

# Special Event Permit

Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Date/Dates: \_\_\_\_\_

This temporary Special Event Permit approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

David Haugland—City Manager



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The City of Excelsior Springs welcomes and encourages Special Events. Special events build a sense of community and create an environment that fosters civic pride. A Special Event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, right-of-ways or sidewalks. Special Events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs/walks, parades, marches and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City Limits, including City Parks, must obtain a Special Event permit from the City of Excelsior Springs.

# Introduction

In Excelsior Springs, Special Events are classified using a tier system. In general, Tier I events are those that have the least impact on the community. Tier II events include any events where alcohol will be served, may require road closures, or as proposed to have fireworks, amplified music and/or more than 200 attendees. If an event meets a minimum of one of the categories described, a Special Event Permit application must be submitted.

Tier I	Tier II
Any event that would affect a small area in a parking lot or park.	An event that expects more than 200 attendees.
Street Closures for less than 6 hours	Events involving street closures or offsite parking.
Events on private property but require the use of City staff, no street closures or alcohol.	Events requiring public safety support.
An event with less than 200 attendees.	Events with amplified music after 10:30 pm
	Any time alcohol will be served. Alcohol outdoors, requiring police perimeter security.
	Events with fireworks.

## Submitting the Application and Fee

The review and approval process begins when a completed Special Events Application, associated permits, and information are submitted to the City Manager's office. Tier I Applications and permits must be received no later than 14 days prior to the actual date of your event. Tier II Applications and permits must be received no later than 60 days prior to the actual date of your event and may not be received earlier than one year prior to the event. The non-refundable application fee of \$25 for Tier I and \$125 per day for Tier II events will be collected after an event is approved. Tier II Event applicants may be required to attend an event review meeting. Keep in mind that submitting an application, permits, and additional information is in no way to be construed as approval or confirmation of your event. In the case of applications being submitted for similar events on the same date, all submissions are reviewed on a first come, first serve basis.

## After the Application is Submitted

During our initial application process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, food permits, etc.—see Check List on Page 7). We must receive these items before final application approval and issuance of permit. Delays may occur if your event requires a special meeting, a special route, or additional clarification. We will make every effort to complete the initial review in a timely fashion. Please do not begin advertising your event until your application is approved and a permit is issued.

**Submission of an application does not equate to permit approval.**

## Following Application Approval

Approval of your application does not automatically reserve city resources or staff. It is the event organizer's responsibility to coordinate the necessary resources to ensure event success. Due to an unforeseen circumstance, your event could be impacted. Please stay in contact with the City throughout your planning process.

## Possible Reasons for Denial of Applications and Permits

The City reserves the right to deny a request for a Special Event Permit for any reason, including, but not limited to:

- The event will disrupt traffic within the city beyond practical solution.
- The event will unreasonably interfere with access of fire fighting equipment and fire hydrants, or other first responder needs.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The event will require the diversion of enough City employees that allowing the event would unreasonably deny services to the remainder of residents. This includes City Holidays.
- The event will interfere with another event for which permits have been issued.
- The application, permits and application fee were not properly submitted.
- A reoccurring event that did not leave the site clean, pay for City services, notify surrounding businesses or residences, or in anyway disregard the application and permit requirements.
- Anything the City of Excelsior Springs deems unsafe.
- Failure to comply with any federal, state or local law, ordinance (s) or guideline (s).
- If applicable, failure to apply 30 days prior to the event for a Fire Department Operational Permit for the discharge of Fireworks, or Construction Permit for tents, failure to pass a fire safety inspections, and obtaining the necessary Fire Department Operational or Construction Permit (s)
- Failure to submit City of Excelsior Springs Special Event Application or Permit requests a minimum of 14 days prior to the Tier I event date or 60 days prior to the Tier II event date.
- Estimated attendance and event is too large for the requested venue.
- The event may interfere with other City activities or use of the facilities by City residents.
- Failure to coordinate with appropriate City Departments.

## Key Points

**Alcohol:** If alcohol is to be served or sold, sponsors must take those measures required for compliance with the Alcoholic Beverage Ordinance (Chapter 600). Please contact Police Department administration at 816-630-0240 regarding compliance requirements. Any serving of alcohol on public property requires the appropriate state permits. For events on private property, if alcohol is sold (as apposed to served free of charge), appropriate state permits are required.

**Enforcement:** City of Excelsior Springs Police may request that a resident or event participant leave any public facility or park for violation of rules and regulations. Failure to comply may result in an arrest.

**Event Signs:** No signs may be affixed to trees, buildings or street fixtures or placed in the City's right of way. Applications including signage must submit sign descriptions on the site plan to include the number of signs/ banners, location, size and height of each on the application. If you are requesting permission to place signs on private property, please include a permission letter from each respective property owner.

**Fireworks:** Fireworks are not permitted without first applying for an Excelsior Springs Fire Department Operational Permit. The requirements for the Operational Permit can be obtained by contacting the Excelsior Springs Fire Department 30 days prior to the event. An inspection of the Firework display site will be conducted the day of the event for safety violations and approval of the Operational Permit will be granted if all requirements and inspection (s) are met.

**First Aid and Medical:** Events may require the provision of first-aid, Medical personnel, or on occasion a dedicated staffed ambulance for stand-by; all of which requires coordination with the Excelsior Springs Fire Department-Special Events Coordinator.

**Food Vendors:** If you plan to have food vendors, permits may be required from the Clay County or Ray County Health Department. Note that these permits must be maintained on site throughout the special event and presented upon request.

**Hours:** Event activities are prohibited after 10:30 pm in residential and commercial areas, and before 7 am in any area. Loudspeakers, amplified music, bullhorn or public address systems during event hours are strictly regulated. Start times before 7:00 am or after 10:30 pm require special approval. Setup and tear down may occur outside of event hours, subject to approval by the City. Desired start times should be included on Page 8 of this application and submitted for approval.

**Insurance:** In addition to the non-refundable application fees, organizers of each event are responsible for any additional cost incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. You must submit proof of insurance with a minimum of \$2,000,000.00 (2 million) combined single limit for both general liability and auto liability (when applicable) for Tier II events. Insurance requirements for Tier I events are determined on a case by case basis by the City's risk manager or designee. The City of Excelsior Springs must be named as 'additionally insured' on the Certificate of Insurance. Generally, no insurance is required for neighborhood block parties. When applicable, the Excelsior Springs Fire Department's Operational Permit for the discharge of Fireworks requires a \$1,000,000.00 (1 Million) Certificate of Insurance, which covers the City of Excelsior Springs, the event host, and Firework's shooters & suppliers.

**Noise:** Applicants must comply with the City's Noise Ordinance. The City's Noise Ordinance can be found in Chapter 240. Failure to comply with the City's Noise Ordinance may result in the early termination of your event and revocation of your permit.

**Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event organizers should keep in mind they may be asked, by City staff, to show proof of permit during the event.

**Restrooms/Trash/Cleanup:** The City may require event organizers to provide temporary toilet facilities. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event conditions within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs will be charged to the applicant.

**Road Closures and Race Routes:** Events that require road closures require City resources. Please see Page 6 for additional information.

**Security:** Events may require the hiring of police officers to provide for security and/or traffic control. Events that request the discharge of fireworks will have additional security requirements. Please see Page 6 for more information.

**Smoking:** Smoking is not permitted in any public facility (City Ordinance Chapter 230.840-230.900).

**Tents:** Tents or other membrane structures, canopies, etc having an area in excess of 400 sq. ft. are required to obtain an Excelsior Springs Fire Department-Construction Permit and a subsequent fire safety inspection. All tent or other membrane structures must comply with the 2012 International Fire Code, Chapter 31. All tents must have proper weights suited to the size of the tent for each leg. For example, 10'x10' are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions. If you are planning to install more than one 10'x10' or 20'x20' tents, their layout must be included in the site plan and you may incur an additional fee.

Tents require a flame resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a fire extinguisher on site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please complete the Application for Construction Permit and submit with your final application. Please schedule inspections at least one business day in advance of your event.

**Traffic and Parking:** On site event parking is permitted in designated areas only. The Fire Marshall requires that all entries, exits and fire lanes be maintained. A complete traffic plan (with parking and shuttle information), compliant with the Manual on Uniform Traffic Control Devices must be submitted; please see Page 9 for more information. Events held on private property should provide parking in private parking areas. A special exception to allow parking within public right of way may be submitted with the completed application for review by the Police Department and Public Works Department. However, approval will be granted only in cases where an extreme hardship exists.

## **Security**

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment. The size, time of day, and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your security plan. You are strongly encouraged to contact the Excelsior Springs Police Department as early as possible during your planning efforts to discuss security requirements, pricing and logistics. See page 10 for more information. When applicable, the Excelsior Springs Fire Department's Operational Permit for the discharge of Fireworks, requires that security be provided for the fireworks discharge site. Of which the perimeter of the secured area is established by the Excelsior Springs Fire Department's Fire Marshal. The secured area must be secured for the entire event, which includes 30 minutes prior to the display shooter site/display preparation and until all fireworks shooters have left the site.

(Note: Excelsior Springs Police Department will have sole discretion on all security companies use for events, as they will have the final decision in all matters involving safety and security at events.)

## **Medical**

The City of Excelsior Springs has final authority to determine event medical services requirements. All Medical stand-by personnel, equipment, and ambulances must be authorized and/or coordinated by and through the Excelsior Springs Fire Department. Availability of Excelsior Springs Fire Department personnel, equipment, and apparatus are at the sole discretion of the Fire Chief for the use at your event based on event size, weather conditions, and other immediate emergencies.

## **Event Parking/Shuttle Plan**

It is important that you plan for the safe arrival and departure of event attendees, participants and vendors. As an event organizer, you should develop parking and/or shuttle plans that are suitable for your event site and logistics. You must always include accessible parking and or/access points in your event plans for attendees, while leaving accessible parking for surrounding businesses and residents at all times. The City of Excelsior Springs may require your event to provide staff on-site or hire an off-duty police officer to ensure compliance with the approved parking plan.

One week prior to event date, No Parking Signs may be required depending on the location of your event. Details on signs are to include date of event, time and date of closing, re-opening and event contact information. The event organizer will need to print signs in 11”x17” with large font. One parking sign is required every 30’ to 50’ on each side of the road, if applicable, depending on event location.

## **Road Closure/Event Notification for the Public**

The type of event that you are hosting determines the level of Police/Fire/Public Works presence required. We will work with you to address security and safety concerns, but reserve the right to make the final ruling on any security and safety related decision. If your route or event is approved, as the event organizer, you are responsible for notifying all businesses and residences along the route or event area and providing all equipment and labor to accomplish the closing. Below is a list of required road closure processes that must be submitted to the City. An additional list of public notification steps may be necessary depending on the details of your event. The City of Excelsior Springs will furnish all traffic control devices. Note: Public road closure and/or event notification is a very important part of the planning process. Omitting this process may affect approval of future event applications.

### **Road Races & Parades**

If you are applying for a road race or parade, please choose from one of the pre-determined routes for 5K, 10K events or parades. Detailed descriptions and maps are available. Note that some variations of the approved routes are available, but must be submitted, reviewed and approved by the City in advance.

### **Required notification process for all events and/or road closures:**

With your completed application, submit a file with event description, road closure description, exact times of closure and PDF map. Post the same road closure information on your event website. Fourteen days prior to the event date, e-mail, mail or hand deliver road closure text description with map to all businesses and residences along race route and within one mile of the event and/or road closure. Include basic information with name, date, times, and map; along with written text of road closure including contact information. This includes but will not be limited to home owners associations, church newsletters, and property management notifications.

## **Submitting Your Permit Application**

To complete your application process, send all of the above required information to City Manager’s office in the Hall of Waters. This includes everything included on the checklist that applies to the event. Once ALL these steps are completed, we will list the information on the Community Calendar of the City of Excelsior Springs website to further notify the public.

# Check List

Before submitting your application, please include (as appropriate):

	Item
	\$___ Application Fee (Tier I Events) or \$___ Application Fee (Tier II Events)
	\$___ Alcohol Fee (if applicable)
	Construction Permit for tents (see page 6)
	Approved Food Permit
	Insurance Certificate
	First Aid Plan
	Security Plan
	Traffic Plan (if closing roads or impacting traffic)
	Race or Parade Route (if applicable)
	Signed Agreements
	Site Plans, including locations for Parking, First Aid, Trash/Recycling Collection, Restrooms, Crowd Control, Tents, Banners and Signs, Hydrants, Vender booths, and an arrow indicating “North”  NOTE: a Separate Site Plan will be required when applying for the Fire Department Operational Permit for the discharge of Fireworks.
	Communications Plan
	Clean-Up Plan

Incomplete applications will not be accepted for processing and will be returned to the applicant. Please complete all sections legibly and indicate if they are included on the check list.

Helpful Numbers	
Clay County Health Department 816-595-4200	Ray County Health Department 816-776-5413
Excelsior Springs City Offices 816-630-0752	Missouri Liquor Control 816-889-2574
Excelsior Springs Police Department 816-630-0240	Excelsior Springs Fire Department 816-630-3000

# Event Summary

Date of Submission: \_\_\_\_\_

Tier Assignment: \_\_\_\_\_

Road Closure: \_\_\_\_\_

Event Title:	
Day(s) & Date(s) of Event:	
Event Description & Purpose:	
Event Time:	_____ to _____ Setup Time: _____ Tear Down Time _____
Event Location: (include site name, address, etc.)	
Event Type:	<input type="checkbox"/> Run <input type="checkbox"/> Walk <input type="checkbox"/> Parade/March <input type="checkbox"/> Bike Tour <input type="checkbox"/> Street Fair <input type="checkbox"/> Circus/Carnival <input type="checkbox"/> Concert <input type="checkbox"/> Film <input type="checkbox"/> Other _____
Has this event been held in Excelsior Springs before?	_____ Yes   _____ No
Is a road or roadway closure requested?	_____ Yes   _____ No   If Yes, please fill out more info on page 10.
Are you:	<input type="checkbox"/> Serving Alcohol <input type="checkbox"/> Using Fireworks <input type="checkbox"/> Setting up Tents <input type="checkbox"/> Amplified Loud Music or Sound
Estimated # of Attendees:	
Parking:	Do you have sufficient parking for all vehicles? _____ Yes   _____ No (Must be shown on event map)
Notify neighbors/businesses	How will you notify neighbors/businesses? _____ _____
Cancellation Notice	How will you notify participants if the event is cancelled 48 hours or sooner of event day? _____

Note: Completion of this application does not approve your event for this year nor subsequent years.

## Contact Information

The organization contact must be the person in charge of management and is responsible for the event. The applicant contact must be a representative of the organization who has been authorized to plan the event. The applicant must be available to work closely with the relevant City Departments regarding planning a safe and organized event.

Organization Name:	
Contact Name (s)	
Street Address:	
Work Phone:	
Cell Phone:	
Email Address:	
Is this organization a commercial entity?	
Do you have co-organizers/sponsors?	If yes, provide names and contact information.

## Event Location

Site Map descriptions should be a detailed narrative including a description of activities in the event, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a time line of your event. Please write this description in the space provided below or attach the description as a Word document.

Routes need to be approved by the City. Surrounding businesses that will be impacted by the event must be notified and proof of notification must be attached to the application no later than 14 days prior to the event. The City of Excelsior Springs cannot create site maps/routes or traffic plans, but is willing to review them. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 25 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 25 feet of a property line of any residential use.

Note that you must submit one copy of your site plan, including the traffic and parking/shuttle plan (with curb cuts and traffic patterns) with your completed application.

## Special Planning Items

<p>Will the event require the use of fireworks?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, provide required documentation, including proof of permit submission.</p>
<p>Will alcohol be served?</p>	<p><input type="checkbox"/> Beer   <input type="checkbox"/> Beer and Wine   <input type="checkbox"/> Alcohol Sales   <input type="checkbox"/> Beer, Wine &amp; Spirits  <input type="checkbox"/> Free/Host Alcohol   <input type="checkbox"/> Host &amp; Sale Alcohol</p> <p><input type="checkbox"/> Other _____</p> <p>If yes, provide required documentation, including proof of permit submission.</p>
<p>Will a tent over 400' sq ft be installed:</p>	<p>If yes, what size? _____ ft. x _____ ft.</p> <p>Total number of tents: _____</p>
<p>Will this event require signs/banners?</p>	<p>If yes, provide location, size, height and number of signs/banners on your site plan.</p>
<p>Will your event require the closing of any streets or parking lots in the City?</p>	<p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If yes, attach a written description and map of all roads to be closed including closure times, information and methods.</p>
<p>Will you have food vendors?</p>	<p>If yes, describe how food will be served and prepared and proof of permit submission. Contact County Health Departments for more information on requirements.</p> <p>If yes, specify method.</p> <p><input type="checkbox"/> Charcoal   <input type="checkbox"/> Gas   <input type="checkbox"/> Electric   <input type="checkbox"/> Other _____</p>

## Security

<p>Please describe your security plan, including crowd control, internal security and venue safety.</p>	<p>If needed, you may attach a separate Word document to your application.</p>
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# Submission

In addition to the nonrefundable application fee, organizers for the event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit.

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit to:

The City of Excelsior Springs  
Office of City Manager  
201 East Broadway  
Excelsior Springs MO 64024

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood, and agreed to abide by the rules and regulations governing the proposed special event under the City of Excelsior Springs Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager. I agree to comply with all other requirements of the city, county, state, federal government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the Organization, am also authorized to commit that Organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Excelsior Springs.

As a condition to the issuance of a temporary Special Event permit, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

I, \_\_\_\_\_, Applicant, do solemnly swear subject to criminal penalties for false swearing, that the statement and answers made by me to the foregoing questions in this application for a City of Excelsior Springs Special Event permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date