

CITY of CAPE GIRARDEAU

(Generally, a Special Event Plan requires a minimum of 30-60 days' notice)

PARKS & RECREATION DEPARTMENT

SPECIAL EVENT APPLICATION

Today's Date: _____ Requested Date(s) of Event: _____ Park/Location: _____

Event Name: _____ Event Purpose: _____

Estimated Attendance _____ Set Up Time: _____ Start Time: _____ End Time: _____

Area of park or trail requested: _____ Shelter # _____

Will event be advertised/open to the public? Yes No Will event utilize tents/Inflatables? Yes No

Will an admission fee be charged? Yes No Qty / Size of tents _____

Will food be served/sold?* Yes No Location of tents _____

Will alcohol be served/sold?* Yes No Will event have a band or sound system? Yes No

Will merchandise be sold?* Yes No Will event need road or street closures? Yes No

Will your event include any live animals? Yes No If yes, please list: _____

*(If yes, you must obtain a Vendor's or Peddlers License from Customer Service at City Hall, 401 Independence, Cape Girardeau)

Will event require going outside park boundaries? Yes No If Yes, explain where? _____

**Please note: All parade events and applications must submit through the Cape Girardeau Police Department*

Will event have Fireworks? Yes No (Prohibited unless approved by the Parks & Recreation Director and the City Fire Department)

List any other requests or items not addressed above:

Portable Toilet (\$80 per unit) Qty: _____ Water Electric Barricades
 Extra Trash Receptacles Banners/Signs Additional Parking Other: _____

Please submit a description of activities to be held at your event along with a layout/map: _____

Thank you for your request to use our City Parks for your event. We will review and respond back to you within 10 business days of your submission request. Please complete the following contact information:

Organization: _____ Contact (Please print): _____

Type of Organization: (please check one) Non-Profit _____ Private _____ Commercial _____ Other _____

Email Address: _____ Primary Phone: _____

Address: _____ Cell Phone(if different): _____

City: _____ State: _____ Zip Code: _____

IMPORTANT INFORMATION - Please initial that you agree and will comply with the following:

_____ The event applicant, sponsor and any other individual or organizations named on the permit shall be responsible for any expenses incurred by the City as a result of the event for stolen or damaged city property, cost of materials and utilities (as appropriate) as well as any city employee overtime wages for excessive cleanup.

_____ Marking on concrete or asphalt areas with anything other than Chalk is **not** permitted.

_____ Due to the nature or size of the event please be prepared to provide an emergency plan with a map.

_____ Events open to the public must provide a Certificate of Insurance for \$1,000,000 listing the City as "additionally insured" for general liability and property damage stating limits of coverage.

_____ Your event must conclude by 11:00 p.m. per City Ordinance.

Organization Representative Signature

Date

Staff Processing Application: _____ Date: _____

Parks Division Manager _____ Date _____

Parks and Recreation Director _____ Date _____

Approve Disapprove Conditions: _____