



APPLICATION FOR SPECIAL EVENT LICENSE

INSTRUCTIONS

Complete this checklist and application in full and submit to the City Clerks office at least **14 days prior to the event**. Failure to submit your completed checklist and application at least 14 days prior to the event will result in a delay to the approval process.

- Incomplete applications cannot be processed – Please attach all documents at time of submission - Approval of the application shall be confirmed only upon approval of all governing entities. At that time, the City Clerk's office will call to inform your license is ready to pick up.

CHECKLIST

- Special Event Application** completed and signed (Events are limited to 4 per year).
- Application Fee** of \$25 per event; payable via cash, check or credit card.
- Site Plan** of event (clearly indicating event boundaries, parking, seating, tents, rides, portable, restrooms, fencing, etc.)
- Contact St. Louis County Department of Public Works** at 314-615-2559 to obtain county required permits if applicable (such as electrical/mechanical inspections for booths, rides, lights/sound systems, etc.)
- Authorization letter from property owner/landlord** for use of property including approval letters from adjacent tenants if the event is in a multi-tenant center and will potentially impact adjacent parking.
- St. Louis County Health Permit** must be obtained if food or beverages are being dispensed.
- Proposed Route Map** will be required if the event includes a run/walk, parade or bicycle ride.
NOTE: The event sponsor is responsible for the cost of renting, putting up and removing any traffic control devices needed. A traffic control plan must be included indicating the location of safety personnel.
- Complete the **Request for Event Security/Police Officer form** for any walk/run, parade or bicycle ride, or event where security is needed. Please contact the Office of the Chief of Police 314-298-8700 for additional information.
- St. Louis County and/or Missouri Department of Highways and Traffic Authorization** for events taking place on county or state roads.
- Names and contact information, if applicable, of bands** or other music providers and the nature of any equipment to produce sound or noise.
- Copy of Insurance Policy** naming City of Maryland Heights as additional insured if the event is on public street or on city property.
- Tent Flame Retardant Certificate** must be submitted for all tents larger than 10X10.



FOR CITY USE ONLY

Date Application Received _____ Permit No. _____ \$25 Fee Paid _____

APPLICATION FOR SPECIAL EVENT LICENSE

1. APPLICANT (Name of person in charge): _____
First M. Last

ORGANIZATION (if applicable): _____

APPLICANT/ORGANIZATION ADDRESS: _____

City: _____ State: _____ Zip: _____

Bus. Phone: _____ Cell Phone _____

E-mail address: _____

2. NATURE AND PURPOSE OF EVENT - i.e. Carnival, Fireworks Display, Concert, Sale, Fundraiser etc. (NOTE: Firework displays or any event involving open burning must first be approved by the appropriate Fire District)

LOCATION OF EVENT _____

EVENT DATE(S) _____ ESTIMATED ATTENDANCE: _____
(THREE (3) DAYS MAX)

STARTING TIME: _____ END TIME: _____

3. Will alcoholic beverages be served? Yes _____ No _____ if yes, complete an application for temporary liquor license (caterer's license, picnic not-for-profit, or extension of premises license)

4. Will traffic need to be diverted on any roadway during this event? Yes _____ No _____
If yes, please explain _____

5. Will any temporary structures be constructed (i.e. tent, canopy, stage)? (NOTE: ALL TENTS OR CANOPIES MUST BE FIRE RETARDENT MATERIAL) Please describe.

6. Will this event generate the need for additional security? Yes _____ No _____
If yes, please check and complete one of the following requirements:

Complete the Request for Event Security/Police Officer form through the office of the Chief Police.

OR

Submit documentation showing proof of security services contacted for the event.



City of MARYLAND HEIGHTS

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Maryland Heights, MO 63043
t: 314.291.6550
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www.marylandheights.com

7. Permits are required from the St. Louis County Department of Public Works (615-2559) for: Electrical Hookups (i.e. booths, rides, lights, sound systems, etc.), and electrical or mechanical inspections may be required.
- a. Temporary Electrical Hookups Proposed _____
- b. If there will be carnival rides, name of operating company _____
Address _____
Phone) _____
8. Will food be served: Yes _____ No _____
If yes, then a permit is required from the St. Louis County Department of Community Health (314-615-0600).
9. Will there be any animal rides, animal performances, or animal displays: Yes _____ No _____
If yes, state how many animals, type, and how they will be used: _____

10. Type of Sanitary Facilities (public, other) _____
Location: _____
11. Temporary Signage Proposed:
Wall Mounted Banner: _____ Inflatable (Attached to Ground or Structure) _____

I UNDERSTAND THAT:

1. INSPECTIONS FROM ST. LOUIS COUNTY FOR TEMPORARY ELECTRICAL HOOKUPS AND CARNIVAL RIDES WILL BE REQUIRED.
2. INSPECTIONS FROM ST. LOUIS COUNTY HEALTH DEPARTMENT WILL BE REQUIRED FOR FOOD SERVICE.
3. AN INSPECTION ON THE DATE OF THE EVENT WILL BE MADE BY MARYLAND HEIGHTS OFFICIALS TO VERIFY THAT THE APPROPRIATE LICENSE AND INSPECTIONS ARE IN PLACE. FAILURE TO OBTAIN THE REQUIRED PERMITS AND INSPECTIONS SHALL BE GROUNDS FOR REVOCATION OF THE SPECIAL EVENTS LICENSE.
4. THE POLICE DEPARTMENT HAS THE AUTHORITY TO CAUSE THE CESSATION OF ANY EVENT THAT IS CAUSING INJURY TO PERSONS OR PROPERTY, PROVOKING DISORDERLY CONDUCT, CREATING A DISTURBANCE, OR OTHERWISE VIOLATING ANY STATE STATUTE OR ORDINANCE OF THE CITY OF MARYLAND HEIGHTS.

Signature and Title of Applicant