



## Special Event Permit Application

“Special Event” includes any outdoor event of limited duration on city-owned or private party, open to the public, with or without an admission fee, held on a one-time, occasional or annual basis, including festivals, block parties, rallies, dances, shows, carnivals, circuses, or similar events.

The application, required documentation and all fees must be submitted to the **Office of Chief of Police at least 30 days prior** to the anticipated date of the event or function. Application should be completed in full and be accompanied by all required documentation to expedite processing. Attached additional sheets as necessary.

Application Fee  
(non refundable)

**Special Event Permit Application Fee \$25.00**

Non-Profit Application Fee  
may be waived

### FIELD INSPECTION OF THE PROPERTY IS REQUIRED PRIOR TO ISSUANCE OF THE EVENT PERMIT

I. APPLICANT INFORMATION				
Applicant Name:				
Business or Organization Name:				
Business or Organization Address:				
Applicant Contact #1			[ ] work [ ] cell [ ] email [ ] other	
Applicant Contact #2			[ ] work [ ] cell [ ] email [ ] other	
II. EVENT INFORMATION				
Event Name				
Event Address				
Purpose/description of event (be specific):				
Anticipated Attendance:				
Time Period of Event	Beginning Date:			Hours of Operation:
	Ending Date:			
Emergency Contacts On Site During Event	Name	#1	#2	#3
	Phone			
III. PROPERTY/LOCATION INFORMATION				
General description of site				
Property Owner Name (if different)				
Property Owner Contact Information	Address		Phone	Cell
Property Area (SF or Acres)			Email	
Is any or all of this even proposed to occur on public property or right-of way?				[ ] Yes [ ] No
Public Property proposed to be used for event (be specific)				

Existing zoning:		Current Land Use:	
<b>IV. INSURANCE INFORMATION</b>			
Insurance Company			
Address (including City, State & Zip)			
Agent Name		Agent Phone:	
Name of Insured			
<b>V. EVENT ACTIVITIES AND ORGANIZATION: Answer "yes" or "no" to indicate if any of the following will be part of the event. Items marked with an asterisk (*) require a separate permit. Attach a written description of each item marked "yes" per the instructions on the next page for required documentation. Applicant should meet with City staff to determine specific permit requirements for the event.</b>			
*Applicant or organization possesses valid City occupational license	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Zoning of event site requires temporary use permit (Check with City Planner)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Special permits required under Federal, State or County law (Example: State of MO liquore permits for non-Grandview businesses for alcohol sales, sporting event registrations or permits issued by the State of Missouri)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Temporary signage (requires sign permit from Building Official)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Entertainment (including podiums, bandstands, loud speakers, amplifiers or special utility hookups)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Carnivals, rides, inflatable rides or animal rides	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Parades (requires Parade Permit from the Police Department)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Security (include number of officers/security personnel to be provided, name of private company, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Event parking (include location, traffic control, surfacing, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fencing or blockades around event	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Street closures/blockades (include specific locations)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Use of City property other than streets or right-of-way (include specific locations)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Traffic control/circulation within the event	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Traffic control to and from the event	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Tents and/or other temporary structures, including trucks and trailers (requires Tent Permit from Fire Department)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Temporary electric hook-ups (additional permit may be required)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Temporary water hook-ups (additional permit may be required)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Portable fire suppression equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency vehicle access	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Waste disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sanitation (restroom facilities)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
On-site medical facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Food or beverages preparation or service (requires food handling permit through Jackson County)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Fireworks displays (requires permit from Fire Department)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
*Merchandise vendors (appropriately licensed through Missouri Dept. of Revenue for event, contact DOR for further information and provide proof of registration from Missouri DOR	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>VI. REQUIRED DOCUMENTATION</b>	
1.	<p>Attach a detailed site plan of the proposed location showing all event facilities and activities (example: food/vendor booths, tents, sanitation facilities, traffic routes, parking facilities, fencing/blockades, etc.) Distances from churches and schools must be clearly marked for events including the sale of alcohol. Site plan should include the entire location to be utilized by the event in relation to existing buildings, drive areas, parking area, etc. and include:</p> <ul style="list-style-type: none"> <li>• Emergency plans including emergency vehicle access, fire lanes, water supply for fire control, fire extinguisher locations, and location of tents.</li> <li>• Off street parking plan.</li> <li>• Street closures</li> <li>• Merchandise vendor(s), food and beverage vendor(s), state and other activities locations</li> <li>• Lighting and sound system plan.</li> <li>• Sanitation facilities, including toilets and disposal of sewage, garbage, trash and refuse.</li> <li>• Location of temporary signage.</li> <li>• For parades, a map of the proposed route.</li> </ul>
2.	<p>Attach a complete description of the event included: (a) name, company, address, and phone number of event sponsor if different from the applicant; (b) vendor list including business &amp; owner names, addresses &amp; phone numbers; (c) security plan including name, address and phone number of private security company; (d) copies of all special permits. Description must address all activities not covered in the site plan which are marked as part of the event in Section 5 on the previous page.</p>
3.	<p>Attach a letter from the property owner, if different from the applicant, giving permission for the event to occur on the listed property.</p>
4.	<p>Organizations claiming non-profit status must attach proof of 501(c)(3) status.</p>
5.	<p>Attach a certificate of insurance as evidence of coverage as follows: premise and operations, including products liability, in the amount of one million dollars (\$1,000,000.00) per person and per occurrence for bodily injury and one million dollars (\$1,000,000.00) per occurrence and aggregate for property damage; auto liability in the amount of one million dollars (\$1,000,000.00) for bodily injury and fifty thousand dollars (\$50,000.00) per occurrence for property damage; and two million dollars (\$2,000,000.00) per person and per occurrence for personal injury. The City is to be named as an additional insured. The applicant's insurance carrier shall notify the City ten(10) days prior to any change or cancellation in the policy.</p>

An inspection of the event site is required before issuance of the event permit. Additional site inspections may occur during the event by appropriate City staff. Failure to obtain the required permits and/or failure to successfully complete site inspections may result in delays in issuance of permits and/or revocation of permits. All fees must be paid and additional permits (signage, liquor, food handling, etc.) obtained prior to issuance of the special event permit.

**SIGNATURE:**

I certify that the above information is correct to the best of my knowledge and belief. The applicant and/or sponsor agrees to follow the requirements of applicable City of Grandview ordinances. The applicant and/or sponsor also agrees to hold the City of Grandview harmless from any and all suits, claims, damages, and causes of action of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death. The applicant and/or sponsor further agrees to be responsible for any expenses incurred by the City as a result of the special event for stolen or damaged City property, costs of materials and utilities, and for City employee overtime wages.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor (if different from Applicant)

Printed Name of Sponsor \_\_\_\_\_

## Special Event Review Form



Please complete review, initial and date approval/disapproval, and include any recommendations, comments or requirements and return to the Office of Chief of Police. If disapproved, include reasons for disapproval. Attach additional sheets if needed.

Permit Application For:	
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Department/ Division	Approved/ Disapproved	Recommendations, Comments, Requirements
City Clerk		
Building Official		
Zoning		
Fire Department		
Police Department		
Public Works		
City Administrator		

