



**Special Event Permit Application**

All required documents, a completed application, and fees must be submitted to the City Clerk at least 30 days before the anticipated date of the event or function.

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

<b>Applicant Information</b>	
Applicant Name: _____	Applicant Phone Number: _____
Emergency Contact: _____	Emergency Phone Number: _____
Organization or Business Name: _____	
Organization or Business Address: _____	
<b>Event Information</b>	
Event Name: _____	Event Date(s): _____
Event Time(s) (Including Set Up and Tear Down): _____	to _____
Purpose of Event: _____	
Location of Event: _____	
Is any or all of this proposed to occur on public property or right-of-way? If so, please be specific.	
Do you require any street closures for this event? If so, please list the location you request barricades for:	
Anticipated Attendance: _____	

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.

Please indicate if you plan to utilize the following at your event:			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hiring Security</b> (check yes if you will hire off-duty Grandview Police Officers for \$45 per hour with a minimum of 3 hours or hire a third-party security company)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Electricity</b> (if you plan to utilize electricity at your event, such as a sound system or additional electricity hook-ups, please submit an Electricity Plan).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tents and/or Temporary Structures, including trucks and trailers</b> (requires a Tent Permit from the Fire Department - \$75 fee).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Providing, selling, or allowing alcoholic beverages at the event</b> (if so, please attach a copy of a Missouri Liquor License, a temporary caterer's permit, and/or a picnic permit – fees vary).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Temporary Signage</b> (requires a sign permit from Community Development - \$35 fee).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Selling food or beverages</b> (requires a Temporary Food Permit from <a href="#">Jackson County</a> , a <a href="#">Food Handling Permit</a> , and a HOA inspection sticker – fees vary).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Street Closures/Barricades</b> (these will be provided by Public Works on a weekday if available, for pickup after the event on the following weekday).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Firework Displays</b> (requires a <a href="#">Fireworks Permit</a> from the Fire Department - \$125 fee).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Carnivals, rides, inflatable rides or animal rides</b> (please describe the rides in detail, rides may be subject to inspection - \$75 fee).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Parade</b> (if so, submit the following information: 1. The route to be traveled including the start point and the end point. 2. Approximate number of persons and vehicles that will constitute the parade. 3. Whether the parade will occupy all or only a portion of the width of the street to be traveled. 4. The location, including all streets, of any assembly areas for such parades and the time at which the parade will begin to assemble.)



Application Checklist	
<input type="checkbox"/>	A complete site map.
<input type="checkbox"/>	Any additional permits required.
<input type="checkbox"/>	Completed application signed by the applicant.
<input type="checkbox"/>	Attach a letter from the property owner, if different from the applicant, giving permission for the event to occur on the listed property.
<input type="checkbox"/>	Organizations claiming non-profit status must attach proof of 501(c)(3) status.
<input type="checkbox"/>	Attach a certificate of insurance as evidence of coverage as follows: Premise and operations, including products of 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 of Grandview 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.*

\*Residential block parties are not required to meet this requirement unless the block party will involve rides and/or attractions.

**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



## Special Event Review Form

Please complete review, initial and date approval/disapproval, and include any recommendations, comments or requirements and return to the City Clerk. If disapproved, include reason for disapproval. Attach additional sheets if needed.

Permit Application For:			
Department/Division	Approved or Disapproved	Signature	Recommendations, Comments, Requirements
Building Official	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
City Attorney	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
City Clerk	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Fire Department	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Parks Department	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Police Department	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

