



**SPECIAL EVENT PERMIT - APPLICATION**

**Return application and fee a minimum of 45 days prior to event to:**

**Raytown City Hall-City Clerk's Office, 10000 E. 59<sup>th</sup> Street, Raytown, MO 64133 Phone 816-737-6004  
www.raytown.mo.us**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Fax) \_\_\_\_\_

(Mobile) \_\_\_\_\_ E-mail \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Phone) \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Event URL) www. \_\_\_\_\_

Is applicant an incorporated not-for-profit organization? Yes \_\_\_\_ No \_\_\_\_ If yes, Federal/State ID No. \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time: From \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

Total Anticipated Attendance: \_\_\_\_\_

Public Property requested:

\_\_\_\_\_

General description of the planned event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the event open to the general public? Yes \_\_\_\_ No \_\_\_\_ If yes, will spectator fees be charged? Yes \_\_\_\_ No \_\_\_\_

Will the event be advertised to the general public? Yes \_\_\_\_ No \_\_\_\_ If yes, how and when: \_\_\_\_\_

\_\_\_\_\_

What special equipment will be brought onto the property: \_\_\_\_\_

\_\_\_\_\_

List any street(s) requiring closure as a result of this event (include street name(s), dates and time of closing and street reopening): \_\_\_\_\_

Types of barricade(s) to be utilized: \_\_\_\_\_  
(Fees may apply if utilizing City-Owned Barricades)

Does this event involve the sale or use of alcoholic beverages? Yes \_\_\_\_ No \_\_\_\_ If yes, please describe: \_\_\_\_\_

If yes, hours during which alcohol will be served: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

**Please check all that apply:**

- \_\_\_\_\_ Will outdoor tents or stages will be used? If yes, \_\_\_\_\_ expected # of occupants
- \_\_\_\_\_ Will there be booths, exhibits or display tables?
- \_\_\_\_\_ Will there be open flame cooking in booths or trailers?
- \_\_\_\_\_ Will temporary fencing or barricades be used?
- \_\_\_\_\_ Will there be portable restrooms? If yes, \_\_\_\_\_ # of regular and handicapped accessible restrooms
- \_\_\_\_\_ Will amplified sound/music be used? If yes, please specify \_\_\_\_\_ DJ or \_\_\_\_\_ amplified radio/voice
- \_\_\_\_\_ Will there be a pyrotechnics display? If yes, \_\_\_\_\_ Vendor Name and phone
- \_\_\_\_\_ Will cooking equipment be used? If yes, which: \_\_\_gas \_\_\_electric \_\_\_charcoal \_\_\_other (specify)
- \_\_\_\_\_ Will temporary electrical wiring be used?
- \_\_\_\_\_ Does the event involve hanging a banner or temporary event signs?

Do you plan to provide operate concessions, if yes, please describe:

Describe how charcoal, grease and other materials will be disposed of: \_\_\_\_\_

**Attach a detailed site map showing:**

- 1) All public property being used including identifying booths, stages, trailers, etc.
- 2) All streets affected by traffic rerouting or street closure.
- 3) Parking plan including spaces designated for handicap accessible.

**Attach a description of:**

- 1) How and what kind of traffic routing and control devices will be used for the event.
- 2) Who will be directing traffic.
- 3) How you plan to notify residents, businesses and churches impacted by this event.

**Certificate of Insurance: Evidence of Insurance must consist of (1) Certificate of Liability Insurance naming the City of Raytown, Missouri as an additional insured on a primary and non-contributory basis including waiver of subrogation.**

Commercial General Liability	Each Occurrence	\$1,000,000	Aggregate	\$2,000,000
Automobile Liability -Combined Single Limit		\$1,000,000		

The insurance companies providing coverage must have an A.M. Best rating of A- or better or an equivalent rating given by a recognized rating agency.

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INDEMNITY**

Permittee assumes all risk of all damage, loss and expense and agrees to indemnify and hold harmless the City of Raytown, and/or its agents and employees from and against any and all liability which may accrue to or be sustained by the City or Raytown on account of any claim, suit or action made or brought against the City of Raytown for the death or injury to persons or the destruction of property involving the permittee and its employees sustained in connection with the performance of the permit except the sole negligence and willful misconduct of the City of Raytown, its employees acting within the scope of their employment, and such indemnification shall extend to and include attorney's fees and the cost of establishing the right to indemnification hereunder in favor of the City of Raytown.

I am aware of the terms and conditions of the permit and will advise the participants of the event of these terms and conditions. The undersigned, does hereby state the above information is true and complete and that they have received a copy of the Special Event Permit Conditions that may apply to a Special Event Permit, if approved by the City of Raytown.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**POLICE DEPARTMENT:**

Approved as submitted: \_\_\_\_\_

Approved with the following revisions: \_\_\_\_\_

\_\_\_\_\_

Denied: \_\_\_\_\_

Equipment/Personnel Provided: \_\_\_\_\_

Cost: \_\_\_\_\_

**PUBLIC WORKS DEPARTMENT:**

Approved as submitted: \_\_\_\_\_

Approved with the following revisions: \_\_\_\_\_

\_\_\_\_\_

Denied: \_\_\_\_\_

Equipment/Personnel Provided: \_\_\_\_\_

Cost: \_\_\_\_\_

**FIRE DISTRICT:**

Approved as submitted: \_\_\_\_\_

Approved with the following revisions: \_\_\_\_\_

\_\_\_\_\_

Denied: \_\_\_\_\_

Equipment/Personnel Provided: \_\_\_\_\_

Cost: \_\_\_\_\_

# CITY OF RAYTOWN

## SPECIAL EVENT PERMIT CONDITIONS

Any person and/or organization requesting the use of City or Public Property for certain types of events shall submit an application for a Special Event Permit to the City of Raytown-City Clerk's Office, at least 45 days in advance of the event date. Applications submitted less than 45 days in advance will be considered and reviewed as possible, based on the event size and other requirements.

The City of Raytown reserves the right to deny any request which is 1) not an appropriate use of a public property or 2) which may violate the privacy of the surrounding neighborhood or 3) endangers the public's safety in some way. The City of Raytown reserves the right to cancel and/or terminate an event 1) for violation of City Ordinance and policies 2) imminent severe or potentially dangerous weather conditions, or 3) if there is a clear and present health, welfare or safety danger to the public.

The following examples of the types of events requiring a Special Event Permit is not intended to be totally inclusive. Generally, if a special event is 1) held outdoors, 2) open to the public, 3) held on public property will require a Special Event Permit. If there is a question about the appropriateness of the planned event, a Special Event Permit application must be submitted.

### EVENTS:

- Where the general public is invited to participate via a local news medium. (T.V, radio, newspaper, etc.)
- Which includes amplified music/sound at levels which could be a potential nuisance to other members of the public. (P.A. system, DJ, band/orchestra or record/tape/CD players, etc)
- Which may endanger the health and welfare of the general public. (horseshoe pitching in an uncontrolled area, bringing in exotic animals for public contact, use of unsupervised mechanized equipment of a potentially dangerous type)
- Which requires special equipment to be brought into the property temporarily. Excludes common picnic equipment such as: croquet, badminton, etc. (car shows, art festivals, carnival, concert, run/walk, tents, trailer-mounted grills or cooking equipment, etc.)
- Which utilizes public property in an unconventional manner which is inconsistent with its typical everyday use. (square dancing in a shelter house, volleyball on a tennis court, political activity, street fair, dance, parade)
- Which is designed to raise funds including tournaments of all descriptions, regardless of the status of the sponsor. (for profit or not-for-profit)
- Exceptions-programs including Remembrances, Observances, Worship Services, Military Ceremonies and Wedding Ceremonies are **exempt** from these requirements except when a private subcontractor is being utilized. (caterer, tent rental co., etc.)

If approved by the City of Raytown, the permit holder will be required to meet the following requirements:

1. **Trash Removal**-The permit holder is responsible for insuring that the grounds are left clean and in "as found" condition immediately following the event. Permit holder is responsible to provide additional trash services needed for the event.
2. **Portable Restroom Facilities**-If the event will last longer than 2 hours (excluding set-up and tear-down) the permit holder is required to provide adequate portable restroom facilities and for cleaning these units every day of the event. Hand washing sinks are recommended. A minimum of one additional unit per 100 participants is required depending on length of event. Restrooms must be located at least 15 feet from any storm drain, sidewalks, streets or gutters.
3. **Sponsorship**-If the City of Raytown is an event co-sponsor, all printed materials must be approved in advance in writing by the City Administrator.
4. **Vendors**-All merchandise and food vendors must be approved by the City of Raytown prior to the event. Permit holder is responsible to obtain insurance, city business licenses and comply with Jackson County Health Department inspection requirements.
5. **Tents, Bleachers and Staging Permits**-The location of all tents, bleachers and staging must be approved in advance by the City of Raytown. Permit holder is responsible for securing all permits required by the Raytown Fire District for tents. Stages or bleachers more than 30" above grade are required to meet structural, guardrail, stairway, and accessibility requirements per city ordinance.
6. **Fireworks**-Special restrictions apply to pyrotechnics displays. Displays must be approved in advance by the Raytown Fire Marshal.
7. **Outdoor Cooking**-Permit holder must secure a permit from the Raytown Fire District for all cooking operations and the use of any open flame producing devices such as BBQ grills, etc. All costs shall be the responsibility of the permit holder.
8. **Amplified Music**-Includes voice, recorded music, live band, or DJ. Permit holder is responsible to insure that all event activities comply with local laws applicable to noise abatement. Loud and unreasonable noise levels are a violation of Raytown city ordinance. A police officer will determine if volume levels are offensive to others.
9. **Street Closures, Traffic Control and Parking Plan**-The permit holder is required to provide a detailed event parking and traffic control plan to the City of Raytown. If street closures are required, the permit holder will be required to submit a description of all streets affected by traffic rerouting or street closure, how and what kind of traffic routing and control devices will be used for the event, who will be directing traffic, a description of parking plans, plans for handicapped accessible parking, and a description of how your organization plans to notify residents, businesses, and churches impacted by this event.
10. **Fencing and Barricades**-If required, permit holder is required to submit a detailed temporary fencing and barricade plan.
11. **Security**-Permit holder is responsible to provide event security with the approval and supervision of the Raytown Police Department at the expense of the permit holder.
12. **Medical Services**-Permit holder is responsible to provide written assurance of medical staffing (if required) and/or first-aid stations for the event at the expense of the permit holder.
13. **Shuttle Services**-Permit holder is responsible to provide a detailed plan to the City of Raytown to transport event participants to and from remote overflow parking areas.

14. **Insurance**-The sponsoring agency or individual shall obtain and continuously maintain comprehensive general liability coverage covering the sponsor and the City of Raytown from liability that may arise from the special event or from any activities or actions pursuant to the special event. Said policy shall be issued by a company duly authorized to do business in the State of Missouri and, if mutual, shall be non-assessable. Said policy shall provide for a liability limit of not less than \$1,000,000 per accident or occurrence with an aggregate limit of not less than \$2,000,000. The form of the policy shall be acceptable to the city with a certificate evidencing the issuance of such policy not later than 12 noon two weeks before the event. Failure to provide such insurance coverage shall be grounds for the immediate termination of event approval by the Department. The City of Raytown shall be named as a "Certificate Holder", as well as an additionally insured party for the event, which shall be noted in the "Description" portion of the Certificate of Insurance. Permit holder is required to submit a copy of a Certificate of Insurance including:
- 1) Naming the City of Raytown and its employees as additional insured.
  - 2) A liability limit of not less than one million (\$1,000,000)
  - 3) An aggregate limit of not less than two million dollars (\$2,000,000).
  - 4) The City of Raytown and its employees named as a Certificate Holder", as well as an additionally insured party for the event, which shall be noted with the "Description" portion of the certificate.
  - 5) Proof of automobile insurance for not less than one million (\$1,000,000), if company vehicles are being used on city property.
  - 6) Proof of Worker's Compensation coverage (if company staff is performing work on city property).
15. **Code Compliance**-Permit holder agrees to comply with all city, county, state and federal government regulations that may apply to the event.
16. **Damage Deposit**-Permit holder may be required to provide a damage deposit, in cash or bond, in an amount to be determined by the City Administrator at the time of approval;
17. **Indemnification**-Permit holder is required to sign a hold harmless agreement releasing the City of Raytown from any claims or liability for the event.
18. **Failure to comply with all requirements and scheduling deadlines may result in denial or revocation of the Special Event Permit.**