



## CITY OF JACKSON - SPECIAL EVENT PERMIT APPLICATION

“Special Event” includes any event with over 70 attendees held in a city park or on city-owned property or any event of any size held within a city street or at any outdoor location utilizing a loudspeaker. Special events include parties, receptions, dances, festivals, tournaments, rallies, runs, shows, carnivals, circuses, concerts, or similar events.

**All Special Event Permit Applications for events are to be filed at least fourteen (14) days prior to initial advertisement of the event. Events requesting use of the band shell or pyrotechnics must be submitted at least thirty (30) days prior to initial advertisement of the event. Submission of the application does not constitute approval of the permit. A permit will be issued to the applicant upon City approval. Applications for events are to be filed to:**

**City Clerk  
101 Court St., Jackson, MO 63755  
573-243-3568**

| I. APPLICANT INFORMATION                             |   |   |
|--|---|---|
| Applicant Name:                                      |   |   |
| Business or Organization Name:                       |   |   |
| Mailing Address:                                     |   |   |
| Contact Person for Event Organization:               | Address:<br><br><i>(city, state, zip)</i>   | Phone:<br><br>Email:                        |
| Contact Person Available at Event:                   | Address:<br><br><i>(city, state, zip)</i>   | Phone:<br><br>Email:                        |
| II. EVENT INFORMATION                                |   |   |
| Event Name:  |   |   |
| Is this a New Event?                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If no, specify previous event location: _____   |   |
| Type of Event:                                       | <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Concert <input type="checkbox"/> Carnival <input type="checkbox"/> Circus<br><input type="checkbox"/> Party <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Picnic <input type="checkbox"/> Block Party <input type="checkbox"/> Other |   |
| Purpose/description of event (be specific):          |   |   |
| Anticipated number attending, including event staff: |   |   |
| Time Period of Event:                                | Beginning & Ending Date of event activities:  | Hours of Operation of event activities:     |
|  | Beginning Date & Time of Setup/Street Closure:  | Ending Date & Time of Setup/Street Closure: |
| III. PROPERTY/LOCATION INFORMATION:                  |   |   |
| Address or description of site:                      |   |   |

| IV. EVENT ACTIVITIES AND ORGANIZATION: Answer "yes" or "no" to indicate if any of the following will be part of the event.  |   |
|---|---|
| Closure or blockade of city street(s).<br>If yes, include detailed map of areas needing closure.  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Outdoor loudspeaker use (for music, announcements, etc.)  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Temporary electric power hookups needed (available in limited locations)  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Park band shell requested (application must be received at least 30 days prior to advertising the event)  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Alcoholic beverages sold by event organizers or participating vendors/sponsors/others   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Alcoholic beverages served at no charge by event organizers or participating vendors/sponsors/others  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Alcoholic beverages allowed as BYOB or as open containers from adjoining businesses/restaurants   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Beer/wine garden (barricaded area required for outdoor sales and/or open containers outdoors – barricades not required for small private events using immediate area of reserved park pavilion or reserved Civic Center patios) | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Temporary water hookups needed (available in limited locations)   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Tents - excluding canopies open on all sides (requires fire marshal inspection after setup)   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Carnival rides, inflatable rides, or animal rides<br>If yes, please specify: _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Animal shows, parades, displays, or activities<br>If yes, please specify: _____   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Temporary restroom facilities located on city street, sidewalk, park or other city property<br>If yes, name of firm: _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Private security<br>If yes, name of firm: _____   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Private trash disposal provided (may be required based on scope of event)<br>If yes, name of firm: _____  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Food and/or beverage sales (requires separate Cape County Health Department approval)   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Merchandise sales and/or sales of services  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Pyrotechnics or fireworks (only allowed with Board of Aldermen approval)  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| V. REQUIRED DOCUMENTATION/FEES  |   |
| 1.  | <b>A copy of the applicant's driver's license shall be included with this application.</b>  |
| 2.  | For events other than those contained within a park pavilion - attach a detailed site plan for the proposed location showing all applicable event facilities and activities. Site plan should include the entire location to be utilized by the event and include: <ul style="list-style-type: none"> <li>• Requested street closure blockade locations.</li> <li>• Emergency vehicle access (blocked streets require maintenance of an 18' wide fire lane containing no parked vehicles, trailers, stages, vendor booths, tents, etc. Some temporary, lightweight tables and chairs may be allowed to encroach into fire lane, upon approval of the Fire Marshal.)</li> <li>• Merchandise/service vendor locations (specific names of vendors not required on site plan)</li> <li>• Food vendor locations (specific names of vendors not required on site plan)</li> <li>• Location of rides and other attractions/activities, and all tent locations (vendor locations are assumed to possibly include pop-up canopies and are not required to be shown separately as tents).</li> <li>• Stage locations / lighting plans / sound system locations.</li> <li>• A complete list of all vendors selling merchandise, services, or food/beverage at the event, including their contact information.</li> <li>• For parades and run/walks, a map of the entire route, staging area, starting and finish lines.</li> <li>• Any other pertinent features of the event.</li> </ul> |
| 3.  | <b>For events including the sale of alcohol</b> , attach a copy of State of Missouri Division of Alcohol and Tobacco Control Picnic or Temporary Caterer's License for the event.   |
| 4.  | <b>ONLY</b> for events including the sale of alcohol, a City of Jackson Temporary Caterer's or Picnic License for the sale of intoxicating beverages is required. <b>Please submit the required \$10 license fee for application for this license, if applicable.</b> This license will be issued to the applicant/organization for the event.  |

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|---------------------------------------|--|
| 5.                                    | <b>ONLY</b> for event applicants/organizations selling food, beverages, merchandise, or services at the event, a current City of Jackson vendor's license is required for the organization, unless the organization is a non-profit corporation. <b>Please submit a completed City of Jackson Business License Application, Missouri Certificate of No Tax Due (<a href="http://dor.mo.gov/tax/business/sales/notaxdue/">http://dor.mo.gov/tax/business/sales/notaxdue/</a>), and required \$10 license fee for application for this license.</b>  |
| 6.                                    | <b>ONLY</b> for events with sales of food, beverages, merchandise or services by other than the applicant/organization, a complete list of all vendors (including the hosting organization, if applicable) must be submitted at least 3 business days prior to the event. All vendors must have a current City of Jackson business, merchant's, or vendor's license.   |
| 7.                                    | <b>FOR ALL EVENTS INVOLVING BUSINESSES, ORGANIZATIONS, OR NOT FOR PROFITS, AND FOR ALL EVENTS SELLING ALCOHOLIC BEVERAGES AND FOR EVENTS WITH OVER 50 ATTENDEES PROVIDING ALCOHOL FREE OF CHARGE.</b> attach a certificate of insurance as evidence of coverage as follows: premises and operations, including products liability, in amount of one million dollars (\$1,000,000) for bodily injury, one hundred thousand dollars (\$100,000 for property damage); or combined single limit of one million dollars (\$1,000,000). The City is to be named as an additional insured. Insurance for events selling alcoholic beverages must include an alcohol provision in the insurance policy. The applicant's insurance carrier shall notify the city ten (10) days prior to any change or cancellation of the policy. |
| <b>VI. APPLICANT RESPONSIBILITIES</b> |  |
| 1.                                    | The applicant is responsible for maintaining lawful use of any location and/or facilities, and must report immediately to the Jackson Police Department any illegal activity or disturbance occurring at the event.  |
| 2.                                    | The applicant is responsible for the care of any city-provided barricades, utility equipment, and other city-provided items before, during, and after the event. Street barricades will be provided on site, and are to be set in place by the applicant no sooner than the beginning of the approved street closure time, and must be removed to the side of streets no later than the ending of the approved street closure time.  |
| 3.                                    | The applicant is expected to contact adjacent property owners and obtain their consent to any street closure requests which temporarily restrict access to any private property.   |
| 4.                                    | The applicant is responsible for restoring the area to a presentable appearance immediately upon the close of the event.   |

Site inspections may occur prior to or during the event by City staff. Failure to obtain the required permit and/or failure to abide by the conditions of an issued permit, or to abide by city ordinances or state or federal law may result in revocation of the permit and/or closure of the event.

**HOLD HARMLESS AGREEMENT:**

To the fullest extent permitted by law, the applicant agrees to indemnify, defend and hold harmless the City of Jackson, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise occurring from the use of City facilities and infrastructure under this Agreement; provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, death or personal injury, or property damage, but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of the applicant, participants, volunteers or others associated with the event, or anyone directly or indirectly employed or hired by the applicant or other agent of the event or anyone for whose acts the applicant may be liable.

**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 all applicable City of Jackson ordinances. The applicant and/or sponsor also agrees to hold the City of Jackson 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

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**NOTARIZED SIGNATURE REQUIRED ONLY FOR APPLICATIONS INCLUDING ALCOHOL SALES:**

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, a Notary Public in and for \_\_\_\_\_ County in the State of \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be the person who executed the included document, and acknowledged to me that he/she executed the foregoing instrument as a free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and affix my official seal this \_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_.

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_