



SPECIAL EVENTS PERMIT APPLICATION

City of Mexico
300 North Coal Street
Mexico, MO 65265

City Hall - (573) 581-2100

CITY SPONSORED EVENT
(when initialed by City Manager)

I TITLE, PURPOSE, LOCATION AND BRIEF DESCRIPTION OF EVENT:

Circle One: New Application - Amended Application

II EVENT PRINCIPAL ORGANIZER

Please list the name, address, and contact number of the principal event organizer.

Name of Event: _____

Sponsoring Organization/Business/Agency/Affiliation: _____

Mailing Address: _____

Email Address: _____

Daytime Phone: _____ Evening Phone: _____ Emergency Phone: _____

Principal Event Organizer and/or Person Functional Responsibility for the Event: _____

Will Event Organizer have the authority to cancel or greatly modify event plans? Yes No

Will Event Organizer be present at the event and in charge of the event at all times? Yes No

If NO, who will be present at the event and have responsibility: _____

III REQUESTED EVENT COMPONENTS

1. Requested day and date (first choice): _____

2. Alternate days and dates: _____

3. Requested hours of operation from _____ AM / PM to _____ AM / PM

4. Set up beginning day and date _____ Time _____ AM / PM

Dismantle by day and date _____ Time _____ AM / PM

5. Will a city park property be used? Yes No

If yes, circle the park or parks requested:

Fairgrounds Green Estate Hardin Jefferson Street Mini Park Lakeview

Martin Luther King Northeast Plunkett R.S. Green Teal Lake Tyronn Lue

6. Do you wish to reserve a park shelter for this event? Yes No

If yes, name of the shelter/shelters you wish to reserve: _____

City parks may not be used in the pursuit of for profit activities. Permission to collect monies in the parks may only be given to not for profit entities. Absolutely no solicitation of funds from general park users is allowed.

7. Is this event open to the public? Yes No

8. Anticipated number of participants: _____ and spectators: _____.

9. Electricity and Water: Are adequate water and electrical resources available at the site you have chosen? Yes No If No, please list your plan for providing these resources:

10. Restrooms: Describe the number, type and location of permanent and/or portable toilets to be provided for the event.

11. Will any stages, booths tables, tents, displays, amusements (dunking booth, bounce houses, kiddy rides, carnival equipment, etc.) be erected for this event? Yes No

If Yes, please describe, sizes, how many, capacity, and contact information for tent or amusement suppliers:

12. Will any City picnic tables be needed? Yes No

(\$100.00 for Twelve Picnic Tables (minimum order) delivered to event site and payable to City of Mexico with submittal of this application)

IV AVAILABILITY OF FOOD, BEVERAGES AND/OR ENTERTAINMENT

1. Please list the type and number of vendors or concessionaires that will be allowed as part of the event. Vendors or concessionaires serving food may be required to obtain a health permit. Please contact the Audrain City/County Health Department (573) 581-1332 for further information.

2. Will Alcoholic Beverages be served? Yes No

If yes, please contact the City Clerk's Office at 573-581-2100 to obtain the necessary permits. Alcohol Beverages may not be served without a permit.

If yes, describe what system will be used to ensure that alcoholic beverages will be consumed only by those persons 21 years or older.

If yes, describe how, where, when and by whom the alcoholic beverages will be served.

3. If music, sound amplification or any other noise impact is planned, please describe and include the intended hours of operations. Indicate if live entertainment is involved or if this is a dance. Please note: Any complaint deemed legitimate by the Mexico Public Safety Department could result in lowering the sound level or completely stopping the music.

V INSURANCE

If the Special Event requires the use of a public street, alley, trail or other thoroughfare maintained by the City of Mexico, the Organizer agrees to provide a policy of liability insurance in the amount of \$500,000 per occurrence, with a general aggregate of \$1,000,000, naming the City of Mexico as an additional named insured, with appropriate endorsements as required by the City of Mexico Risk Manager. The City of Mexico does reserve the right to increase insurance coverage limits based on risk assessment of the special event. The City of Mexico does reserve the right to increase insurance coverage limits based on risk assessment of the special event. If the Special Event does not require the use of any thoroughfare maintained by the City of Mexico, other than sidewalks, the City of Mexico Risk Manager may waive the liability insurance requirement. Please contact the Risk Manager/Deputy City Manager with questions.

VI MAP LOCATION – Non-Park Locations (see attached)

Please mark on attached maps the area and/or streets you wish to utilize for this event. If street closings are involved, please designate which street(s) and at what point you wish them barricaded. If a parade route, show the desired route and alternate routes. Additionally, show on attachments, if applicable, maps for alcoholic beverage areas, concession areas, first aid facilities, organizer’s command post, portable toilet facilities, any temporary structures to be erected, and fireworks areas.

VII SANITATION

Describe your Plan for Cleanup/Material Preservation including number, type and location of trash containers to be provided for the event. Indicate who and how many will be responsible for emptying and cleaning up around containers during the event. Indicate who and how many will be responsible for cleaning up after animals, if they are to be used in the event. Indicate who and how many will be responsible for cleaning up the event area after the event.

VIII SECURITY AND SAFETY PROCEDURES

1. Describe your proposed procedures for set up, operation, internal security, lighting and crowd control.

2. If your event includes vehicles, power equipment, or animals, describe the minimum and maximum speeds of the event and the minimum and maximum intervals of space to be maintained between units. Additional risk assurance or insurance documentation may be required if there are animals involved in your event.

3. The erection of any temporary structures, bleachers, etc. or installation of electrical wiring or plumbing may require issuance of a building permit. Please check with the City of Mexico’s Building Official located at City Hall.

4. The use of fireworks or pyrotechnic displays, open flames, vehicle fueling facilities, tents or canopies may require the issuance of a fire permit. Please contact the City of Mexico Public Safety Department for further information.

IX. USE OF LOW SPEED VEHICLES DURING EVENTS

Organizer may use low speed vehicles during the approved event and *only in the designated area of the event area*. Organizer will need to provide Deputy City Manager a Certificate of Liability Insurance policy in the amount of \$500,000 per occurrence, with a general aggregate of \$3,000,000, naming the City of Mexico as additional insured.

X MITIGATION OF THE IMPACT ON OTHERS

Describe how you intend to mitigate the impact of the event on businesses, churches, neighbors, motorists, and others affected by the event.

Written notification must be provided to all businesses that could be affected from closing of street(s) as to the time and date of event. Attach a copy of NOTICE.

XI CITY SERVICES

Describe City services requested for this event. Please indicate below the services you are requesting (i.e. lead car in a parade, event set up, and setting up barricades) and explaining why your organization cannot perform the task. This will be reviewed and approved or denied by the City Manager. (Please use the back of this sheet if necessary.)

XII STREET BLOCKING AND PARKING VACATING EQUIPMENT:

If your special event requires the closure of any public street, the City of Mexico reserves the right to modify your equipment request to insure compliance with industry and safety standards and to adjust your invoice accordingly. The City will supply and stage barricades for community wide non-profit sponsored events. All others must arrange for rental of barricades from private vendors.

APPLICATION AUTHORIZATION

Organizers should be prepared to stop the event, or at least momentarily slow it down, if Emergency Vehicles find it necessary to use any part of the area during the event to insure the health, safety, and general welfare of the public.

Application must be submitted 14 days prior to the date of the event.

I state that I am the applicant and/or event organizer and hereby declare all the above statements to be true and correct. I also understand and will comply with all the City regulations and requirements contained within this application.

Signed this _____ day of _____, 20 _____.

Signature of Event Principal Organizer