special event if the event is to continue into the hours of darkness. These barricades with flashing lights attached shall be placed with the other barricades. Boxes, chairs, or any other type of furniture shall not be used for barricades. Failure to provide adequate barricades may result in the special event being terminated.

**CLEAN UP**

The street and its right-of-way must be cleaned of all litter and materials within 48 hours of the conclusion of the Special Event and before the barricades are taken down.

***I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THE SPONSOR AND/OR APPLICANT AGREES TO FOLLOW THE REQUIREMENTS OF THE CITY OF WEST PLAINS CODE OF ORDINANCES, CHAPTER 12, ARTICLE V.***

**APPLICANT'S SIGNATURE**

Applicant's Signature

\_\_\_\_\_ Date \_\_\_\_\_

**SPONSOR'S SIGNATURE**

Sponsor's Signature (if different from Applicant)

\_\_\_\_\_ Date \_\_\_\_\_