



CITY OF LAKE OZARK, MISSOURI SPECIAL EVENT PERMIT APPLICATION

- **CATEGORY 1 EVENT** - Minor impact to city services and public. Use of roadside parks, sidewalks, small collection of parking spaces. No road/lane closures necessary, and minimal staff support is needed. Inclusive of businesses creating temporary café/beer garden space directly in front of establishments, events primarily taking place on private property that require additional use of public space. Can last no longer than 6 hours. *Fee of \$200.00. A \$300 deposit is to be filed following event approval.* Category 1 events are reviewed administratively by staff and forwarded to the Board of Aldermen with a recommendation in the order in which they are received. These requests should be submitted no later than 30 days before the requested event dates. Category 1 events can not occur within the boundaries of an approved Category 2 or 3 event, and no more than 4 Category 1 events can occur simultaneously.
- **CATEGORY 2 EVENT** - Medium impact to city services and public. Requires moderate road/lane closure, use of equipment rental, requires use of key volunteers and staff support. Inclusive of parades, footrace events, or events where center lane parking alone is requested. *Fee of \$450.00 ; additional days add \$112.50 per day. A \$1,000 deposit is to be filed following event approval. Additional days will add \$250.00 to the deposit.* Category 2 events are reviewed by staff and the Special Event Review Committee, with a recommendation then shared with the Board of Aldermen. These requests should be submitted no later than 60 days before the requested event dates. No Category 2 or Category 3 event may occur simultaneously.
- **CATEGORY 3 EVENT** - High impact to city services and public. Prolonged road/lane closures, heavy use of equipment rental, may include open container downtown, staff support and robust volunteer presence needed. Inclusive of street parties, requests for complete road closure, etc. *Fee of \$800.00 ; additional days add \$200.00 per day. A \$2,000 deposit is to be filed following event approval. Additional days will add \$500.00 to the deposit.* Category 3 events are reviewed by staff and the Special Event Review Committee, with a recommendation then shared with the Board of Aldermen. These requests should be submitted no later than 90 days before the requested event dates. No Category 2 or Category 3 event may occur simultaneously.

Fee reduction request: A civic organization may request a fee reduction to not less than \$125.00, which may or may not be approved by the Board of Aldermen. They may also request a waiver of the deposit which may or may not be approved by the Board of Aldermen. It is advised that applicants seeking this reduction make a written request alongside their application.

Use of deposit: The deposit can be used to cover any expenses deemed necessary by the City, such as, but not limited to, those referenced in Subsection B of Section 612.060



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For Category 2 and 3 event applications, Special Event Committee meetings are scheduled for the fourth Monday of each month at 1:00 P.M. It is recommended that applicants send a representative to these meetings. ***Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the revocation of the permit or retention of deposit.***

APPLICANT / EVENT INFORMATION

Event Name: _____

Federal and State Tax ID Nos. _____ -- _____

Applicant Name (Organization and individual): _____

Mailing Address: _____

Email: _____

Phone Numbers: Home: _____ Office: _____

Cell: _____ Fax: _____

Event Name: _____

Event Type (Category and description): _____

Event Date(s) and time: _____

Event Location- Please attach map(s): _____

Facilities to be used (circle):

☐ Park

☐ Street

☐ Sidewalk Space

☐ Private Property

Are you requesting any public streets, sidewalks or thoroughfares to be closed? ☐ Yes ☐ No

Estimated Crowd: _____ Number of Participants: _____



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The City of Lake Ozark requires certain public safety standards to be met by the event organizer. Increased police services may be required. If closing off any streets, Applicant is responsible for purchasing and posting signs notifying all motorists prior to the event.

Specific location and times of road closures, detours, and police services requested:

What are your security plans for the event? (Ex.: Lake Ozark Police Department or private security firm) The Chief of Police of the Lake Ozark Police Department reserves the right to approve any and all security personnel to be used for the event. Accordingly, **the names, addresses and dates of birth of all security personnel must be provided for private security.**

Are you requesting any barricades, cones, and/or fencing? ☐ Yes ☐ No

There is a one-time fee of \$100.00 for the use of these items.

If yes, please note location and number of all barricades/fencing needed. (attach map).

Are you supplying trash receptacles? ☐ Yes ☐ No

The City of Lake Ozark will supply organizers with trash can liners for public waste containers, and can provide up to 10 additional temporary containers if requested. Depending on the scale of your event, organizers may need to provide additional trash containers or maintain a more frequent pickup schedule.

The City reserves the right to require the event organizers to provide portable toilets. There must be at least one (1) handicap accessible restroom. One (1) portable toilet or restroom is recommended for every 250 people in attendance. Please indicate the number and location of portable toilets and trash receptacles to be supplied on an attachment.

Clean Up Plan: (Please list your clean up plans for waste maintenance during the event, and post-event cleanup as well)



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Will there be any vending or retail sales? ☐ Yes ☐ No ☐ N/A

Applicants can place vendors within any public portion of their approved event area, or may coordinate vendor placement with private property owners near the area as well.

If yes, please be aware of the following requirement:

If itinerant vendors will be participating in the special event, or if a participant intends to sponsor or organize itinerant vendors for the special event, he or she shall contact the Missouri Department of Revenue at least three (3) weeks before the special event and give the date and time of the special event, the place it will be held, his or her address, phone number, and the number of itinerant vendors participating in the special event. The applicant or participant shall be responsible for furnishing the reporting forms and sales tax rate charts from the Missouri Department of Revenue to all itinerant vendors who participate in the special event. The applicant or participant shall furnish to the Missouri Department of Revenue and the City of Lake Ozark, either before or within ten (10) days after the special event, with a list of all participating itinerant vendors, including their names, addresses and phone numbers.

* Will there be any liquor sales associated with your event?

☐ Yes ☐ No ☐ N/A

If yes, please provide details and maps: i.e. Beer Garden, open container areas, etc.

Under what current, active City Liquor License will you be operating?

* **NOTE:** Any and all sales of beer, liquor and wine **must** be approved by the Board of Alderman. The approval (or denial) will be made at a Regular Board of Aldermen Meeting **PRIOR** to the event. Applicant is required to obtain the appropriate City, Federal and State liquor licenses. You are strongly encouraged to consult with the City Clerk to determine what Liquor Licenses are required and are appropriate.



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Parking: Describe parking areas and transportation modes to and from the event:

Are all portions/ sections of the Special Event accessible for handicapped?

☐ Yes ☐ No ☐ N/A

Will there be tables in eating areas that are accessible?

☐ Yes ☐ No ☐ N/A

Will there be accessible seating spaces provided?

☐ Yes ☐ No ☐ N/A

Will publicity for the Special Event include accessibility information or who to contact with accessibility questions?

☐ Yes ☐ No ☐ N/A

Will assistive devices, printed material or sign language interpreters be provided on request?

☐ Yes ☐ No ☐ N/A

What other entities (emergency response professionals, private property owners, etc.) have you contacted? Have you received permits from these entities for your event (if applicable)?



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Due to the increased risk of personal injury and/or property damage under certain circumstances, insurance will be required under the following conditions.

1. All sports competition events and any special event involving animals, fireworks, automobiles or other vehicles, including but not limited to watercraft, aircraft or motorcycles or the sale of food.
2. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the special event. The applicant shall attach hereto an attachment of certificate of insurance duly executed by the officers and authorized representatives of a responsible insurance company, evidencing the following minimum coverage(s) and specifically naming the City of Lake Ozark as an additional insured, which insurance shall be non-cancelable, except upon written notice to the City of Lake Ozark:

	<u>Individual Occurrence</u>	<u>Aggregate</u>
Bodily injury including death	\$ 500,000.00	\$1,000,000.00
Property damage	\$ 100,000.00	\$ 250,000.00

All policies must be made on an occurrence basis. Claims-made policies are not acceptable.

3. Liquor liability. Where the applicant, on behalf of any other persons, organizations, firms or corporation on whose behalf the application is made, seeks to hold an event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose, he/she/it shall provide and maintain a policy or policies of liquor liability protection within the limits of not less than one million dollars (\$1,000,000.00). Such insurance shall be evidence on the certificate of insurance provided to the City as an attachment.



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AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief in that I have read, understand, and agreed to abide by the City of Lake Ozark's ordinances and regulations governing this proposed special event. I agree to comply with all other local, state and/or federal laws that are applicable to this special event.

I certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the organization/sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the organization/sponsor (for which I have submitted a letter indicating that I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Lake Ozark that are incurred by the City or on behalf of the event.

If I cancel my event, I will notify the City of Lake Ozark as early as possible so as to reduce any cost of recovery. I understand that I will be charged for city services provided in advance of the event to the time of notification.

Signature of Applicant

Printed Name

Date

This application must be signed prior to submission or it will not be considered complete.

INDEMNIFICATION STATEMENT

The undersigned represents, stipulates, contracts and agree that the sponsor of the special event pursuant to this application will jointly and severally indemnify and hold harmless the City of Lake Ozark against any liability, including court costs and attorney's fees and attorney's fees on appeal, for any and all claims for damages to property, personal injury or death to persons arising from the sponsor's activities for the special event permit.

Signature of Applicant as Authorized Representative
Agent for Sponsor Organization or for Self

Date