

# City of Weston, Missouri

## Special Events Policy

(Included, but not limited to; street dances, parades, or any event on city property)

Please note this is to serve as a checklist only for you, as the organizers, review. There is no guarantee that the City of Weston will grant permission for your event, even if all items and criteria are completed on this form. The City of Weston has full and final decision for all events.

1. Contact Weston City Hall and speak with City Clerk to be put on agenda for next Board of Aldermen meeting. Please note this should be at least three (3) months before your event.
2. Attend Board of Aldermen Meeting – second Monday of every month at 6:00 p.m. at Weston City Hall. Present before the Board of Aldermen and Mayor your proposed plans for your upcoming event.
3. If your event will entail use of city property: streets, parking lots, parks, etc., meet with Weston Police Chief. Plan on discussing full scope of your plans and anticipated number of people attending. If utilizing any city park property, contact Weston Park Board who meets the fourth Thursday of each month at City Hall.
4. Secure proof of insurance and provide to the City of Weston at least two months before your event. This proof of insurance must list your organization, the upcoming event and date (alternate date must be included if applicable), and the City of Weston **must** be listed as an additional insured. The minimum amount of liability coverage on this proof of insurance must be \$3,000,000 per occurrence.
5. Secure additional temporary restroom facilities. The Weston Police Chief and the Weston Superintendent of Public Works will assist you in determining the number of temporary restroom facilities needed and where they will be placed.
6. If food is going to be served at your event, it is your responsibility to meet with the Platte County Health Department to ensure that you and your event comply with all of their health and safety requirements. The City of Weston may require confirmation from the Platte County Health Department that your event and food handlers is compliant with their requirements.
7. If alcohol is being served, you must first receive permission from the City of Weston for a caterers or picnic license. The City Clerk will supply you with a letter to take to the State of Missouri Department of Liquor Control. Once permission is received from the State Liquor Authority, a copy of this permit must be given to City Hall.
8. Alcohol is not allowed on city property without the specific approval of the Board of Aldermen.
9. In the event of an outdoor event such as a street dance or Irishfest, etc. there will be a cut-off time of 11:00 p.m. for all outdoor music (live and pre-recorded).

All of these requirements are the minimum required for your event to be approved by the City of Weston. Failure to comply with any of the items listed above, or any additional items identified by the City of Weston will result in a cancellation of your event. It is your responsibility to supply the City of Weston with proof of all requirements and meetings outlined above at a regularly scheduled Board of Aldermen meeting at least one month before your event.

# SPECIAL EVENT PERMIT APPLICATION

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

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Phone #: Business \_\_\_\_\_ Home \_\_\_\_\_

Contact Person: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Hours of the Event: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Event Description:** Answer yes/no to indicate if any of the following activities will be a part of your event

_____ Events to be held on public property or City Street (proof of insurance if on City property)	_____ Merchandise vendors
_____ Speaker podiums, bandstands, loudspeakers, and/or amplifiers or special utility hook ups	_____ Food will be prepared and served
_____ Alcohol will be sold and/or served	_____ A fireworks display
_____ Tents/other temporary structures or trucks and/or trailers	_____ Animals
_____ Temporary banners or signs	_____ Temporary restroom facilities
_____ Closing/barricading of public right of way	

**Trash Requirements:** \_\_\_\_\_ Dumpster \_\_\_\_\_ Loose Trash

**Cost for Dumpster: \$45.00 per dump per container. Loose: \$2.50 per bag.**

Describe all activities of the event (use additional sheets if necessary):

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**Applicant must notify the West Platte Fire Protection District about their event.**

**Application MUST be signed by West Platte Fire Protection District prior to being submitted to City Hall.**

**West Platte Fire:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Applicant agrees to abide by all City codes:**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved by City of Weston