

CITY OF JENNINGS
REQUEST FOR TEMPORARY SPECIAL EVENT ACTIVITY

Please circle one: Date: _____

?? For-Profit

?? Not-For-Profit

Please circle one

?? Open to Public

?? Private

Date(s) of Event _____ through _____

Location of Event _____

Property Owner _____

Address _____ Phone _____

Detailed description of Event (including all activities): _____

Is Food Provided at Event? Yes _____ No _____
(circle one) For Sale Complimentary

Name, address and phone number of Business, Organization or Individual(s) responsible for Event

Name: _____

Address: _____ Phone _____

SIGNATURE OF APPLICANT _____

REQUIREMENTS TO OBTAIN PERMISSION FOR EVENT

1. The proposed temporary usage must be consistent with any usage allowed at the premises as permitted by the zoning district in which the premises is located.
2. A site plan sketch showing the event location and area to be used for event must be submitted with application.
3. Written permission of the property owner or property occupant for specific dates and location must be filed with this application.
4. The traffic and parking must be in compliance with the City ordinances and the temporary usage shall not cause any premises to have fewer than the required parking spaces. (A parking plan may be required)
5. Blocking of sidewalks, streets or public right-of-way is prohibited.
6. The person in charge of the event shall prohibit patrons from throwing trash on or about the streets, sidewalks or on it's property. The person in charge of the event shall police and clean such areas.
7. If food is to be provided at the event, a *St. Louis County Temporary Food Service Permit* must be obtained and filed with this application. (St. Louis County – 314-615-7469)
8. If a not-for-profit event, a valid State of Missouri Not-For-Profit Certificate must be filed with this application.
9. Applicant to receive copy of the Noise Ordinance (Chapter 24, Sec. 24-33 Unnecessary and unreasonable noises.)

Application Checklist

?? Written Permission of Property Owner
?? Site Plan Sketch
?? Parking Plan (if required)
?? St. Louis County Temporary Food Service Permit (if applicable)
?? State Of Missouri Not -For-Profit Certificate (if applicable)
?? Copy of Noise Ordinance Provided to Applicant (Rec'd by Applicant _____)
?? Approved ? Denied
By: _____ Date _____