

City of Rolla

Special Event Permit Application

Applicant Information			
Applicant Name:		Organization Name:	
Applicant Address/City/State/Zip:			
Cell Phone:		Email Address:	
Name of Alternate Contact:			
E-mail Address:		Cell Phone:	
Event Information			
Name of Event:			
Facility Requested:		Date of Event:	
Event Start Time (include setup):		Event End Time (include cleanup):	
Describe the Event:			
Anticipated Attendance:		Last year's Attendance:	
Amplified Music: Y / N	Electric: Y/ N	Signs: Y / N	Water: Y / N
Use of sidewalks, trails, right-of way, etc.: Y / N		Portable Toilets: Y / N	
Additional Trash Service: Y / N			
Temporary Structures: Y / N			
Includes stages, booths, tables, tents, amusements, bounce house, etc.			
Additional Information:			
Collection of Fees			
Fee for participants: Y / N		On-site Registration Fee: Y / N	
Non-profit agency: Y / N		Mo Tax ID #:	
Food – Refreshments - Merchandise			
Sell, distribute, or give away food: Y / N		Explain:	
Sell, distribute, or give away alcohol: Y/ N		Caterer:	
Sell, distribute, or give away merchandise: Y / N			
Applicant Acknowledgment			
	I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes, or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.		
	I agree to indemnify, defend, and hold harmless the City of Rolla from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under this permit on City of Rolla park lands or waters.		
	I understand that this permit, if granted, may not be assigned without written approval and acceptance of the assignee by the Director of Parks and Recreation (or designated agent). I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.		
	I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies' jurisdictions.		
I hereby attest that, to the best of my knowledge, the information contained in this application is true and correct. All forms, permits, and insurance must be submitted two weeks prior to event start date.			
Signature:		Date:	

Additional Information and Considerations:

- Please reserve the facility to ensure its availability while your application is being processed. In the event your application is denied, the reservation fee will be refunded.
- A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Rolla as co-insured. Depending on the activity at the event, hold harmless statements may be required.
- If electric or water is needed for your event, you must reserve the pavilion. Additional fees may be required.
- Amplified music is permitted but sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.
- Restroom availability must be considered when scheduling events. Portable toilets are not provided by the City of Rolla. Placement to be on hard surface only. Permanent bathrooms, if available at the location, require a key to be checked out. A deposit may be required. These are available April through October.
- Rolla Ordinance, Chapter 31, Division 4, Section 58 prohibits sales in City parks. Absolutely no solicitation of funds from general park users allowed.
- Any public event with food requires the appropriate permit from the County Health Department (573-458-6010). Selling requires a Business License (Office: 573-426-6982). A list of food trucks, if used, is to be provided at a minimum of 72 hours in advance and each shall have the appropriate licenses and permits. By county health department regulations, food is not to be provided in park locations.
- Vendors at events downtown must have the appropriate licenses and permits.
- Non-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation, or audited financial statement)
- Events may require Environmental Services (573-364-6693) or safety personnel (573-308-1213). This requires 48 hours advance notice and additional fee payable to the appropriate department.
- Drinking, exposing, or displaying alcohol in any public place is prohibited without the authorization of City Administration. Contact City Finance Department (573-426-6982) for the appropriate form.
- Parking requirements must be considered when scheduling events. All vehicles must be parked in designated parking spaces or they will be ticketed or towed.
- The use of tents and/or structures will require an inspection and may require fees.
- Applicant must submit request to close parking lots, streets, sidewalks, or right-of-way to Public Works Director, City Hall, 901 N. Elm, 573-364-8659. Fees will be required, depending on hours of usage.

Additional Requirements:

- A site plan and/or drawing may be required with this application showing the location of all items or route.
- Please attach a copy of publicity plan, flyer or registration form.
- A parking plan may be required.

Applicable Permits/Fees: _____ Special Use Permit Fee \$25 _____ Pavilion Reservation Fee \$20/hr _____ Bandshell Reservation Fee \$30/hr _____ Parking Lot Reservation Fee \$100/hr _____ Parking Lot Reservation Fee \$250/day	Additional Permits: _____ Obstruction Permit _____ Parade Permit _____ Alcohol Permit _____ Community Development Permit
By: _____	Date: _____

Administrative Process			
	Reviewed		
Administration			
Comm. Dev.			
Finance			
Fire			
Parks			
Police			
Public Works			