

City of Camdenton, Missouri
Outdoor Special Event Application Cover Letter

Thank you for your interest in planning a successful and safe event in Camdenton. Events are an important way to build community and celebrate the diversity, heritage and uniqueness of Camdenton. This application applies only to events that will be held in the downtown (square) area of Camdenton involving public parking lots, public property or public right-of-ways, streets or sidewalks. Per City Code 609.020(e) **only businesses** licensed by the City which are located immediately adjacent to the intersection of Business Route 5 and US Highway 54 may apply for an Outdoor Special Event Permit. Depending on your event, additional permits and approvals may be required.

1. Submit your completed application at least thirty (30) days before your proposed event to the Office of City Clerk, Camdenton City Hall, 437 W US Highway 54, Camdenton, Missouri 65020 by mail, in person or emailed to: reneek@camdentoncity.com.
2. Your application will then be reviewed by City staff, which may take up to two (2) weeks. During this time you may be contacted by City staff for additional information or clarification.
3. After staff review of your application, you will receive either a conditions of approval letter or a denial letter. The conditions of approval letter will outline additional requirements for your event, such as necessary permits, approvals and/or applicable fees. This may include, but is not limited to, the following:
 - Certificate of Insurance showing evidence of a commercial liability policy with limits of not less than \$1,000,000 naming the City of Camdenton as additional insured.
 - Camden County Health Department Food Permit
 - Tent Permit
 - Liquor Control State & Local Permits
 - Inspections (prior, day-of-event, post)
 - Proper Notification to all businesses in the event area must be made no later than fifteen (15) days prior to the event.
4. Once all of the conditions of approval have been met, a Special Event Permit will be issued by the City. You will be required to have this permit in your possession during your event.

APPROVALS:

Public Works	
Fire	
Administration	

Police	
Building	
City Administrator	

**City of Camdenton, Missouri
Outdoor Special Event Application Form**

SECTION 1: CONTACT INFORMATION

Event Title:	Event Date:
Applicant Name:	Today's Date:
Organization (if any):	
Phone:	Email:
Mailing Address:	
Day of Event Contact:	Day of Event Phone:

THE APPLICANT HEREBY SHALL ASSUME ALL RISKS INCIDENT TO OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT AND SHALL BE SOLELY RESPONSIBLE FOR DAMAGE OR INJURY, OF WHATEVER KIND OF NATURE, TO PERSON OR PROPERTY, DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT. APPLICANT HEREBY EXPRESSLY AGREES TO DEFEND, SAVE AND HOLD HARMLESS THE CITY OF CAMDENTON, MISSOURI FROM ANY PENALTIES FOR VIOLATION OF LAW, ORDINANCE, OR REGULATION AFFECTING ITS ACTIVITY AND FROM ANY AND ALL CLAIMS, SUITS, LOSSES, DAMAGES, JUDGEMENTS, OR INJURIES DIRECTLY OR INDIRECTLY ARISING OUT OF OR IN CONNECTION WITH THE SPECIAL EVENT PERMIT OR RESULTING FROM THE NEGLIGENCE OR INTENTIONAL ACT OR OMISSION OF APPLICANT AND/OR ITS OFFICERS, AGENTS, EMPLOYEES AND EVENT PARTICIPANTS.

Applicant Signature: _____ Date: _____

SECTION 2: EVENT INFORMATION

Event Start Time: _____ Event End Time: _____

Anticipated Attendance: _____

Location of Event (be specific):

Will this event require closure of any City or publically owned streets, sidewalks, parking lots, or right-of-ways? Yes No

If yes, attach a traffic plan including all affected areas to be closed before during and after the event. Per City Code 520.020 event coordinator will be responsible for maintaining adequate barricades and traffic control.

Does event include food concessions and/or preparation areas? Yes No

Do you intend to cook food in the event area? Yes No

If yes, you must contact the Camden County Health Department @ 346-5479 to obtain necessary permits.

Specify cooking method: Gas Electric Charcoal Other (specify)

Does your event involve the sale or consumption of alcoholic beverages in the event area?

Yes No If yes, check all that apply:

Free Alcohol Alcohol Sales Beer Wine

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain licenses from the State of Missouri and the City of Camdenton. If your event includes the use of alcohol on City or public property, you will need to provide liquor liability coverage on your certificate of insurance.

You are required to provide portable rest room facilities at your event unless you can substantiate the sufficient availability of ADA facilities in the immediate area of the event site which will be available to the public during your event.

Do you plan to provide portable rest room facilities at your event? Yes No

Will you be using any amplified sound system? Yes No

If yes, please describe:

Will this event use any lighting? Yes No

If yes, please describe:

Will you be using a tent, canopy, stage or other temporary structure? Yes No

Tents larger and 10 x 20 require a permit & inspection

What do you plan to do inside the structure? _____

Will anything be sold? Yes No If yes, please describe: _____

Will this event feature any hands-on attractions, such as bounce-houses or petting zoos?

Yes No If yes, please describe: _____

Will this event utilize a generator(s)? Yes No

If yes, please describe intended use:

A detailed site plan map must accompany this application.

Please describe your security plan, emergency/medical plan, and cleanup and removal of garbage/trash plan.