

Applicant Information

Applicant/Organization responsible for event

Applicant Address

Event Contact Name

Email

Phone

Alternate Contact Name

Email

Phone

Event Information

Type of Event:

- Block Party Outdoor Sale/Tent Event Run/Walk Parade Outdoor Event Other Event

Event Name

Estimated Attendance

Event Address/Location

Property Owner

Owner Address (if different from above)

Owner Contact

Event Date

Start Time

End Time

Do you plan to use any advertising or other temporary signage for the event? Yes No

Will a commercial tent be used? Yes No

What Documentation is Required of Me?

Application & Supporting Documents

- Completed Application Form
 - General Site Plan (see page 5)
 - General Event Plan (see page 6)
 - Letter of permission from property owner (if applicable, see page 7)
 - Petition/Acknowledgement of Event (if applicable, see page 8)
 - Vendor/Amusement Rides (if applicable, see page 9)
- \$25 application fee

Information/items needed 10 days before event

- Proof of event and/or business insurance
- List of vendors, if applicable
- Payment of additional fees (barricade fees, deposits, traffic assessment fees, etc.)

Event Specific Questions (Complete the most appropriate section for your event)

Block Party

| | | |
|---|--|---|
| <p>Are you requesting a street closure?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Will you pick up and return the barricades or have them delivered, for a fee?</p> <input type="checkbox"/> Pick up <input type="checkbox"/> Delivered | <p>Will food be served?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? |
| <p>Would you like a fire truck or police vehicle to stop by? (1-hour max, based on availability)</p> <input type="checkbox"/> Fire Truck <input type="checkbox"/> Police Vehicle | <p>Will there be live or amplified music?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a list of genres and a timeline for music at the event: | <p>Will your event include fireworks or a campfire?</p> <input type="checkbox"/> Fireworks <input type="checkbox"/> Campfire <input type="checkbox"/> N/A |

Walk/Run or Parade

| | | |
|--|--|---|
| <p>Which preset route are you requesting?</p> <input type="checkbox"/> Waterfall Park (5K) <input type="checkbox"/> Square Parade Route | <p>Will your event include any retail vendors?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Will food be served?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? |
| <p>Will there be live or amplified music?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Number of participants/vehicles?</p> | <p>*If you meet the Event Promotion Criteria outlined on page 3 of this application, do you want your event promoted?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No |

Outdoor Sale/Tent Sale

| | |
|---|---|
| <p>Are you requesting a street closure?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Does your event include vendors (other than your organization)?</p> <input type="checkbox"/> Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Retail <input type="checkbox"/> N/A |
|---|---|

All Other Events

| | | |
|--|---|---|
| <p>Are you requesting a street closure for any reason?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Explain/For what purpose:</p> | <p>Are you requesting a temporary utility connection (including Holiday Lights)?</p> <input type="checkbox"/> Water <input type="checkbox"/> Electrical <input type="checkbox"/> N/A | <p>Will there be live or amplified music?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>Will your event include fireworks or a campfire?</p> <input type="checkbox"/> Fireworks <input type="checkbox"/> Campfire <input type="checkbox"/> N/A | <p>Will alcohol be served?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Will there be a petting zoo or other animal exhibition?</p> <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Animal Exhibition <input type="checkbox"/> N/A |
| <p>Number of participants/vehicles?</p> | <p>Will you have amusement or carnival rides at your event?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>Will your event include the use of firearms?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <p>Does your event include the use of any of the following?</p> <input type="checkbox"/> City Utility Poles <input type="checkbox"/> Flag Poles <input type="checkbox"/> Other <p>Explain/For what Purpose:</p> | <p>Does your event include vendors (other than your organization)?</p> <input type="checkbox"/> Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Retail <input type="checkbox"/> N/A | <p>*If you meet the Event Promotion Criteria outlined on page 3 of this application, do you want your event promoted?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No |

Additional permits or applications may be required based on the information submitted. After an initial review, city staff will inform you of any additional documentation or permits required for your event.

Event Promotion Criteria *

Events that meeting 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:

- 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.

| Due Date Policy | |
|--|---|
| Completed Application (including supporting documents and app fee) | At least 45 days before event |
| Notification of fees, additional permit requirements, etc. | 15 days after submittal of complete application |
| Proof of insurance, any additional information requested, and final fees due | 15 days prior to event |

| Event Fees* | |
|--|---|
| Application Fee (non-refundable) | \$25 |
| Barricade Rental Fee | \$7/ barricade |
| Barricade Rental Deposit | \$150 deposit |
| Barricade full-service Drop-off/Pickup | \$100-\$300 |
| Traffic Assessment Staffing Fee (new road closures) | \$55/hour |
| Temporary Traffic Sign Fee | \$5/ sign \$150 deposit |
| Temporary Event Food Permit (Obtained through Health Department) | \$50 |
| Temporary Event Liquor Permit (Obtained through Regulated Industries Division) | \$15-\$1,000 |
| Temporary Commercial Sign Permit | \$50 |
| Utility Hook-up Fee | Varies on availability (Contact staff) |
| * This list includes the most common fees. For a complete list please consult the Special Event Guide. | |

General Site Plan

Please include a site plan that includes the following, if applicable. You may also attach a separate site plan to this application.

- | | |
|--|---|
| <input type="checkbox"/> Area streets | <input type="checkbox"/> Commercial tents |
| <input type="checkbox"/> Parking/traffic circulation | <input type="checkbox"/> Vendor locations |
| <input type="checkbox"/> Event entry and exit | <input type="checkbox"/> Animal holding areas/Petting Zoo |
| <input type="checkbox"/> Staging | <input type="checkbox"/> Location of any other major activities |

General Event Plan

Briefly describe the proposed timeline of the event:

Please provide your plan for the following event items-
Public Information:

Cancellation Notice:

Security Plan:

Restroom Plan:

Clean up Plan:

First Aid Plan:



Special Event Permit Application Form

111 E. Maple Avenue
Independence, MO 64050
(816) 325-7183
specialevents@indepmo.org

Letter of permission from property owner: for events on commercial or other private property

| | | | |
|------|---------------|---------------|------------------|
| Date | Date of Event | Name of Event | Address of Event |
|------|---------------|---------------|------------------|

| | |
|----------------|---------------------|
| Applicant Name | Property Owner Name |
|----------------|---------------------|

I certify I am the property owner and/or manager of the property for the address listed above. I give permission for the above listed applicant to apply for a Special Event Permit for the event listed above on the property I own or manage.

| | | |
|-----------|------------|-------|
| Signature | Print Name | Title |
|-----------|------------|-------|

Petition/Acknowledgement of Event: For block parties and other road closures

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.

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

BLOCK PARTY PETITION/OWNER ACKNOWLEDGEMENT OF EVENT

| Resident/Business Owner Name | Address | Approve? | Signature |
|------------------------------|---------|---|-----------|
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
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| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |
| | | <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove | |

Vendors/Amusement Rides

Please complete the below Vendor List (if applicable). Include amusement/carnival ride vendors and food/sales vendors (for food/beverages, this includes sale, sampling, or complimentary).

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 email/phone | What will the vendor be selling (1-2 words)? | Tax ID Number | Business License Number | Insurance Certificate attached? |
|-------------|---------------------|--|---------------|-------------------------|---------------------------------|
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