



Application MUST be made thirty (30) days prior to start of your event to guarantee processing.
Applications submitted after the 30-day requirement may not be approved.
Special Events without proper permitting are prohibited.

SPECIAL EVENTS PERMIT APPLICATION	
1. APPLICANT INFORMATION	
Name of Event:	Date(s) & Times/Length of Event:
Name of Organization/Person(s) Requesting Permit	
Applicant address – City, State, Zip Code:	
Email:	Phone:
Please describe event:	
2. LOCATION INFORMATION	
Please check all properties that apply:	
Roubidoux Park	Laughlin Park
Downtown Square	Roubidoux Athletic Fields
Farmer's Market	Roubidoux StrEATery
Other _____	
Is your event open to the Public?	Yes No
Would you like the City to post your event on our website?	Yes No
3. FESTIVALS AND EVENTS	
Police and Fire Protection services will be provided by the Waynesville Police Department and Saint Robert Fire & Rescue due to jurisdictional and liability reasons. No exceptions.	
Will the event include pavilion rentals?	Yes No
Are you requesting use of the entire park?	Yes No
Do you require the park to be closed to thru traffic?	Yes No
(If yes, organizer is responsible for traffic control and will supply their own barricades.)	
<u>Liquor Permit</u> – Temporary Liquor Permits are \$75.00 per event	
Will you serve malt liquor at your event?	Yes No If yes, please attach current Missouri state liquor license.
If yes, which permit are you applying for?	By the Drink – sale of wine or malt liquor only
	Tasting – serves samples only. No transactions
Liquor shall be served in a designated area with access restricted to persons of legal drinking age only.	
<u>Use of Athletic Fields</u> – Athletic fields may be reserved as long as the reservation date and time does not interfere with WSR Youth Sports Program practices or events.	
Field(s) being requested _____	Date & Time: _____
Will your event require Field lighting?	Yes No There is a \$10.00 fee for the use of Athletic Field lights.
Additional Information:	

FESTIVALS AND EVENTS cont.

Food Vendors in Roubidoux Park – Permit cost: \$50.00 (charged to cover electric and water costs)

The Roubidoux StrEATery is a City owned Food Truck Court and is not governed by this Special Events Application. Mobile Food Vendors who have a City of Waynesville Business License may rent space in the StrEATery through the City at any time during the year. If you would like to include Mobile Food Trucks at your event, please contact City Hall to confirm that space is available for the dates of your event. The fee for Mobile Food Trucks without a City of Waynesville Business License is \$50.00 per vendor. All unlicensed Mobile Food Trucks must check in with City Hall before they are allowed in the StrEATery and must have a current Health Inspection from their County of origin.

Will your event include Mobile Food Trucks and/or Food Vendors? Yes No

Please list all food vendors that will be participating: (Please attach additional sheets if necessary)

Name of Vendor	Owner Name/Contact No.	County of Origin	Health Inspection Permit No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Event Organizers shall not charge a Mobile Food Vendor with a City of Waynesville Business License a fee to operate in the Roubidoux StrEATery. Any event organizer who violates this policy may have future Special Event Applications denied.

4. Stage and P.A. System

Will the event require the use of the Roubidoux Stage? Yes No The P.A. System? Yes No

A deposit is required in order to obtain the key for the Stage and P.A. System. Deposit and fee amount can be found listed in the fee schedule. Upon returns of the key(s) and a clean inspection by the Park Supervisor, the deposit for the stage and/or P.A. System rental will be reimbursed.

The Event Organizer must call the Park Supervisor no later than seven (7) business days prior to the rental date to set times for the set up and return of the P.A. System equipment. **The Event Organizer will be held responsible for the full dollar amount of any damages caused to the P.A. system during the rental period.**

5. PARADES AND WALKING/RUNNING EVENTS

Is applicant requesting police and/or fire assistance regarding the parade and/or organized running event? Yes No

Parades

Describe the desired parade route:

Please attach parade route map to this application.

Location of Staging Area: _____ Location of De-Staging Area: _____

***De-staging cannot block ingress or egress of Roubidoux Park.**

Will organizers or parade participants be dispersing any items to the crowd during the parade? Yes No

Number of personnel to assist police and fire in traffic control and/or security: _____

Organized Walking/Running Events

Describe the route:

Please attach run route to this application.

Location of Staging Area: _____ Location of De-Staging Area: _____

***De-staging cannot block ingress or egress of Roubidoux Park.**

Estimated number of Number of personnel to assist police and fire in traffic control and/or security: _____

5. INSURANCE AND INDEMNIFICATION

Organizer(s) shall provide and maintain the following insurance at organizer’s expense:

- Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
- Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Organizer(s) with a combined single limit of \$1,000,000 per accident.
- Workers Compensation Insurance with statutory limits required by an applicable Federal or State law and Employers Liability insurance with minimum limit of \$1,000,000 per accident, if applicable.
- If the Organizer(s) maintains higher limits than the minimums required, the City requires and shall be entitled to coverage for the higher limits maintained by the Organizer(s).

All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City. Prior to using City facilities or infrastructure under this application, Organizer(s) shall furnish the City with certificates of insurance evidencing the required coverage, conditions and limits required by this agreement and **have the City named as an additional insured and provide the appropriate additional insured endorsements**. Since the City of Waynesville holds insurance through the Missouri Intergovernmental Risk Management Association, event organizers that are not able to obtain liability coverage may purchase coverage through HUB International’s program Event Insure for a discounted price since your event will be held in a MIRMA city. Apply online at www.eventinsure.com or you may contact Hub International at (925) 609-6547 or by email: specialevent@hubinternational.com.

No provision of this agreement shall constitute a waiver of the City’s right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law. Insurance required by this application and supported by the additional insured endorsement shall be as broad as necessary to support the hold harmless required stated below or as broad as the Organizer(s) insurance coverage, whichever is broader.

HOLD HARMLESS STATEMENT

To the fullest extent permitted by law, Organizer(s) agrees to indemnify, defend and hold harmless the City of Waynesville, Missouri, its officers, agents, volunteers, lessees, invitees and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys’ fees, court costs, or alternative dispute resolution costs arising out of, or related to, Organizer’s use of City streets, roads, parks, sidewalks or other facilities under this agreement involving any injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Organizer(s), its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Organizer(s) or anyone for whose acts Organizer(s) may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

6. SIGNATURE

By signing below, Organizer(s) certify that all statements made on this application are true and complete to the best of their knowledge and that any false or inaccurate information could result in the denial of the application. Organizer further understands that all insurance coverage, if applicable will be provided before permit is issued. Organizer(s) further understand that by signing this application, they are in full agreement with the City’s Hold Harmless Statement provided above.

_____	_____	_____
Signature of Applicant	Title	Date
_____	_____	_____
Signature of Co-Applicant	Title	Date

FOR OFFICE USE ONLY

Received by Staff:	_____	_____
	Signature	Date
Park Supervisor:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____
	Signature	Date
Fire Chief:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____
	Signature	Date
Chief of Police:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____
	Signature	Date
City Administrator:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	_____
	Signature	Date