City of Lake Saint Louis 200 Civic Center Drive Lake Saint Louis, MO 63367



Phone (636) 625-1200 Fax (636) 625-4229 cityclerk@lakesaintlouis.com

# **Special Event Permit Application**

Please read City of Lake Saint Louis Municipal Code <u>Chapter 250</u> Special Events, available on the City website <a href="https://www.lakesaintlouis.com/">https://www.lakesaintlouis.com/</a> or at City Hall.

**Organization Name** 

**Organization Address** 

Contact Person's Name

Email Address: Phone:

Estimated number of attendees: 1-50 101-150 201-250

51-100 151-200 over 251

Event Dates: Start End

Event times: Start End (please note am/pm)

**Event Description:** 

**Event Address/Location** 

Is the location of your event (check one):

Residential property\* Commercial property\* City owned property\*\*

- \* You will need to provide written permission from the property owner with your completed application. The signed letter of permission must include event address/location, dates/times along with the property owner's name, and contact information.
- \*\* If the event is held on City property then the City of Lake Saint Louis must be listed as additionally insured for the following amounts and a Certificate of Insurance provided to the City.

Contractor's Bodily Injury Liability and Property Damage Liability Insurance:

Injury or death of one person \$1,000,000

Injury to more than one person in a single accident \$3,000,000

Property damage \$1,000,000

Automobile and Truck Public Liability, Bodily Injury, and Property Damage:

Injury or death of one person \$1,000,000

Injury to more than one person in a single accident \$3,000,000

Property damage \$1,000,000

# **Special Event Permit Application – page 2**

How will the event trash/waste be handled? List any temporary trash containers that will be delivered to the event site, including quantity, type and dates of delivery/removal:
How will you provide restroom facilities? List the quantity of any portable restrooms at event site, including dates of delivery/removal:
Will there be fireworks at the event? If yes, please provide the name and contact information of the person/company who will be supplying and handling the fireworks:
Will any electrical cabling, extension cords, electrical generators, sound systems, lighting systems, etc. that will be used at your event? List and describe how used:
Will any tents, shelters, coverings or temporary structures be used at your event? List the type, size and quantity:
List the type, size and quantity of any signs that will be erected before or during the event:

# **Special Event Permit Application- page 3**

Will you have people directing traffic? No

Yes If yes, how many people

Do you require manual control of any traffic lights to allow for traffic flow?

No

Yes

If yes, which intersections?

Will you be erecting any traffic barricades? No

Yes

If yes, which streets will be blocked?

Do you require any public streets to be closed?

No

Yes

If yes, which streets?

Will your event include a parade on public streets?

No

Yes If yes, a Police Dept. parade permit is required.

Will there be any other vendors/businesses/organizations at your event?

No Voc

Yes

If yes, you must ensure that additional vendors can legally operate at the event. Select one option below for how you would like to handle your vendors:

### Option 1 – Special Event Permit (no fee)

Each of your vendors will be responsible to obtain or have a current Lake Saint Louis business license, obtain property owner permission, and anything required to legally operate at this event based on what type of service, merchandise or entertainment they are providing.

## **Option 2 - Special Event Promoter Permit**

(1-25 vendors \$25 fee, 26-50 vendors \$50 fee, 51+ vendors \$100 fee)

You will be responsible for ensuring all your vendors have what they need to legally operate at this event. This would mean that your event vendors do not have to obtain a Lake Saint Louis business license, however you would need to provide any required paperwork for these vendors with your event application to the City, for example (but not limited to):

- copy of Missouri Retail Sales licenses for any vendors selling anything
- copy of St. Charles County Health Dept. licenses for any vendor serving food/beverage
- copy of State of Missouri Liquor License for any vendor serving alcoholic beverages

## **Special Event Permit Application-page 4**

#### **Business Licenses**

List any vendors/businesses/organizations that will be selling anything at your event. Each will be required to get a temporary business license for the event.

### **Liquor Licenses**

List any vendors/businesses/organizations that will be selling or offering alcoholic beverages at your event. Each will be required to get a temporary liquor license for the event. Please note, all liquor licenses must be approved by the Board of Aldermen, which may take up to three (3) weeks.

#### **Food Vendors**

List any vendors/businesses/organizations that will be serving food. A St. Charles County Health Department permit will be required and a copy provided to the City for each vendor.

Signature Date

If more space is needed or you need to submit further information please attach additional pages. Save and submit completed form by one of the following methods:

Email: cityclerk@lakesaintlouis.com

Fax: 636-625-4229

Mail/Bring: City of Lake Saint Louis, City Clerk, 200 Civic Center Drive, Lake Saint Louis, MO 63367

Do not write below this space - For Office Use Only						
Date Application Received			Cost (if any)	Date Pd.	Pd. By	
Approved by	Comm	. Devl	Bldg. Dept.	Police Dept	. Fire District Notified	
Public Works Dept.				Parks Dept.		
BOA Approval Need	led	No	Yes If yes,	agenda date		
City Clerk Approval					Date	

Final Approval by City Administrator

Issued Permit #