



City of Rolla Special Event Permit Application

Applicant Information		
Applicant Name:		Organization Name:
Applicant Address:		City/State/Zip:
Day Phone:	Evening Phone:	Cell Phone:
E-mail Address:		
Name of Alternate Contact:		E-mail Address:
Evening Phone:		Cell Phone:
Event Information		
Facility Requested:		Date of Event:
Event Start Time (include setup):		Event End Time: (include cleanup):
Describe the Event:		
Anticipated Attendance:		Last year's Attendance:
Amplified Music: Y / N		Signs: Y / N
Electric: Y/ N		Water: Y / N
Use of sidewalks, trails, right-of way, etc.: Y / N		Portable Toilets: Y / N
Additional Trash Service: Y / N		
Temporary Structures: Y / N Includes stages, booths, tables, tents, amusements, bounce house, etc.		
Additional Information:		
Collection of Fees		
Fee for participants: Y / N		On-site Registration Fee: Y / N
Non-profit agency: Y / N		Mo Tax ID #:
Food, Refreshments, Merchandise		
Sell, distribute or give away food: Y / N		Explain:
# of booths/tables:		Caterer:
Sell, distribute or give away alcohol: Y/ N		
Sell, distribute or give away merchandise: Y / N		
Applicant Acknowledgment		
	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 of the 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 Rolla 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 Rolla park lands or waters.	
	I understand that this permit, if granted, may not be assigned without written approval and acceptance of the assignee by the Director of Parks and Recreation (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 Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department 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. All forms, permits and insurance must be completed a minimum of 2 weeks prior to event start date.		
Signature:		Date:

Additional Information and Considerations:

- It is strongly recommended to reserve the facility to ensure its availability while your application is being processed. In the event your application is denied, the reservation fee will be refunded.
- A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Rolla as co-insured when amusement devices (i.e., dunking booth, bounce house, rides, etc.) are part of an event (or other event types as deemed by the Parks and Recreation Director).
- Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.
- Restroom availability must be considered when scheduling events. Portable toilets are not provided by the City of Rolla. Placement to be on hard surface only.
- Rolla Ordinance, Chapter 31, Division 4, Section 58 prohibits sales in City parks except by any regularly licensed concessionaire acting by and under the authority of the Parks and Recreation Director. 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.
- 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-exempt status (IRS determination, articles of incorporation, or audited financial statement)
- Any public catered event requires caterer to have appropriate permit from the County Health Department (573-458-6010). Selling requires a Business License (Office: 573-426-6948).
- Events with greater than 200 in attendance may require additional trash service. Contact Environmental Services (573-364-6693). Requires 48 hours advance notice and additional fee payable to Environmental Services.
- Drinking, exposing or displaying alcohol in any public place is prohibited without the authorization of City Administration. Contact City Administration (573-426-6948) for the appropriate form.
- Parking requirements must be considered when scheduling events. All vehicles must be parked in designated parking spaces or they will be ticketed or towed.
- Applicant must submit request to close parking lots, streets, sidewalks, right-of-way to Public Works Director, City Hall, 901 N. Elm 573-364-8659.

Additional Requirements:

- A site plan and/or drawing may be required with this application showing the location of all items or route.
- Please attach a copy of publicity plan, flyer or registration form.
- Please attach a copy of signs, banners or flyers to be posted.
- A parking plan may be required.

Applicable Fees: _____ Pavilion Reservation Fee \$ _____ _____ Water Fee \$10 _____ Special Use Permit \$15 _____ Other Fee \$ _____ Total Fees Due: \$ _____	Applicable Deposits: _____ Performance, cleanup & damage \$100 _____ Key deposit \$25 _____ Water key deposit \$25 _____ Other deposit \$ _____ Total Deposits Due: \$ _____
By: _____ Date: _____	

Approval			
	Approved	Denied	Approved w/ Conditions
Administration			
Comm. Dev.			
Finance			
Fire			
Parks			
Police			
Public Works			