



Special Events Rules and Conditions

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EVENT PERMIT CONDITIONS

A special event permit will not be issued until the following conditions are met:

- i. The complete application has been received and all information contained in it accurately reflects the applying organization/individual.
- ii. The date and location for the proposed event is not already reserved by another event and will not adversely impact other reservations.
- iii. The application was completed and returned to the City within the required time frame.
- iv. The approved event fee, documentation, damage deposit, and/or insurance requirements were received in accordance with the due date policy.
- v. A determination has been made that the proposed use would not be too disruptive to the residents, businesses, or the natural landscaping.
- vi. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic into, out of, and around the event location.
- vii. The concentration of persons, equipment, amenities, vehicles, or animals at the event or assembly sites will not substantially interfere with adequate fire, police, and emergency medical service into and out of the event location.
- viii. The conduct of the event will not encourage illegal activity and/or violence to persons or property.
- ix. The conduct of the event will not require the diversion of City employees to a degree that adequate staff is not available to complete day-to-day City assignments.

EVENT RULES

EVENT PERMIT EXEMPTIONS

- No person shall advertise, engage, participate in, aid, form or start an event unless a Special Event Permit is obtained from the City of Independence. A Special Event Permit shall not be required for the following, although organizers must still comply with applicable regulations:
 - Events administered by the city.
 - Protests and picketing.
 - Funeral processions.

EVENT MODIFICATIONS

- Minor changes of event content or coordination after approval is not unusual and requires only staff notification.
- Major changes should be discussed with City staff as soon as possible to decide if re-approval will be necessary.

PERMIT DISPLAY

- The Special Event Permit holder shall have exclusive use of the stated area defined on the application within the time frame described on the permit. This includes set-up and tear-down procedures. Please note that set-up may not begin prior to the time specified on the permit.
- The permit must remain in the possession of the Special Event Permit holder at the stated facility and must be presented to any law enforcement officer or City employee upon request.

PUBLIC NOTICE

- For all Special Event Permits, City personnel shall post a notice of reservation at least 24 hours prior to the reservation time on the City's website or near the event. The notice shall include the nature of event, date, and time period of the reservation.
- 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.

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 located at indep.us/specialevents.

Events that meet the following criteria may also be promoted on the City's social media platforms, City newsletter, digital signs at City Hall and/or the Uptown Market, 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.
 - Digital signs may also be created to be displayed two-weeks leading up to the event and the day of the event. Digital advertisements may appear at City Hall and/or the Uptown Market depending on event type, location and space allowed. -Please note, this includes events 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.

PERMIT REVOCATION

REVOCATION OF A SPECIAL EVENT PERMIT (PRIOR TO THE EVENT):

- A Special Event Permit may be revoked at the discretion of the City Manager or designee when the health or safety of the public is threatened by an emergency, disaster, or other unforeseen condition. It may also be revoked if the applicant has knowingly made a false, misleading, or fraudulent statement of fact to the City in the application process.

REVOCATION OF A SPECIAL EVENT PERMIT (DURING THE EVENT):

- A Special Event Permit may be revoked during an event for the following reasons:
 - The applicant has knowingly made a false, misleading, or fraudulent statement of fact to the City in the application process; or
 - The event in progress does not satisfy [conditions of event approval](#); or
 - The event in progress does not adhere to the [rules of event approval](#); or
 - Payment of fees, charges, or deposits is found to be fraudulent or incomplete; or
 - Any event activity occurs that was not specifically stated in the application; or
 - The event does not adequately prepare security measures to ensure the health, safety, and welfare of event patrons, residents, workers, and other visitors.
- In the event of a possible permit revocation, the event organizer will be immediately notified by City staff and will be given a reasonable opportunity to fix any violations.
- If a Special Event Permit is revoked, the event is cancelled, and activities must be terminated immediately.
- The City Manager and/or designee has the responsibility to revoke a Special Event Permit if the safety of the public is threatened by an emergency, disaster, or other unforeseen condition.

PERMIT REVOCATION REFUND POLICY

- In the event of a Special Event Permit revocation due to reasons outside the control of the applicant, the City will refund all unfulfilled event fees.
- 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.
- If the City revokes the permit prior to the event due to the applicant's failure to submit the required information and payments by the required due dates, the applicant will be entitled to a refund based on the Cancellation Refund Policy listed on page 4 of the Special Event Permit application.

VENDORS

- Vendors include all sellers of merchandise (including artists), service, or food/beverages. Vendors also include carnival/amusement ride services.
 - All vendors must have an Independence business license per Chapter 5 of the Independence Municipal Code.
 - Vendors at events hosted by tax-exempt non-profit organizations with a principal place of business in Independence as defined by section 501(c)(3) of the Internal Revenue Code are exempt from the business license requirement.

- The City requires a **Vendor List** as part of the Special Event Application. The **Vendor List** must include the following information:
 1. Trade name of vendor
 2. Business license #
 3. Contact information (phone/email)
 4. Indicate generally what the vendor will be selling
 5. Insurance certificate

- The City requires a **Vendor Map** as part of the Special Event Application. The **Vendor Map** shows the approximate location of each vendor or vendor area.

- Vendors are responsible for collecting sales tax from consumers and remitting those collected taxes to the State of Missouri.

- Potable water and electric connections are limited. Please note in the application the number of requested connections. Staff will attempt to accommodate as many as possible.

- No sanitary sewer or drainage connections are available for vendors.

- Unless otherwise stated, grease or fat may not be disposed of on City property or in trash containers or storm drains.
 - Grease or fat disposed of on City property will result in revocation of any security deposit and a charge of \$1,000 to the post event invoice.

VENDOR INSURANCE

- Independence requires specified vendors hired by the applicant to carry insurance. [Please see the insurance guidelines below.](#)
 - The applicant will be required to submit the certificate(s) of vendor insurance fourteen (14) days in prior to the event.

ALCOHOL

- Please plan ahead if you are planning to serve alcohol. Any event serving alcohol on public property must receive a Picnic Liquor License Permit or a Temporary Caterer's Permit from Independence, Jackson County, and the State of Missouri. Approved alcohol permits must be turned in fourteen (14) days before an event.
- Having alcohol at a Tier 2 or 3 (see page 12 for explanation of tier levels designation) event may require that you have a police or other security presence. The Police Department will provide more information during the application process.

PICNIC LIQUOR LICENSE PERMIT

Step 1:

- You may obtain a Picnic Liquor License through the Regulated Industries Division of Community Development Department by completing the proper application form. The form can be located at their website <http://www.indep.us/regulatedindustries>.

Step 2:

- After your request has been approved, you must fill out the State [Application Form for a Picnic License](#). Be sure to attach the City approved permit to the State application.

Step 3:

- After your request has been approved by the State, call the Jackson County Collection Department, Liquor/Amusement Section at 816-881-4403 or by visiting 112 W. Lexington Ave., Independence, MO 64050 for details on the appropriate County permit that is required.

TEMPORARY CATERER'S PERMIT:

Step 1:

- Businesses with a current "by the drink" license in Missouri will need to obtain a Caterer's Permit through the Regulated Industries Division of Community Development Department by completing the proper application form. The form can be found at their website <http://www.indep.us/regulatedindustries>.

Step 2:

- After your request has been approved, you must fill out the State [Application Form a Temporary Caterer's Permit](#). Be sure to attach the City approved **Independence Caterer's Permit** to the State application.

Step 3:

- After your request has been approved by the State, call the Jackson County Collection Department, Liquor/Amusement Section at 816-881-4403 or by visiting 112 W. Lexington Ave., Independence, MO 64050 for details on the appropriate County permit that is required.

FOOD GUIDELINES

- The City requires any individual, business, or non-profit organization that is going to distribute or sell food/drinks for human consumption to have a Food Service Permit. This includes permanently-located businesses, mobile food units, and temporary events.
- Before a permit can be issued, a Business License must be acquired. Non-profit organizations require a non-profit exemption letter.
- Applications must include a list of all food and beverage items to be served. This includes free samples offered to the public.
- Food and beverages must be prepared and cooked onsite or be prepared in an approved licensed kitchen and then transported to the site, including food samples. A copy of the license and most recent inspection report must be provided to the City with the application. Proper containers for transporting must be used.
- Hand washing facilities must consist of running water, pump soap, individual paper towels, and a container used for the collection of dirty water.
- A washing station must be properly set-up for washing, rinsing and sanitizing of all utensils used for the preparation of food/beverage.
- All food booth operations must have overhead protection over food preparation, food storage, and dishwashing areas.
- Each outdoor food booth must provide electrical fans for the purpose of controlling flies during the event. Chemical sprays are prohibited.
- Thermometers are needed in all refrigeration units, coolers, and freezers and to routinely check temperatures of foods.

PERFORMING ANIMAL EXHIBITIONS & PETTING ZOOS

- Animals permitted at events include domestic animals, livestock, and small animals. Animals that pose a threat or health risk to the public or other animals shall not be permitted.
- The presenter or owner of any performing animal exhibition or the property owner where the exhibit is to take place must provide exact dates, times, locations, transportation and housing arrangements, and animals and fowl involved in each performance to the City. The applicant shall provide proof of current vaccinations and health certificates for all animals.
- All animals shall be provided with adequate enclosure/cage space, ventilation, temperature control, protection from direct sunlight, clean bedding, and water.
- All animal bites/scratches to humans shall be reported to Independence Animal Services.
- Vendors and applicants are prohibited from selling or gifting animals to the public during the event.

SANITATION GUIDELINES

TRASH AND RECYCLING

- The City requires a **Clean-Up Plan** as part of the Special Event Application.
- Trash barrels with plastic liner bags are to be located throughout event areas. The organizer is responsible for periodically emptying the trash barrels as they become full, replacing them with a plastic liner, and hauling the full bags to a predesignated location. When applicable, additional trash bags may be provided by the City for a fee.
- If an event requires additional trash containers beyond the capacity of the existing barrels on City property, the rental of additional trash collection barrels and dumpsters is the responsibility of the event coordinator.
 - The City will coordinate and determine the placement of any additional trash collection barrels and dumpsters on public property.
- The City encourages events to use recycling bins wherever possible.
 - The event coordinator is responsible for renting and placing the bins throughout the event area. Approved collection material should be listed on each container. If large amounts of cardboard are collected, place the flattened cardboard alongside the recycling bins.
- If the trash is not being emptied as containers become full during the event, City staff reserves the right to empty and re-line the containers at a cost of \$30.00 per person per hour. The minimum charge for this will be for one hour of staff time. This will be charged to the post-event invoice.

PORTABLE TOILETS

- The City requires a **Restroom Plan** as part of the Special Event Application. For each 500 persons, a public event must have at least four (4) toilets (one (1) to be handicapped accessible) and an adequate hand washing station.
 - Certain City property contains restroom facilities that have a permanent, gender-separate restroom. Portable toilets may be necessary if the event exceeds the carrying capacity of the existing restroom facilities.
 - If the permanent restrooms are not being cleaned and restocked during the event, City staff reserves the right to clean and restock the toilets at a cost of \$30.00 per person per hour. This will be charged to the post-event invoice.
- If the event duration is for more than six (6) hours, the restroom units will likely need to be cleaned and re-stocked with supplies. This service is the responsibility of the event coordinator.

PARADES, PARKING, AND PUBLIC SAFETY

ROADWAY & PARKING LOT CLOSINGS

- Street and parking lot closures are only permitted if approved by the Independence Police Department. Please indicate proposed closures in the **Roadway and Parking Lot Closures Section** of the Special Event Application. The Police Department will discuss the proposed closure or parade route with the Public Works Director and other department heads as appropriate. Any recommended changes will be discussed during the application process.
- Chalked, painted, or any other temporary pavement markings (arrows on pavement, notes, etc.) are not allowed to be placed on any street, curb, path, or other public property. Any route indicators shall be free-standing signage (cannot be attached to any sign posts and/or utility poles) along the route that will be removed by the event host immediately following your event.
- Barricades and signage may be obtained through a private vendor. If available, the event organizer may obtain these items from the City at the following rental rates:

Device	Cost Per Unit	Unit
Barricades	\$7.00	per barricade
Changeable Message Boards	\$250.00	per sign per day (includes delivery)
Temporary Signs	\$5.00	Per sign per day

- Rental rates for barricades and temporary signs include time required to prepare devices, process pick-up and drop-off by the event organizer, and assist in loading and unloading into a vehicle supplied by the event organizer.
- A minimum, refundable deposit of \$150 will be held for any rentals until all barricades and temporary signs are returned in the condition they were received. All Changeable Message Boards will require a credit card on file and a minimum, refundable \$500 deposit. Deposits may be waived for block party organizers who pick-up/drop-off barricades.
- If the event organizer would prefer the barricades and signage be dropped off at the appropriate locations and picked up at the conclusion of the event by City staff, the following Full Service rates will apply in addition to the rental fees outlined above:

# Devices	# Drop-Off Locations	Deposit*
1-9	1-2	\$100
10-19	1-4	\$200
20+	1-6**	\$300
*Deposit is in addition to number of devices rented and may be applied to the total amount due for actual set-up and break-down labor costs.		
**Add \$50 per additional location for drop-off/pick-up		

- Payment of all deposits and rental rates are required prior to the receipt/delivery of devices.
- Failure to pay the balance due in the post-event invoice will result in the inability for the event organizer/organization to obtain a special event permit for future events.

PARKING & TRANSPORTATION

- The event organizer will be required to develop a **Parking Plan** as part of the Special Event Application in conjunction with the Independence Police Department. This plan displays how people will get to and from the event. Shuttle bus service is recommended for transportation of persons from remote parking areas to the event.
- In certain areas, parking space is limited and not always owned by the City. Existing parking ordinances will be enforced. If parking that is owned by others is required, a separate parking agreement must be presented as part of the application.

SECURITY

The City requires a **Security Plan** as part of the Special Event Application. Additional security for all events will be at the discretion of the Police Chief or his/her designee. Provide detailed contact information for any planned usage of private security in the **Security Plan** section of the Special Event Application.

- The Police Department will determine the need for security during the application process. The determination will be in accordance with department policy regarding staffing requirements.
- If the event organizer requests police security or security is required as determined by the Chief of Police (or designee) the cost will be per officer per hour at the current rate. Events requiring four officers or more will require a police supervisor. The Chief of Police may also choose to utilize members of the Volunteers in Police Services (VIPS) in lieu of officers based on the security needs of the event.
- For long-standing, community events that require less than 2 hours of police staffing, police may choose to waive all staffing fees.
- The Independence Police Department reserves the right to provide additional security at expense to the event planner at the above rates if the event is deemed “unsecure.” The decision to provide additional security shall be made between the Police Chief (or designee) and the City Manager (or designee). This will be charged to the post-event invoice.
- All carnivals are required to provide a security plan that specifically addresses several requirements outlined in the [carnival](#) section of this guide.

SITE PLAN

- The City requires a **Site Plan** as part of the Special Event Application. This should be a detailed narrative or map including a description of activities in the event, such as event entry and exit, utilities, water stations, first aid, start/finish lines, tents/amenities, and a time line of your event.

FIRST AID

- The City may require a **First Aid Plan** as part of the Special Event Application. Coverage can be provided by a private entity. Provide detailed contact information for any planned usage of a private entity in the **First Aid Plan** section of the Special Event Application.
 - The City may require the use of an Emergency Medical Services contractor to be on-site at the event for Tier 4 events.

FIREARMS

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

- As outlined in City Code SEC 12.03.003, the discharge of the firearms must be on property that is zoned R-A and is in excess of 20 acres in size.
- The property 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.
- The event organizer 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 must be granted access for an on-site review of the shoot site and may choose to require the presence of an officer during the event.

MISCELLANEOUS GUIDELINES

UTILITY CONNECTIONS

- Electric is available in limited locations in and on City property. Electric pedestals can, for certain events, be arranged through Independence Power & Light.
- The use of electric pedestals and distribution panels must conform to Independence Fire Department Fire Code Regulations.
- Any expenses incurred by the City for the wiring of distribution panels and any other equipment will be charged to the post-event invoice.
- 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 utility connections.

FIREWORKS AND PYROTECHNIC OPERATORS

- The City requires a **Fireworks Plan** and permit from the Independence Fire Department as part of the Special Event Application.
- 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.
- Independence requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below.](#)
 - The applicant will be required submit the certificate/s of insurance fourteen (14) days in prior to the event.

MUSICAL/THEATRICAL PERFORMANCES

- The City requires a **Performance List** as part of the Special Event Application. The Performance List includes a list of performers, performance type, music genre, performance times and duration.
 - The Performance List must be turned in at least seven (7) days prior to the start of the event.
- Performances requiring amplified sound must receive an amplified sound permit. Sound amplification must end by 11:00pm.
- Performances with electrical supply requirements in excess of 200 amps (120/240 volts) need to be coordinated with Independence Power & Light.

CARNIVALS AND RIDES

- There are certain criteria that a site must meet to be approved to host a carnival in the City. For specific site requirements, contact the Community Development Department, 816-325-7109.
 - The City will consider proposed changes to the carnival area on a case-by-case basis subject to staff approval.
- Independence requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below.](#)
 - The applicant will be required submit the certificate/s of insurance fourteen (14) days in prior to the event.
- Carnival and ride operators must have current [Missouri State Amusement Ride Permits](#) for all affected rides and devices brought to the event by the operator.
- City staff will arrange for an inspection of carnival set-ups (electrical).
- Carnivals are prohibited from providing live animals as prizes.
- Inflatable slides, bounce houses, obstacle courses and the like must be provided by a professional amusement supply company and are subject to all notification and insurance requirements detailed in this document.
- Below is a list of security requirements for all carnivals and other similar events. These items must be specifically addressed in the security plan submitted with your application. Carnival security plans must be approved by the Police Department & City Manager's prior to approval of Special Events Permit.
 - Security supervisors are on the same radio frequency as the carnival to ensure quick response times.
 - All carnivals must use perimeter fencing and charge an admission fee and post security at entrances and exits.
 - Large "thrill rides" should be separated from other rides and attractions and should have additional security in the area where guests congregate for these rides.
 - Post curfew signs per local municipal guidelines.

- o Post rules such as “no weapons,” “no running,” etc. near the entrances.
- o Post signs saying “All bags subject to search” at entrances.
- o Staff security personnel at entrances to wand and pat down patrons.
- o Collect and secure all knives and other weapons at the entrance and issue claim tickets or require they are returned to their vehicles prior to entrance.
- o Employ an adequate number of uniformed, highly recognizable security personnel at entrances, exits, and circulating throughout the event. Plan for additional security personnel during peak times.

SIGNAGE

- A **Temporary Sign Permit** may be issued for special event signs provided they do not exceed 32 square feet in area.
- Temporary signs that are located on private property must have the property owner’s permission.
- Temporary signs may be up for a maximum of 15 days.
- All temporary signs shall have the date of removal printed clearly on the lower right-hand corner, as viewed from the exterior.
- Signs must be out of the right-of-way and set back five (5) feet from property lines.
- All signs must comply with the intersection visibility standards of the City Code: Chapter 17, Section 17.01.002.

HANDBILLS AND FLYERS

- City Ordinance restricts the distribution of handbills and flyers per Chapter 12 of City Code.
- Handbills and flyers may be displayed at private businesses with permission by the business owner.

ADDITIONAL APPLICABLE CODES

- All event rules, conditions, and guidelines apply.
- All other City ordinances apply.

OTHER REQUIREMENTS

PRE-INSPECTIONS

- Prior to the commencement of an event, the Fire Department staff will inspect event and vendor areas to ensure compliance with applicable fire code.
- Prior to the commencement of an event, Public Health Investigators will inspect food preparation and serving areas to comply with applicable City codes.
- Prior to the commencement of an event, City staff reserves the right to physically observe and inspect the condition of the facilities and grounds. Event coordinators are encouraged to do a site inspection and notify City staff of any issues observed.

DEPOSIT REQUIREMENTS

- Applicants may be required to pay a security deposit to cover the cost of any cleanup or damage incurred by the City of Independence as the result of the event. Deposits will be calculated during the application process based on the size and activities planned for the event. Large events and equipment rental may require an additional deposit.
- City staff will calculate actual damage post event. Damage to any City property will result in the loss of the deposit of the repair amount. The event organizer is responsible for any damage expenses over the deposit amount.
- Refunded deposits are issued approximately 30 days following the event.

INSURANCE INFORMATION

- The City of Independence requires that certain activities be supported by evidence of insurance coverage for the term of the Special Event Permit.
- The applicant shall secure and maintain, at its expense, through the duration of the event, Commercial General Liability Insurance on an occurrence basis with minimum limits of specified below. The City will only accept coverage from an insurance carrier that offers proof that it:
 - a. Is licensed to do business in the State of Missouri;
 - b. Carries a Best's policy holder rating of A or better; and
 - c. Carries at least a Class X financial rating.
- No less than fifteen (15) days before the event, the applicant shall furnish the City with the following:
 - A Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement, and expiration of policies and carriers.
 - The City, and any other person or entity required by the Permit, and all their assigns, subsidiaries and affiliates shall be included as additional insureds under Applicant's furnished insurance (except Workers' Compensation or Professional Liability Insurance), for ongoing and completed operations, using ISO Additional Insured Endorsement (CG 20 26), edition date 07/04, or an equivalent. Said insurance shall be written on an OCCURRENCE basis, and shall be PRIMARY and

NON-CONTRIBUTING.

- Insurer shall provide the City with 30 days' notice of cancellation or 10 days' notice for non-payment of premium. A copy of this endorsement shall be attached to the required certificate of insurance.
- Insurer shall provide the City with proof of paid premium or confirmation that payment is not in arrears for any of the insurance coverages required by the City.
- A Special Event Permit will not be issued until a copy of the ACORD Form, Additional Insured Endorsement, and Notice of Cancellation Endorsement or proof of premium payment and Additional Insured Endorsement are furnished to the City.
- The permit holder shall assume all risk of damage to the activity site and its property, injury to its officers, directors, agents, contractors, or invitees, in or about the activity premises from any cause, and waives all claims against the City.

INSURANCE REQUIREMENTS

- Events are required to carry general liability insurance. See the requirements below:

1. Commercial General Liability. Written on an insurance industry standard occurrence form (CG 00 01 10 01) or equivalent with:

- Premises/Operations Liability
- Products/Completed Operations
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability (if applicable)
- Stop Gap or Employers Contingent Liability (if applicable)
- Liquor Liability/Host Liquor Liability (if applicable)
- Owned and Non-Owned Watercraft (if applicable)

Minimum limit of liability shall be **\$1,000,000** Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$2,000,000 General Aggregate; **except where higher limits are specifically noted in "Other Permit Requirements" section.** Commercial insurance must extend to include the activities of all volunteers and volunteer activities.

2. Auto Liability. If vehicles are used or involved in the special event for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be **\$1,000,000** Combined Single Limit per occurrence.

Applicants are reminded that volunteers driving in the course of their activity must have current liability insurance that meets the State of Missouri statutes. The City of Independence does not require evidence of liability insurance for individual volunteers or participants driving personal vehicles (such as in parades) as a condition to issue the permit. However, permit holders are encouraged to require, or provide, excess liability insurance for their volunteer drivers.

3. Workers' Compensation. If statutorily required, the permit holder shall secure its liability for industrial/workplace injury to its employees in accordance with Missouri statutes. The permit holder shall be responsible for Workers' Compensation Insurance for any subcontractor it may use or hire for purposes of this permit activity. If the permit holder's activities require working on or

around a navigable waterway the permit holder shall provide evidence of the United States Longshore and Harbor Workers (USL&H) if necessary to be in compliance with Federal Statutes.

4. Other Permit Requirements

- Food and Beverage Vendors: In addition to standard permit insurance requirements - \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$2,000,000 General Aggregate are required. ***
- Inflatables or pony rides, petting zoos, and other animal-related activities with non-standard household pets: Changes to standard permit insurance requirements – Increased Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$5,000,000 General Aggregate. ***
- Motorized and motor-assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival: Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 Combined Single Limit (per occurrence) \$10,000,000 General Aggregate. ***
- Special Event Serving Alcohol: In addition to the Commercial General Liability insurance above: Minimum Liquor Liability limits of \$2,000,000 Combined Single Limit per occurrence \$5,000,000 General Aggregate. ***
- Fireworks Display: Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$3,000,000 Combined Single Limit (per occurrence) \$5,000,000 General Aggregate. ***
- Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, Drilling augers, bucket lifts, and other similar items: Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 CSL (per occurrence) \$10,000,000 General Aggregate. ***
- Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes and non-standard personal car activities: Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$5,000,000 General Aggregate. ***
- Add - Auto Liability Insurance with minimum combined single limit of \$2,000,000 coverage to apply to all owned, non-owned and hired autos used in connection with permitted event. ***

*** Evidence of coverage may be submitted by an event vendor or the event organizer

5. Other Provisions. All insurance coverage provisions, and limits, may be revised or increased by the City to reflect risk exposure. All insurance policies and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit. All deductibles or self-insured retentions are the responsibility of the permit holder but must be disclosed and are subject to approval by the City.

Important – All Certificates of Insurance must include a description of the permitted special event in the “Description/Comments” section of the certificate.

STANDING EVENTS

- There are events that have been granted permanent “standing” reservation timeframes with first right of refusal for specific dates. Other events may not be allowed during dates reserved for these events.
- Standing events must comply with this guidebook and must fill out a Special Event Application as a requirement in order to maintain the permanent reservation timeframe. Due dates and deadlines still apply to standing events.

Standing Events:

Event Name	Month	Location
St. Patrick's Day Parade	March	Square
Park Trot 5K	April/May	Waterfall Park
Eco Fest	June	Waterfall Park
Strawberry Festival	June	Vaile Mansion
Santa-Cali-Gon	Labor Day Weekend	Square
ISD 5K	September	Noland Road
Wine Fest	September	Bingham-Waggoner Estate
Heritage Festival	September	Hill Park
ISD Parade	October	Square
Pets in the Park	October	Hiram Young Park
Enchanted Forest	October	George Owens Nature Park
Halloween Parade	October	Square

- Standing events are added at the discretion of the City Manager and/or designee.
- Standing event organizers must notify the City of their specific event date by January 1st each year to secure the date for the coming year.



BLOCK PARTIES

APPLICATION PROCESS

- Applicant must be a resident of the area being blocked off.
- Applicant must complete the Special Event Permit application and sign the Block Party certification of the application.
- All residents affected by the block party by being adjacent to the street closure must be notified of the event. Fifty-one percent (51%) of those affected are required to sign the block party petition.
 - The petition form must include each address which would be blocked and must give the date and opening and closing times of the party, and include a space for each householder to show his consent or dissent for the party to be held.

RULES:

- Applicant must only block off the street portion specified in the application during the hours requested.
- Access must be granted for emergency vehicles and residents within the blocked off area.
- Applicant and participants must comply with all City Codes including those governing noise, liquor, and fireworks.
- Applicant is responsible for clean-up (removal of trash from street, sidewalks, and public property).
- Completed petition must be presented to City at least two (2) weeks before the party. City approval may be granted to the party if he/she has the consent of each affected household. Completed application and petition do not guarantee approval.

5K PREDESIGNATED ROUTE / POLICE REQUIREMENTS

To ensure the safety of participants and non-participants, the City has approved a predesignated 5K route and a parade route. Additionally, the City limits the number of races to two per month and one per weekend at each site.

In order to ensure that those business owners directly impacted by an event are notified, 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 information and requirements related to the Truman Square Parade route please contact Community Development at 325-7183.

Waterfall Park 5K – IPD requires 1 Police Officer to be located at the intersection of Lee's Summit and Bass Pro Drive.

