



City of Kirkwood Special Event Permit Application

Must be received by the City no less than 30 days prior to event date with \$500 permit fee for runs/walks. Contact Sergeant Dave Smith at the Kirkwood Police Department smithdm@kirkwoodmo.org or call him at 314-822-5880 to get approval of route prior to submitting this form

Return this completed form to Laurie Asche, City Clerk, via fax (314-822-5863) or email: aschelb@kirkwoodmo.org.

1. Event Name: _____

2. Event Date(s): _____
Alternate date(s): _____

3. Name of Organization: _____
Street Address: _____
City/State/Zip: _____

First Contact Person: _____
Work Phone: _____ Home Phone: _____
Fax: _____ E-mail: _____

Second Contact Person: _____
Work Phone: _____ Fax: _____
E-mail: _____

Promoter, if different from Organization: _____
Promoter Contact: _____
Promoter Phone: _____ Fax: _____
E-mail: _____

4. Describe the purpose of the event: _____

5. Please attach a letter providing a brief description of the event

6. Is this a first time event in Kirkwood? _____ If no, when was the prior event held?

Please list any variations from the previous year: _____

7. Event Location: Park Street Parking Lot Other
Other Location, please describe: _____

8. Name of Park and/or Street(s): _____

Location within Park and / or Street Address: _____
(Attach map)

Please Note: A \$500 permit fee is required at time this form is submitted for Runs/Walks

9. Event Type: (check all that apply) Tent Show Concert Filming
 Parade Run/Walk Festival Sporting Event
 Fundraiser Other (explain)

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10. Event Operation Schedule (specify day, date and times):
Indicate **S** for set up, **E** for event day, **T** for tear down.
If more room is needed, list on a separate sheet of paper.

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11. Estimated attendance per day: _____

12. Is this a charity event? Yes No
If yes, please list name of organizations, contact name, address and phone number for each organization:
Organization / Contact / Name / Address / Phone Number / E-mail Address

13. Will this event be open to the public or invitation only

14. Will admission be charged? Yes No

15. Will donations be taken? Yes No

16. List all the streets you propose to close:
Street (indicate cross streets) Closing Date and Time / Opening Date and Time
Example: Clay Ave. (Argonne to Essex) 12/14/09 at 10:00 am 12/14/09 at 9:00 pm

(If more room is needed, list on a separate sheet of paper and attach with a street map to the application.)

17. Will Food be served and/or prepared at your event? Yes No
How many food vendors do you anticipate having? _____
How will food be prepared: Propane Charcoal Electric Deep Frying
Have you contacted St. Louis County Health Department? Yes No
Will a temporary food permit be required from St. Louis County Health Department

for this event? Yes No

Will cooking involve an open flame? Yes No

Will cooking involve deep frying? Yes No

18. Will alcoholic beverages be available at your event? Yes No

If so, please answer all of the following:

a) What type of alcoholic beverages will be available:

Beer Wine Spirituous Liquor

b) Will alcoholic beverages be sold by the drink or given away

c) Note what days, dates and times alcoholic beverages will be available:

d) Have you applied for or do you have the appropriate liquor license through the Finance Department? Yes No If not, please contact the Finance Department. Please indicate on site map where alcohol will be consumed, distributed or sold.

**Please note that if alcohol will be served or consumed on the sidewalk or street that the area where alcohol will be served must be enclosed with barricades or other enclosure.*

19. Will there be any live entertainment or music at your event? Yes No

If so, please answer all of the following:

a) Will stages be built or brought in? Yes No If yes, how many? _____

b) Will sound amplification equipment be used? Yes No

c) What time will the performances take place each day: Date / Start Time / Finish Time: _____

20. Will there be any activities not listed that may produce noise that might disturb surrounding residents and businesses? (City Code Sec. 17-29. **Disturbing the peace.** *No person shall disturb the peace of others by violent, tumultuous, offensive or obstreperous conduct or carriage, or by loud and unusual noises, or by unseemly, profane, obscene or offensive language, calculated to provoke a breach of the peace; or permit any such conduct in or upon any house or premises owned or possessed by him or under his management or control, so that others in the vicinity are disturbed thereby.*) If so, please describe _____

21. Will additional electrical wiring be installed for your event? Yes No

22. Will you be using generators and/or utility power

23. Will tents be erected for your event? Yes No If so, how many? _____
Please indicate the size of the tent and if the tent will have side enclosures: _____

24. Will you require access to water? Yes No

25. Will your event require restroom facilities? Yes No
What arrangements will be made? _____

If using temporary toilet facilities have you applied for a Special Event Sanitation Permit from St. Louis County Health Department? Yes No

26. Have you arranged for security at your event? Yes No

If so, who will provide security: _____

27. Any fencing required? Yes No

28. Will any extra trash cans, barricades or bleachers be provided? Yes No

If yes, please attach a plan or map indicating where the barricades and/or bleachers are being requested. If you require barricades provided by the City please contact the Street Department at 984-6948.

29. Describe your plans for Emergency Medical Services: _____

30. Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event: _____

31. If the event will take place in the Business District please answer the following:

a) Has the Executive Director of the Special Business District been contacted?

Yes No

b) Have businesses in the immediate area been notified of your plans?

Yes No

32. City sponsored events shall also require this completed form.

*Please use the attached sheet to indicate who has been contacted.

Additional Comments/Information:

Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible to obtain all additional permits/licenses/insurance certificates required upon the issuance of this use permit.

Applicant must check and agree to abide by the following conditions to obtain this permit:

CLEAN UP: Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (bond or cash security may be required if attendance exceeds 1,000 persons).

INSURANCE: Applicant agrees to provide a policy of liability insurance in the amount of \$300,000 per person, \$2,000,000 in the aggregate, naming the City of Kirkwood as an additional named insured.

INDEMNITY: Applicant agrees to defend, indemnify and hold the City of Kirkwood harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

CITY CODES/PERMITS: Applicant has read Section 17-29 of the City Code pertaining to Disturbing the Peace shown below. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions.

Sec. 17-29. Disturbing the peace.

No person shall disturb the peace of others by violent, tumultuous, offensive or obstreperous conduct or carriage, or by loud and unusual noises, or by unseemly, profane, obscene or offensive language, calculated to provoke a breach of the peace; or permit any such conduct in or upon any house or premises owned or possessed by him or under his management or control, so that others in the vicinity are disturbed thereby. (Gen. Ords. 1959, §52.04)

CONDUCT/NUISANCES: Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

This application will not be processed unless a site map is included. Indicate location of tents, stages, portable rest rooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also indicate where streets will be blocked and how (fencing, barricades, stages, tents, etc.). The Police Department, Fire Department and City Clerk's Office must be informed of any changes to the information provided in this document or to the site map. *EVENTS MUST HAVE APPROVAL OF THE CITY OR THE PROPERTY OWNER MAY BE SUBJECT TO CITATIONS FOR MUNICIPAL CODE VIOLATION.*

Signature

Date

Return the completed application with Permit Fee If Applicable, to City of Kirkwood at 139 S. Kirkwood Road, City Clerk's Office, Kirkwood, MO 63122. If you have any questions regarding filling out the application, contact Laurie Asche at (314) 822-5802. Completed application may be faxed to the City Clerk's Office at (314)822-5863.

Name of Business	Owner/Manager Name	Address of Business	Phone Number	Owner/Manager Signature

RESOLUTION 49-2013A

A RESOLUTION AMENDING THE RUN/WALK EVENTS POLICY.

WHEREAS, the City of Kirkwood has become a popular venue to host runs and walks for various fund raising efforts, and

WHEREAS, the amount of requests in this regard increases each year and staff believes a policy should be adopted in this regard, and

WHEREAS, the current Run/Walk Events Policy was approved by the City Council by Resolution 63-2012 on July 19, 2012, and

WHEREAS, staff recently reviewed the current policy and recommends that it be amended to include guidelines pertaining to road markings, safety vests, City-sponsored events and the approval of said requests.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. The following amended Run/Walk Events Policy is hereby approved and adopted:

CITY OF KIRKWOOD RUN/WALK EVENTS POLICY

There is hereby established the following policy for any run/walk events that occur in the city of Kirkwood.

Effective Date: This amended policy shall be in force with requests being received after the approval of this Resolution.

Permit Fee: A permit fee in the amount of \$500 shall be paid at the time the application is submitted to the City of Kirkwood.

Process:

1. The Kirkwood Police Department shall be contacted prior to any submittal of an event application to determine the feasibility of the request.
2. The Kirkwood Police Department shall determine the appropriate route for the event.
3. Once the route is established and the Police Department has approved the request, an Event Application shall be submitted to the City Clerk's Office with the non-refundable permit fee of \$500.
4. The number of off-duty Police Officers to provide security at appropriate times for such event shall be determined by the Kirkwood Police Department. The number of off-duty Police Officers shall be determined on a case-by-case basis and payment for these services shall be paid directly to the off-duty Police Officers hired by the applicant. The applicant may hire qualified, available Police Officers for such outside employment from any available source. It is understood that any City of Kirkwood Police Officers hired by the applicant shall not be engaged in hours of work on behalf of or as employees of the City of Kirkwood.

5. Additional administrative costs related to the rental of facilities and/or equipment, staff time on the day of the event, etc. shall be determined by various city departments and paid in advance of the event.
6. The event shall only take place on a Saturday or Sunday and shall begin no later than 7:30 a.m. to lessen the impact on the Kirkwood community
7. If the event includes St. Louis County roadways, approval must be obtained from the County.
8. Safety vests must be worn by those in the street that are assisting with the event.
9. Only removable markings may be used in the streets and shall be removed by applicant.
10. City-sponsored events shall not require approval.
11. The Chief Administrative Officer shall have the authority to approve the request for the event after review and approval from City departments.
12. Any requests that are received that do not comply with the above guidelines shall only be approved with the City Council's consent.
13. The City Clerk shall report any approved events to the City Council at its regular meeting.

SECTION 2. This Resolution shall be in full force and effect after its passage and approval.

PASSED AND APPROVED THIS 18TH DAY OF APRIL 2013.

Mayor, City of Kirkwood

ATTEST:

City Clerk