



CITY OF INDEPENDENCE
SPECIAL EVENT PERMIT INFORMATION
AND APPLICATION

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Available online at indep.us/specialevents

CITY OF INDEPENDENCE
111 E. MAPLE
INDEPENDENCE, MO 64050
816-325-7000

REVISED 12/2018

WELCOME

We are pleased you have chosen Independence as the site for your community event, and we are sure you will find a welcoming environment among the businesses, merchants, employees, and residents of Independence.

A number of City departments may be involved in the logistics necessary to produce a safe and successful community event. As a result, the City requires a special event application and may require other documentation before an event can take place.

In an effort to simplify the application procedures for event organizers, the City of Independence has prepared this application information and an event rules and conditions guidebook. As you read through the application information and guidebook to complete the special event application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your particular event.

Thank you for choosing to have your event in Independence.

WHAT IS A SPECIAL EVENT IN INDEPENDENCE?

- A special event is any activity to be held in a single location on, or on a route throughout, city streets, sidewalks, parking lots, public parks and nature sanctuaries, rights-of-way, or on or within other city property or facilities, that involves a non-traditional or non-routine use of the property, including but not limited to fundraisers, festivals, circuses, concerts, parades, public performances, weddings, races or other similar gatherings. An event is also a gathering on private property with a significant impact on city resources, traffic, public property, or other public infrastructure or that are not otherwise permitted by the zoning district regulations.
- All events taking place in Independence must be approved for a Special Event Permit unless governed by a separate special event agreement approved by the City Council. All events must complete the Special Event Application to be approved for a Special Event Permit. Please use this guide and the Event Rules and Conditions for events in Independence as assistance in completing the Special Event Application.
- Events in Independence are classified into a four-tier structure. Tiers are not strictly attendance based. Please see the general tier classification on the following page.

WHAT IS NOT A SPECIAL EVENT IN INDEPENDENCE?

- Shelter reservation for basic group picnic activity: Please fill out a reservation form at the Roger T. Sermon Community Center or over the phone at 816-325-7370.
- Sports field reservation with routine use of space: Please call 816-325-6229.
- Activity on private property with limited impact on city resources, traffic, public property, or other public infrastructure.
- Facility room rental at the Sermon Center, Truman Memorial Building, George Owens Nature Park, or Farmers Market with traditional use of space: Please call 816-325-7843.

EVENT TIER GUIDE

Please select the tier below which best corresponds with your event. City staff will review and confirm your selection.

	Tier 1	Tier 2	Tier 3	Tier 4
Approximate Number of Attendees	Up to 500	Up to 5,000	Up to 10,000	10,000 +
Approval Required	City Department(s)	Special Event Group	Special Event Group and City Manager's Office	Special Event Group, City Manager's Office and City Council
Activities (May include but are not limited to)	<ul style="list-style-type: none"> • Minimal City staff/safety support • No amplified music • No alcohol • No fireworks 	<ul style="list-style-type: none"> • City Staff/public safety support • Amplified music <ul style="list-style-type: none"> • Alcohol • Fireworks 	<ul style="list-style-type: none"> • Tier 2 Activities • Non-traditional use of public space 	<ul style="list-style-type: none"> • Tier 2 and 3 activities
Deposit Required	<ul style="list-style-type: none"> • \$50 • Block parties will have the deposit waived. 	<ul style="list-style-type: none"> • \$250 	<ul style="list-style-type: none"> • \$500 	<ul style="list-style-type: none"> • \$1,000

DUE DATE POLICY

- The Due Date Policy is as follows:

Due Date Policy	
Due Date	Required
45 Days Before Event	Application and all supporting documentation
30 Days Before Event	Deposit, permit fees, proof of vendor insurance, alcohol approval, and any additional requested information
15 Days Before Event	Proof of event insurance, all event staffing fees, and any additional requested information

- In most cases, applications turned in after the due date will not be accepted. All other applications will be subject to late fees.
- Reasonable changes to a complete application are permitted after the due date. Please contact City staff as soon as possible to report any changes that need to be made.

EVENT FEES

Application Fee – Non-refundable, applies toward event fees	\$25
Public Property or Park Greenspace Use Fee	\$50 per day
Parade/Street Closure Fee	\$10
Traffic Assessment Staffing Fee (for new street closure routes)	\$55/hour
Barricade Rental Fee (barricades may be rented by a private vendor)	\$150 deposit, \$7/barricade
Barricade Full-service Drop-off/Pick-up by City Staff	\$100-300+
Temporary Traffic Sign	\$150 deposit, \$5/sign
Changeable Message Board Sign	\$500 deposit; \$250/day
Park Shelter Rental Fee - (8:00 am 2:00 pm), (3:00 pm to 9:00 pm)	\$35 per ½ day
Park Pavilion Rental Fee - (8:00 am 2:00 pm), (3:00 pm to 9:00 pm)	\$70 per ½ day
Sports Fields and Gymnasiums	Please contact 816-325-7370 for fees.
Temporary Event Permit Fee (food)	\$50
Liquor Permit Fee (see schedule of fees at https://www.ci.independence.mo.us/UserDocs/downloads/feeschedule.pdf)	\$15 - \$1,000
Temporary Sign Fee	\$50
Utility Hook-up Fee (varies on availability)	See department (page 23 for contacts)
Police Staff Fee *	Please contact 816-325-7271 for current fees.
Police Vehicle Fee	Please contact 816-325-7271 for current fees.
Tier 1 Deposit	\$0-\$50
Tier 2 Deposit	\$250
Tier 3 Deposit	\$500
Tier 4 Deposit	\$1,000
AMR Fee (outside agency)	Please contact 816-836-1594 for fees.

*For long-standing, community events that require less than 2 hours of police staffing, police may choose to waive staffing fees.

CANCELLATION/REFUND POLICY

The Event Refund Policy is as follows:

Refund Policy	
Time before event	Refund schedule
31+ Days	100% Refund
15-30 Days	50% Refund
14-0 Days	0% Refund

- All unfulfilled event fees are fully refundable if your event is mistakenly overbooked with another event, your event is cancelled due to another City obligation, or the event is cancelled due to a natural disaster (i.e. flood, tornado, etc.).
- The applicant will forfeit all event fees if the permit is revoked during the event due to the applicant's failure to adhere to the City's Event Rules and Conditions policy.

EVENT PERMIT PROCESS FOR EVENTS

STEP ONE: APPLICATION SUBMISSION

- Find the Special Event Permit Application below, on <http://www.ci.independence.mo.us> or located at City Hall or the Roger T. Sermon Community Center during regular hours of business.
- Complete and turn in the [Special Event Permit Application](#) a minimum of **forty-five (45) days** prior to the event date by emailing it to specialevents@indepmo.org or by sending it to City Hall, City Manager's Office, Attn: Special Events Coordinator, 111 E. Maple Ave., Independence, MO 64050.
 - The review and approval process begins when a completed Special Events Application and the non-refundable application fee of \$25 are submitted.
 - The City will only process a Special Event Application if all forms are completed and all necessary information and supporting documents are included.

STEP TWO: REVIEW

- Within ten (10) business days of a completed Special Event Application being received by the City, you will be contacted to discuss your application and advised of additional permitting requirements. All events are reviewed using the Event Rules and Conditions for an event in Independence.
- A Staff-Applicant meeting/phone call is required to go over the event details and necessities. The following information will be passed on to the applicant at this meeting:
 - Deposit Required: This amount is calculated by the tier level of the event and the activities being performed. It is possible that your event will not require a deposit.
 - Insurance Required: All events require insurance. This amount is calculated by the Event Insurance Guidelines.
 - Additional Fees: Staff may determine additional permits or fees are necessary for your event.

STEP THREE: APPROVAL

- (TIER 1) If the application is approved by staff, you will be issued the permit.
- (TIER 2 and 3) If the application is approved by staff, the application will then be forwarded to the special event group and/or City Manager. If approved, you will be issued the permit.
- (TIER 4) Once approved by staff, special event group and/or City Manager, it must be approved by City Council. If approved, you will be issued the permit.

STEP FOUR: ADDITIONAL INFORMATION

- Deposit Payment, Proof of Insurance, Additional Fees, and other Requested Information must be submitted in accordance to the [Due Date Policy](#) on page 4.
- The event coordinator must display or promptly produce the Special Event Permit at all times during the event.

STEP FIVE: POST EVENT

- Deposit (if applicable) is refunded thirty days (30) after the event if the public space is left in its original condition as deemed by City staff per the Event Deposit Guidelines.
- Additional event expenses will be charged to a post event invoice and will be taken out of the deposit (if applicable).
- You may be contacted by City staff following your event for a post-event review. A post-event review ensures you will capture the important details to jumpstart preparations for your next event



City Manager's Office
111 E. Maple Ave.
Independence, MO 64050
(816) 325-7019 Office
(816) 325-7012 Fax
email: cheinen@indepmo.org

Date Submitted _____
Application # _____
Date Approved _____
Permit # _____

SPECIAL EVENT APPLICATION

Thank you for choosing the City of Independence for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Keep in mind that the document list below is designed to cover a wide variety of events. You only need to submit the documentation related to your event. Click the hyperlinks for PDF forms or visit www.ci.independence.mo.us to download what you need. All forms are also available at City Hall. All forms must be submitted to the City Manager's Office in accordance with the Due Date Policy on page 4.

Please refer to the corresponding sections in the Event Rules and Conditions to answer most questions.

Thank you again for choosing Independence.

1. EVENT INFORMATION:

Event name: _____

Event location: _____

Detailed event description (attach additional sheets if necessary): _____

Estimated attendance: _____

Event date(s) and times: _____

Set-up date/time: _____ Clean-up finished date/time: _____

2. APPLICANT / CONTACT INFORMATION:

Applicant
(Applicant is considered the responsible party and must be present during the event)

Property Owner(s), if not applicant or City

Name: _____

Name: _____

Organization: _____

Organization: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

Emergency #: _____

Emergency #: _____

E-mail: _____

E-mail: _____

Alternative Applicant Contact

Alternative Property Owner Contact

Name: _____

Name: _____

Phone: _____

Phone: _____

3. BLOCK PARTIES

Will your event be a block party?

Yes: __ (see below block party guideline and questions)

No: __ (proceed to Question 4)

The City of Independence offers assistance to residents interested in organizing a block party in their neighborhood for residents of that neighborhood. The Parks, Recreation, & Tourism Department can offer organizers of block parties access to outdoor equipment on a first-come –first-serve basis. A visit by members of the Fire or Police Department may also be arranged (based on availability).

If your event is a **block party**, please indicate the equipment you would like to checkout:

- | | |
|---|--|
| <input type="checkbox"/> Air pump (electric) | <input type="checkbox"/> Lacrosse (12 sticks, 2 nets, balls) |
| <input type="checkbox"/> Air pump (hand-operated) | <input type="checkbox"/> Lawn darts (4 pieces, needs hula hoop target) |
| <input type="checkbox"/> Badminton (Giant, 6 racquets/birdies, no net) | <input type="checkbox"/> Lemon twists (5 pieces) |
| <input type="checkbox"/> Badminton (Regular, 4 birdies/racquets, no net) | <input type="checkbox"/> Ludo (Jumbo, 40" mat and pieces) |
| <input type="checkbox"/> Barricades (crowd control – not for street use) | <input type="checkbox"/> Maxi net (18' wide, adjustable height 30-52") |
| <input type="checkbox"/> Batons (Plastic, 12) | <input type="checkbox"/> Multi domes (will also need hula hoops) |
| <input type="checkbox"/> Bean bag toss (Mini, 2 targets, 4 bean bags) | <input type="checkbox"/> Parachute (with variety of accessories) |
| <input type="checkbox"/> Bean bag toss (Tot sport, 1 target, 2 bags) | <input type="checkbox"/> Playground ball |
| <input type="checkbox"/> Blongoball | <input type="checkbox"/> Putt-putt golf (12 holes, 7 flags, 3 balls – will need 3 clubs) |
| <input type="checkbox"/> Bucket blast (4 buckets, 4 cones, 4 bean bags) | <input type="checkbox"/> Ring toss (wooden, target, 8 rings) |
| <input type="checkbox"/> Checkers/Backgammon (jumbo, 28" mat, pieces) | <input type="checkbox"/> Scoops and balls (8 scoops, 4 balls) |
| <input type="checkbox"/> Cones (mismatched) | <input type="checkbox"/> Scoreboard (1 flipboard) |
| <input type="checkbox"/> Cones (12", set of 4) | <input type="checkbox"/> Sidewalk chalk |
| <input type="checkbox"/> Croquet (complete set) | <input type="checkbox"/> Skee-ball |
| <input type="checkbox"/> Dodgeballs (set of 4) | <input type="checkbox"/> Soccer balls (foam) |
| <input type="checkbox"/> Dominoes (Jumbo foam, 28 pieces, 7" high) | <input type="checkbox"/> Stopwatch |
| <input type="checkbox"/> Frisbees | <input type="checkbox"/> T-ball (1 stand, 1 bat, 1 softball) |
| <input type="checkbox"/> Hockey (Foam, 2 yellow, 2 blue, 2 balls) | <input type="checkbox"/> Tennis (6 junior racquets, 3 balls, no net) |
| <input type="checkbox"/> Hula hoops (35 available) | <input type="checkbox"/> Throw down bases (complete set) |
| <input type="checkbox"/> Horseshoes (Metal set, 4 shoes, 2 stakes) | <input type="checkbox"/> Tossing targets (will need 2 frisbees each) |
| <input type="checkbox"/> Horseshoes (Plastic set, 2 stakes, 4 shoes, 2 round targets) | <input type="checkbox"/> Tug-of-war rope |
| <input type="checkbox"/> Jacks (Jumbo, 6, 7" jacks and ball) | <input type="checkbox"/> Velcro golf/Velcro tic-tac-toe |
| <input type="checkbox"/> Jump rope | <input type="checkbox"/> Volleyballs |
| <input type="checkbox"/> Kids play tunnel (yellow mesh bag) | <input type="checkbox"/> Volleyballs (foam) |
| | <input type="checkbox"/> Wooden spoons/eggs (4 spoons/eggs) |

I would like a fire truck/engine or EMS to make an appearance at the block party (one-hour maximum based on availability). Preferred time of arrival: _____ to _____

I would like a police vehicle to stop by (one-hour maximum, based on availability). Preferred time of arrival: _____ to _____

Will your block party include any of the following:

- Vendors/amusement rides
- Alcohol
- Petting zoo or performing animals
- Amplified noise
- Signage advertising the event
- Fireworks
- Firearms

Yes: __ (proceed to Question 4)

No: __ (please complete Question 4 [Petition], 14 [Roadway Closure], 22 [Event Promotion], and 23 [Legal]. All other sections may be skipped.)

4. PETITION/ACKNOWLEDGEMENT OF EVENT

Will your event require a road closure or include firearms?

Yes: __ (see below Petition Guidelines)

No: __ (proceed to Question 5)

In order to ensure that those residents/business owners directly impacted by an event are notified, the City requires that the event organizer contact residents/business owners and receive a signed acknowledgement of the proposed event.

If a business will be affected, the City requires that any business owner whose entrance will be impacted by the event's street closure be notified, and a signed acknowledgement must be obtained.

For block parties, all residents affected by the block party by being adjacent to the street closure must be notified of the event, and fifty-one percent (51%) of those affected are required to sign the block party petition.

For events with firearms, the event organizer must obtain signed acknowledgement from an adult resident of each home adjacent to the property.

Please print the form on the following page and have all affected individuals sign for acknowledgement.

5. SITE PLAN

Where do you plan to have your event?

City park: _____ **Other public property:** _____ **Private property:** _____

If you plan on having your event at a City park, please list the park and facility/shelter/sports field you would like to rent (if applicable).

If the park or facility is unavailable, is there an alternate park you would like? (Please list)

Please include a detailed site plan of your event and include the following (if applicable):

- Event entry and exit
- Water stations
- First aid
- Start/finish lines
- Staging
- Commercial tents
- Amenities
- Signage (include the building, parking, sign location(s) and types, distance from right-of-ways, and sign dimensions)
- Height/type of any fencing (events with alcohol and animals)
- Vendor locations
- Animal holding areas

Please list the proposed timeline of your event. (Attach additional sheet if necessary): _____

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space?

Yes: __ (proceed to Question 7)

No: __ (see below Parking Plan Guidelines)

If No: Additional parking and shuttle routes need to be approved by the City. Explain your parking plan and how people will get to and from your event (Attach additional sheet if necessary): _____

7. PUBLIC INFORMATION:

Surrounding businesses/home owners that will be impacted by the event must be notified no later than 30 days prior to the event. If a road will be closed, postings must be placed along the route one week before the event and removed within 24 hours of the end of the road closure. **How will you notify neighbors/businesses of your event?** Explain (Attach additional sheet if necessary): _____

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): _____

9. SECURITY PLAN:

Do you have a security plan? Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire police support. (Attach additional sheet if necessary):

10. RESTROOM PLAN:

Describe your restroom plan and restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. You may also check out a [portable restroom calculator](#) to determine your needs. (Attach additional sheet if necessary):

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. (Attach additional sheet if necessary):

12. FIRST AID PLAN:

Describe your first aid plan. (Attach additional sheet if necessary):

13. UTILITY CONNECTIONS:

Do you want to have a temporary utility connection(s) at your event?

Yes: ___ (see below Utility Connections Guidelines)

No: ___ (proceed to Question 14)

Do you need access to

Water : ___ Electricity: ___ Location of Utility Request: _____

Please note that utility connections may be cost-prohibitive and require considerable time to install, based on the location and availability of connections, and the City reserves the right to require payment for installation of new utility connections.

14. ROADWAY/PARKING LOT CLOSURES AND TRAFFIC CONTROL PLAN:

Will you require a roadway closure?

Yes: ___ (see below Closure Guidelines)

No: ___ (proceed to Question 15)

The City has approved 5K and half-marathon routes. For a map of these designated routes, please see the Event Rules and Conditions.

How will you obtain barricades/signage for your event? (Please refer to Event Fees on page 4)

Private vendor: _____

City-supplied (organizer will pick-up/drop-off) _____

City-supplied (City will drop-off/pick-up) _____

If your event is a 5K or half-marathon, which designated route will be used?

Waterfall Park (5K): _____ Truman Trail (5K): _____ Little Blue Valley (1/2 Marathon): _____

Explain and describe your traffic control plan including barricade locations. Please note that the event organizer is responsible for sufficient staffing to ensure the safety of crossing pedestrian and vehicular traffic at all minor intersections. (Attach additional sheet if necessary): _____

Is your event a parade?

Yes: ___ (see below Parade questions)

No: ___ (proceed to Question 15)

Approximately how many vehicles will take part in the parade? _____

What type of vehicles will be in the parade (automobiles, floats, etc.)? _____

What is the purpose of the parade? _____

15. FIREARMS:

Will your event include the use of firearms?

Yes: ___ (see below Firearms Guidelines)

No: ___ (proceed to Question 16)

The City allows the limited discharge of firearms as part of a Special Event under the following conditions:

- The discharge of the firearms must be on property that is zoned R-A, is in excess of 20 acres in size, and must be at least one mile from a school.
- The firearm cannot be discharged within 300 feet of a neighboring property or a road.
- The event organizer must notify all property owners within half-mile of the event location of the planned event, including date and time and must obtain signed acknowledgement from an adult resident of each home adjacent to the property.
- No alcohol may be served during the event.
- The Independence Police Department may request access for an on-site review of the shoot site.

16. SIGNAGE:

Do you want to have advertising signage for your event?

Yes: ___ (see below Signage Guidelines)

No: ___ (proceed to Question 17)

If Yes: What type of signage will you use:

Banner affixed to a wall: ___ Freestanding banner: ___ Feather flags: ___

Total number of banners: ___ Total number of feather flags: ___ Total number of signs: ___

Banner height: ___ feet Banner length: ___ feet Banner area: ___ sq. ft.

Banner Attached to Building on ___ North ___ South ___ East ___ West

Freestanding Banner:

Distance from side property line: ___ feet Distance from street right-of-way: ___ feet

Height of Feather Flags: ___ feet

Distance from side property line: ___ feet Distance from street right-of-way: ___ feet

17. ALCOHOL:

17. Are you serving alcohol?

Yes: ___ (see below Alcohol Guidelines, proceed to Question 17.a)

No: ___ (proceed to Question 18)

Any event serving alcohol on public property must receive a Picnic Liquor License or a Caterer's Permit from Independence, Jackson County, **and** the State of Missouri. Having alcohol at an event may require that you have a police or other security presence. The Police Department will provide more information during the application process.

Events with alcohol for groups (non-profits or businesses) who have a liquor license first require City approval, which may be obtained through completion of a Special Event Application. Please do not start the Jackson County or Missouri application without City approval.

Events with alcohol for non-profits who do not have a liquor license first require City approval which may be obtained through an [Independence Picnic Liquor License](#). Please complete the additional information below, as well as attach the required materials below, to obtain an Independence Picnic Liquor License. After approval is granted, County and State approval is needed.

To obtain County approval, please contact the Jackson County Collection Department, Liquor/Amusement Section at 816-881-4403 or by visiting 112 W. Lexington Ave., Independence, MO 64050.

To obtain State approval, please complete the [Missouri Application for a Liquor License](#):

17.a. Will any alcohol be sold at your event or is there a fee to attend your event?

Yes: ___ (proceed to Question 17.b)

No: ___ (skip to Question 18)

18.b. Will you have vendors at your event and will they be selling alcohol? Each vendor who will be selling alcohol shall apply for, and receive an [Independence Catering Permit](#) from Independence. Jackson County **and** the State of Missouri approval also is required.

Yes: ___ (Proceed to Question 17.c)

No: ___ (proceed to Question 17.c)

17.c. Are you a non-profit?

Yes: ___ (skip to Question 17.d)

No: ___ (skip to Question 17.e)

17.d. Does your non-profit have a liquor license?

Yes: ___ (move to Question 18)

No: ___ (complete forms/information below)

ADDITIONAL INFORMATION for Independence Picnic Liquor License for non-profits:

For purposes of this application, the applicant is the managing officer of the Picnic Liquor License

Name of Managing Officer: _____

Home Address: _____
(Number & Street) (City) (State) (Zip)

Home Phone No.: _____ Date of Birth: _____ State of Birth: _____

Social Security No.: _____ Driver's License No.: _____

Sex: _____ Age: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Are you a citizen of the United States of America? _____

Spouse's name and address: _____

Have you ever been convicted of, found guilty of, or pleaded guilty, no contest, or no lo contendere to any offense involving a controlled substance, a weapon, illegal gambling, or the illegal sale, possession or use of alcohol, including alcohol-related traffic offenses? _____ If so, give details:

Give names and addresses of employers for the last five years. If you were self-employed, state nature of business and location:

Have you ever been the holder of a permit to manufacture or sell alcoholic beverages which was revoked?

If so, give complete details:

Are you, or any member of your household or immediate family, interested directly in any other license issued by the Supervisor of Liquor Control of this State or any other State which is now in force? _____

If so, give details:

Have you, or any member of your household or immediate family, ever made application for any type of liquor license in the State of Missouri which was denied? _____

If so, give the name of applicant, the approximate date of denial, and details regarding same:

Will you at all times permit the entry of any officer or investigator with legal authority for the purpose of inspection or search; and will you permit the removal of all things and articles which may be in violation of the City Code of Independence, Missouri, and the laws of the State of Missouri; and do you consent to the introduction in evidence of such articles in any proceedings for the violation of any provision of the liquor control regulations of Independence, Missouri, and/or for the suspension or revocation of the permit for which this application is made; and do you promise and agree not to violate any of the ordinances of Independence, Missouri, the laws of the State of Missouri, or the United States in the conduct of the business for which this permit is sought? _____

REQUIRED ATTACHMENTS for Independence Picnic Liquor License:

- **COPY OF STATE DOCUMENTS** – Copy of the State of Missouri registration as a not-for-profit organization.
- **RESOLUTION DESIGNATING MANAGING OFFICER** - Copy of resolution designating the Managing Officer. The Managing Officer appointment form may be used in lieu of the resolution. The Managing Officer appointment form may be found online.
- **CRIMINAL RECORD CHECK – NEED TWO ORIGINALS** – The State of Missouri charges a fee for a criminal record check, which is conducted by the Missouri Highway Patrol in Jefferson City. When submitting your application, you must include an original State of Missouri Criminal Record History on the Applicant. The Missouri State Highway Patrol office has notified the City that the processing time for a criminal record check is approximately four to six weeks if processed by mail. A copy of the Missouri State Highway Patrol Request for Criminal Record form may be found online.

To expedite the criminal record checks, the Applicant may obtain them the same day from the Missouri Highway Patrol Office in Jefferson City, Missouri or from their web site at <http://www.machs.mshp.dps.mo.gov>. The original criminal record check must be submitted to the License Division with the application. The address for the Missouri Highway Patrol office is 1510 East Elm Street, Jefferson City, Missouri, and their telephone number is 573-526-6153. It is recommended that you contact the Highway Patrol office regarding their requirements for issuance of a criminal record check. The second original criminal record will be submitted to the State of Missouri for their application process.

- **PHOTOGRAPHS** - One recent passport size photograph of the Applicant.
- **COUNTY PERSONAL PROPERTY TAX RECEIPT** - Copy of Applicant's County "Personal Property" Tax receipt for the preceding year. If taxes were not due for the preceding year you must provide a tax waiver.
- **VOTER REGISTRATION** - Applicant must submit a Certificate of Voter Registration. A voter registration application will not be accepted.

LIQUOR LICENSE: FOR-PROFITS

17.e. Does your business have a City of Independence business license?

Yes: ___ (fill out information below and proceed to Question 17.f)

No: ___ (Please obtain a business license at indep.us/indepbl)

What is your Independence business license number? _____

17.f. Does your business have a liquor license?

Yes: ___ (fill out information below and proceed to Question 17.g)

No: ___ (please contact the Community Development Department)

What jurisdiction is your liquor license with? _____

What is your liquor license number? _____

17.g. Does everyone who will be serving alcohol have an Independence Employee Liquor Permit?

Yes: ___ (complete table below)

No: ___ (have all servers' complete application at indep.us/empppermit and then complete table/forms below)

What is the name and employee permit number of all persons that will be handling alcohol at the event and the person in active, managerial control (each must possess an [Independence employee liquor permit](#))? Please attach additional sheets if necessary.

Name	Employee Permit Number

18. ANIMAL GUIDELINES:

Will you have a petting zoo or other performing animal exhibition?

Yes: ___ (see below Animal Guidelines)

No: ___ (proceed to Question 19)

An on-site inspection by an Animal Services Officer will be conducted prior to the event and will include, but is not limited to, meeting with the animal owner(s), viewing of the animal(s) and their housing areas, inspection of health certificates, and viewing of any permits/licenses required by local, state, or federal law.

Please list the owner(s) of animals to be displayed. Attach additional sheets if necessary.

#1 Owner's Name _____ Address _____

City/State/Zip _____ Phone Number _____

Company Name _____ USDA Customer Number _____

USDA License # _____ Expiration Date _____

Will the owner or representative of this company be present at this event? _____

#2 Owner's Name _____ Address _____
City/State/Zip _____ Phone Number _____
Company Name _____ USDA Customer Number _____
USDA License # _____ Expiration Date _____

Will the owner or representative of this company be present at this event? _____

Attending Veterinarian Name _____ Phone _____

Veterinarian Address _____

Veterinarian License Number _____ Expiration Date _____

State Where Veterinary License is Issued _____

Is this Veterinarian licensed to practice in Missouri? _____

Will this Veterinarian be on-site for the event? _____ If not, what plans are in place for veterinary care? _____

Provide details of transportation and housing arrangements for the animals, including the proposed plan for containment during the event and a disaster response and evacuation plan action plan in the event that an animal/animals may escape. Attach a separate sheet if additional space is needed.

Provide the name, qualifications and background information for all animal handlers/caretakers. Attach a separate sheet if additional space is needed.

List each animal that will be attending the event. Use a separate sheet if additional space is needed. You must also provide records showing each animal attending the event has all required tests, parasite control, and current vaccinations. A copy of a health certificate for each animal must be presented to the Animal Services Officer during their on-site inspection prior to the event.

Species	Breed	Sex	Age	Will this animal be in contact with the public? **	Animal Identification Number

**Handwashing stations are required in areas where the public is permitted to have direct contact with the animals.

19. AMPLIFIED SOUND / LIVE PERFORMANCE LIST

Will you have amplified sound or a live performance?

Yes: __ (see below Sound/Performance Guidelines)

No: __ (proceed to Question 20)

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. If playing pre-recorded music, the event organizer may list the general type of music and duration. The complete performance list is due 7 days before the event. Please note that not every column may apply. (Attach additional sheet if necessary):

Performer Name	Performance Type	Music Genre	Performance Times	Duration	Live/Pre-recorded

20. FIREWORKS/CAMPFIRE PLAN

Will you have fireworks or a campfire at your event?

Yes: ____ (see below Fireworks Guidelines)

No: ____ (proceed to Question 21)

All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan (Attach additional sheet if necessary): _____

21. VENDORS/AMUSEMENT RIDES:

Will you have vendors at your event? Vendors include all sellers of merchandise or services, including carnival/amusement ride services and those supplying complimentary food/beverages.

Yes: __ (see below Vendors/Amusement Guidelines)

No: __ (proceed to Question 22)

Please complete the below Vendor List and Vendor Map. Refer to the Event Rules and Conditions for more information. Include amusement/carnival ride vendors and food/sales vendors (for food/beverages, this includes sale, sampling, or complimentary).

21.a Will you have amusement rides at your event?

Yes: __ No: __ (If Yes, see below)

A [Missouri Amusement Ride Operating Permit](#) is required to operate amusement rides. This permit does not need to be submitted to the City but must be kept on site for inspection prior to the event.

21.b Will you have food/beverages at your event (including sale, sampling, and complimentary food/beverages)?

Yes: __ No: __ (If Yes, see below guidelines)

Any individual, business or non-profit organization that is going to distribute or sell Time/Temperature Control for Safety (TCS) food/drinks for human consumption must have a Food Service Permit. This includes permanently-located businesses, mobile food units, and temporary events. Special event food/beverage vendors may be covered under a Temporary Food Service, Catering, or Mobile Food Unit Permit. If the vendor is already covered under a permit, please note it on the Vendor List. Please note that every column may not apply and the event coordinator may choose to supply this list as an attachment in an alternate form.

VENDOR LIST:

Vendor Name	Contact Info (email/ phone)	What will the vendor be selling? (one or two words)	Tax ID#	Business License #	Insurance certificate attached?
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

22. EVENT PROMOTION:

The City of Independence is committed to keeping its citizens informed and sharing public events whenever possible. For the purpose of public notification, all permitted Special Events will be listed on an event calendar on the City’s website.

Events that meet the following criteria may also be promoted on the City’s social media platforms and City7:

1. All events in partnership with the City, any of its departments, boards, committees, or commissions.
 - A Facebook event may also be created, and, when possible, co-sponsors will be added to the oversight of the event page.
 - These events may also be highlighted in CityScene, the City’s monthly newsletter, as long as publishing deadlines are met.
2. Events held on City-maintained properties including historic sites, parks, and public buildings.

The City will not promote events of the following kind on any of its platforms:

1. Religious events.
2. Political events – including fundraisers, protests and rallies.

If your Special Event meets the required criteria, would you like it to be considered for promotion on the City’s social media platforms and City7?

Yes: ___ No: ___

23. LEGAL

Independence Municipal Code contains many requirements for the use of parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to the City Code by reference therein and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code.

The Event Rules and Conditions and Application Information Guide publications are issued by the City of Independence and are supplemental to Independence Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these regulations and may contain additional requirements and procedures as deemed necessary by the City and the City Council.

Special Event organizers may only use the City name in any advertising or public relations when authorized by the City in writing.

I have read and understand the Event Rules and Conditions and Application Information Guide. I will abide by these terms and fees associated with my event.

Signature of Event Coordinator _____ **Date:** _____

For Block Party organizers:

CERTIFICATION- "I certify that I am a resident of the neighborhood in which this block party will be conducted and the event is for residents to meet their neighbors: All of the residents who live in the blocked off area have been notified in writing of the proposed block party; that the information submitted in connection with this application is true and accurate; and that I agree to adhere to the requirements and conditions contained herein and understand that failure to do so will render the permit, if issued, void as evidenced by my signature below."

Signature of Applicant: _____ **Date:** _____

CHECK LIST

Required Items	
	\$25 Special Event Application Fee.
	Completed Event Information, Application Contact Information, Event Type Sections.
	Completed Site Plan Section.
	Completed Parking Plan Section.
	Completed Public Information and Cancellation Notice Sections.
	Completed Security Plan.
	Completed Restroom and Clean-Up Plan.
	Completed First Aid Plan.
Additional Items (If Applicable)	
	Completed Roadway Closure Section.
	Completed Performance Section.
	Completed Fireworks Section.
	Completed Vendor Section.
	Completed Event Promotion Section.
	Completed Block Party Equipment Rental Section.
Due 30 Days before the Event	
	Additional Fees and other Requested Information.
	Deposit Payment (if required).
	Proof of Insurance. See the Event Rules and Conditions for more Info.
	Proof of Additional Insurance (Vendor, Fireworks, Animal Exhibitions, Amusement Ride, etc.).

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers	
Independence Special Events Coordinator 816-325-7019	Independence Health Department 816-325-7182
Independence Police Department 816-325-7271	Independence Fire Department 816-325-7123
Independence Finance Department 816-325-7078	Independence Community Development 816-325-7109
Independence Power & Light 816-325-7558	Independence Public Works Department 816-325-7600
Independence Parks, Recreation & Tourism 816-325-7210	Independence City Clerk 816-325-7010
Independence Water Department 816-325-7700	Jackson County Liquor Control Division 816-881-4404
American Medical Response (AMR) 816-836-1594	Missouri Liquor Control – District I 816-743-8888

