



CITY OF CAMDENTON
Park Special Use Application
Please answer all questions completely

437 W US Hwy 54
 Camdenton, MO 65020
 573-346-3600
 Fax: 573-346-2926
 www.camdentoncity.com

Applicant Information

1. Name:	2. Driver's License #:
3. Address:	4. E-Mail Address:
5. City/State/Zip:	6. Age: ___ Under 21 ___ 21 or Over
7. Day Phone #: _____ Evening Phone #: _____ Cell #: _____	
8. Company/Organization Name (if applicable):	9. Is this a company sponsored event? ___ Yes ___ No
10. Company/Organization Address:	10. Company/Organization Phone # & Web Address:
12. Name of Alternate Contact Person:	13. Alternates Day Phone # & Cell Phone #:

Responsible Party

14. Will applicant be in attendance at this event? ___ Yes ___ No	15. Is applicant the responsible party for this event? ___ Yes ___ No
If applicant is <u>NOT</u> the responsible party for this event, please complete items #16-22. If so, go to #23.	
16. Name:	17. Driver's License #:
18. Address:	19. E-Mail Address:
20. City/State/Zip:	21. Age: ___ Under 21 ___ 21 or Over
22. Day Phone #: _____ Evening Phone #: _____ Cell #: _____	

Event Information

23. Type of Event: _____ Expected attendance per day: _____	24. Event Date(s) (include setup & cleanup):
25. Describe your event or activity: 	
26. Will the majority of the participants be under the age of 21? ___ Yes ___ No a. If "yes", how many adult supervisors will be in attendance: ___ adult for every ___ youth	
27. Event Start Time (include setup): _____	28. Event End Time (include cleanup): _____
29. Park/Facility (circle): Pam May Drive Area Ball Park Road Area	30. Specific Area of Park/Facility: Ballfield Complex Tennis Horseshoe Picnic Pavilion
31. Do you wish to reserve a park shelter with this event? ___ Yes ___ No a. If "yes", please list the name of the shelter: _____ b. If "yes", have you already reserved the shelter? ___ Yes (Issue Date: _____) ___ No	
<i>It is strongly recommended that you go ahead and reserve the shelter to ensure its availability while your application is being processed.</i>	
32. Is this a first time event for you (or your organization) at this location? ___ Yes ___ No a. If "no" how does this event differ from previous years? b. Attendance totals for last event: Largest Daily Total Overall Total	
33. If this event open to the public? ___ Yes ___ No a. If "yes" how will this event be publicized? _____	

Event Information (continued)

34. Will any signs, banners, or flyers be hung or posted for this event? Yes No

a. If "yes" when and where? _____

b. Wording on banners or signs: _____

NOTE: Attach a copy of any flyers that will be posted.

35. Will any street need to be partially closed in conjunction with this event? Yes No

a. Street Name: _____

NOTE: If "yes", applicant must obtain approval from City Administrator.

36. Do you plan to erect temporary structures such as STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, AMUSEMENTS (dunking booth, bounce house, kiddie rides), ETC, for this event? Yes No

a. If "yes", please describe below - include size(s), how many, capacity, etc.:

Item	How Many	Size/Capacity
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: A site plan and/or drawing must be included with this application showing the location of all items.

b. If tent(s) or amusement devices will be erected, fill in the following information:

Contact person's name: _____

Name of tent company: _____

Address: _____

Telephone Number: _____

NOTE: A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Camdenton as co-insured when amusement devices (dunking booth, bounce house, rides, etc) are part of an event (or other event as deemed by the City Administrator. Shade structures (tents) larger than 100 sq. ft. (10' x 10') and/or staging structures require a building permit from the Building Department.

37. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc. be used in conjunction with this event? Yes No - Explain: _____

NOTE: If "yes", approval of the Camdenton Police Department is required. No profane, lewd, indecent, or slanderous human speech or music allowed.

38. Do you plan to provide live musical entertainment for this event? Yes No

a. If "yes", please describe below (i.e. reggae, rap, folk, rock, C&W, big band, etc)

39. Do you need access to a water source (other than a water fountain)? Yes No

a. If "yes", for what purpose is water needed (Other fees will apply.) _____

40. Do you need access through a locked gate for loading or unloading? Yes No

a. If "yes", describe location of gate: _____

41. What are your plans for providing emergency medical/services for your event?

42. How many parking spaces will you use for your event? _____

Note: All vehicles must be parked in designated parking spaces or they will be ticketed and/or towed.

Collection of Monies/Sales/Fees

43. Will any money be collected on site? Yes No

If yes, written approval from the City's regular licensed concessionaire is required.

Note: Sales in City Parks is prohibited except by any regular licensed concessionaire acting by and under the authority of the City of Camdenton. Permission may be granted ONLY to non-profit agencies. Collection of monies is restricted to approved event area ONLY. Absolutely no solicitation of funds from general park users allowed. Collection of funds by for-profit agencies is not permitted.

44. Will a registration, membership, or admission fee be required in order to attend or participate in the event activities? Yes No If "yes", estimate number of participants: _____

45. Will donations/contributions be accepted or solicited during this event? Yes No

a. If "yes", please explain how these donations will be generated or solicited:

b. List all parties who will receive proceeds from the donations or contributions:

46. Are you a non-profit agency? Yes (State Charter # _____) No

Note: Non-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempted status (IRS determination, articles of incorporation, or audited financial statement).

Food/Refreshments/Merchandise

47. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY refreshments in conjunction with this event?

_____ Yes (selling) _____ Yes (give away) _____ No

a. If "yes", please explain:

b. If "yes", how many food/tables will be set up? _____

c. If your event is catered, who is your caterer? _____

Note: If volume of trash generated by the event exceeds the capacity of supplied trash containers, you must remove your own trash after the event. Any public catered event requires caterer to have appropriate permit from the Health Department (573-346-5479). Selling other than not-for-profit is not allowed.

48. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY merchandise (non-food items) or services in conjunction with this event? _____ Yes (selling) _____ Yes (give away) _____ No

a. If "yes", please explain the type of item/service:

b. If "yes", how many booths/tables will be set up? _____

c. If your event is catered, who is your caterer? _____

Note: Selling other than not-for-profit is not allowed.

49. Does your event involve food service for more than 100 people? _____ Yes _____ No

Note: Trash containers supplied at the park will not handle food service for 100 or more people, therefore, you will be required to remove your own trash after the event.

Other Information

50. Are there any special provisions or information pertaining to your event which have not been addressed on this application which might assist us in the approval process?

Applicant Acknowledgement

Applicant acknowledges agreement with terms by initialing and signing application.

_____ I understand that in case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. In case of general maintenance or vandalism, the picnic tables, BBQ grills, or other amenities may be removed at anytime prior to the reservation date. Restrooms are closed from October 15 to April 15.

_____ I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that : 1) if any information contained in the application is found to be false; or 2) should my conduct or the conduct of any participants or guests, not be as described in the application; or 3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.

_____ I agree to indemnify, defend and hold harmless the City of Camden from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under this permit on City of Camden Park land.

_____ I agree that I: 1) am financially responsible for any costs incurred by the City for damages to City property; and 2) am financially responsible for any City costs that exceed deposits already collected by the City for enforcement of provisions related to this application for reservation; and 3) forfeit all deposits if it is determined that false information was provided on this application.

_____ I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event. Failure to do so may require the City to do so. Any trash removal expenses (for debris left at event site not placed in appropriate refuse containers) incurred by the City as a result of this event are my responsibility.

_____ I understand that permission to hold this event/activity does not grant exclusive use of any park or trail. The park or trail is to remain open for public use.

_____ I understand that this permit, if granted, may not be assigned without written approval and acceptance of the assignee by the City Administrator (or designated agent). I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.

_____ I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City Departments other than the City Administrator needed to hold this event. Permission granted by the City Administrator to hold this event does not imply approval of items under other agencies' jurisdictions.

I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Applicant's Signature and Initials: _____

Date: _____

Note: Application is not valid without initials and signature of applicant. Application must be initialed to agree with terms.

Application Reviewed by City Administrator: Date: _____

Application: Approved Denied

Deposit Received: \$ _____ Date: _____

Deposit Returned: \$ _____ Date: _____

Inspected by: _____

Approved to Return Deposit: Yes No

**CAMDENTON COMMUNITY PARK
SHELTER RESERVATION POLICY**

1. Park Shelters will be reserved on a first come – first serve basis.
2. Request for reservation can be obtained from the City website: www.camdentoncity.com or from City Hall, 437 West U.S. Hwy. 54: Phone: 573/346-3600
3. There is no charge to reserve a park shelter
4. Groups wishing to reserve a park shelter for a special event (i.e.—run/walks, fund raisers, etc. as set out in Special Use Permit requirements) must fill out the appropriate special use permit paperwork
5. Any group using a park shelter that wants to hang or place signs must have an approval from the Building Department.
6. A person(s) having an approved reservation form from City Hall will have priority over those who do not have a reservation.
7. Person(s) causing any damages to a park shelter which can be traced to the specific person(s) will be charged the amount of the actual damage.
8. Camdenton Park shelters will not be used for money making events such as bake sales, yard sales, antique sales, food sales, etc. unless such person(s)/ organizations are not-for-profit and has obtained a special use permit from the City of Camdenton.
9. Amplified music is allowed in the park shelters, although adequate electricity cannot be guaranteed. However, City ordinances apply on the loudness of such music. No profane, lewd, indecent or slanderous human speech or music will be allowed.
10. Trash receptacles are provided in the shelter area. Please place your trash in the receptacles provided at the park and keep our parks clean.
11. No glass containers are allowed in the park
12. ALCOHOL IS NOT ALLOWED IN THE PARK
13. The park (except for the ball leagues) closes at SUNSET

**CAMDENTON COMMUNITY PARK
BALL PARK RESERVATION POLICY**

1. First consideration for use of the ball park is reserved for Youth and School league games and practices.
2. All other reservations for use of the ball park will be based on a first come – first serve basis after verifying with specific league presidents that the field is available.
3. A special use permit will be required If the ball park is reserved for a money making event.
4. League games and practices will be scheduled by the respective league presidents.
5. All leagues must provide proof of \$1 million dollars public liability insurance naming the City of Camdenton as an additional insured. Special events may require \$2 million dollars of public liability insurance, if it is categorized as an excessive risk event.
6. If a special use permit is required, the event coordinator should reserve the ball park field while the permit is being processed.
7. No glass containers are allowed in the park
8. ALCOHOL IS NOT ALLOWED IN THE PARK
9. The park (except for the ball leagues) closes at SUNSET

PARK EVENT SPECIAL USE PERMIT

The City of Camdenton requires that no person or organization shall advertise, organize, hold or conduct any special event or activity in or on City park property without first having received a valid Park Special Use Permit. The Special Use Permit shall apply to all park property.

A park special use permit is needed when one or more of the following criteria applies to your event or activity:

- 100 or more people are expected at the park event
- Live musical entertainment
- Concerts and theatrical plays
- Fee collection on City property (donations, admissions, concession, or merchandise sales)
- Use of temporary structures or facilities, such as, tents, shade structures, stages, booths, amusement devices (such as, bounce house, dunking booth), etc.
- Request to close interior park roads
- The general public is invited or notified by the media
- Any wedding held at a park location other than at a reservable shelter
- Use of the shelters or park is in a manner other than their specified recreational use

SIGNAGE FEES FOR SPECIAL USE EVENTS

- Before any sign can be placed in the park advertising an event classified as a special use event, Building Department approval must be obtained. Signs can only be up in the park a maximum of six (6) hours.

NOT-FOR-PROFIT STATUS MUST BE PROVIDED

Not-for-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation or audited financial statement).

LIABILITY INSURANCE REQUIRED

Public liability insurance in the amounts of \$1 million dollar naming the City of Camdenton as an additional insured is required for all leagues at the ball park and for Special Use Permits.

Public liability insurance in the amount of \$2 million dollars naming the City of Camdenton as an additional insured is required if the event is determined to be an excessive risk event, (i.e. inflatable's (bounce houses), dunk boots, etc) as determined by authority having jurisdiction.

Site Suitability Criteria

Sites which accommodate special events are for public recreational use first, thus the regular use of a park must be respected. Camdenton parks have not been designed to accommodate large scale-events and so lack the necessary amenities such as washrooms, parking and/or access to water or electricity to support major special events.

SPECIAL USE PERMIT DEPOSIT

Deposit in the amount of \$100 may be required of Special Use Permits. Deposit will be reimbursed to the event applicant when it is determined that all signs have been removed, trash has been disposed of in a manner acceptable by the City and there is no damage to City park property or equipment.

The following excessive risks shall not be allowed in the City parks:

- Tethered hot air balloon rides
- Climbing walls
- Fireworks, pyrotechnic displays and torpedo/rockets
- Helicopters, airplanes, powered parachutes, hang gliders and other aerial or aviation devices
- Motorized vehicle races or contests and precision driving contests and stunts
- Remote control airplanes
- Other activities determined to be excessive risk events by the authority having jurisdiction

Are items for sale allowed at a park event?

Only regular licensed concessionaires acting by and under the authority of the City of Camden can sell items at a park or facility. *Permission may be granted ONLY to non-profit agencies, which have been issued a concession permit. If you are a non-profit agency, permission to sell items at your event may be obtained by filling out a Park Special Use application. In no case shall special event sales conflict with the City's regular licensed concessionaire(s) acting by and under the authority of the City of Camden confirmed by written approval from the City's regular licensed concessionaire(s) that the sales will not be a conflict. Concessionaire is responsible for obtaining any other licenses required for sales. Collection of monies is restricted to the approved event area ONLY. Absolutely no solicitation of funds from general park users allowed.

When will I find out if my special use permit is approved?

For most applications, within five business days. For major event, especially those that are publically advertised, it may take up to 2-3 weeks and may require a pre-event meeting with City staff.