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 **OUTDOOR SPECIAL EVENT/AMUSEMENT APPLICATION**

**This application must be completed and turned** in **to City Hall at least 30 days before the date of the event.**

Date of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start & end time of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of event (address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you or any vendor (other than an already licensed business at that address) be

 offering any item or service for sale? \_\_\_\_ Yes \_\_\_\_No

Is the event being sponsored or funded by any business or organization? Yes \_\_\_ No

If yes, please list name, address and phone number of business or organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does business or organization have Jennings business license?  Yes \_\_\_ No

Does business or organization have MO sales tax ID number? Yes \_\_\_ No

**If the organization sponsoring the event is a non-profit organization, include a copy of your non-profit authorization.**

Will the event be: by invitation only or open to the public

How will the event be advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe any on-site signage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will admission be charged? Yes \_\_\_ No

Donations accepted? Yes \_\_\_ No

Will there be live music, microphones, or speakers? Yes \_\_\_ No

***(see copy of noise regulations)***

Will food be provided? Yes \_\_\_ No Will food be sold? Yes \_\_\_ No

***(If YES, you must have St. Louis County "Temporary Food Service" permit to serve food.***

***See*** [***www.stlouisco.com***](http://www.stlouisco.com/) ***or call 314-615-7469)***

Will alcohol be sold Yes \_\_\_ No

Can alcohol be brought on site? Yes \_\_\_ No

***(If YES, you must have City of Jennings liquor license to sell liquor. See Collector's office.)***

Will there be any rides, inflatable rides, animal rides? Yes \_\_\_ No

***(If YES, mechanical rides must be inspected by St. Louis County)***

Will security be on-site? Yes \_\_\_\_ No If yes, who will be providing security? Yes \_\_\_ No

Will there be bingo or other games? Yes \_\_\_ No

Will participants be charged a fee to play games? Yes \_\_\_ No

Do you have a bingo license from State of MO? Yes \_\_\_ No (If YES, attach copy)

Do you have written permission of all property owners to use property? Yes \_\_\_ No

***(Requirement: please attach copy, include name, address and phone*** # ***of property owner)***

How many people do you expect to attend? \_\_\_\_\_\_\_\_\_\_\_

How many parking spaces will be available on property? \_\_\_\_\_\_\_\_\_

Will restroom facilities will be available for public? Yes \_\_\_ No If YES, Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If renting "Johnny on the Spot", how many? \_\_\_\_\_\_\_\_\_\_

Site will be cleaned up and restored to former condition no later than: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will any tents be used? Yes \_\_\_ No

If yes, please indicate how many tents and the size of each tent:

Who owns the tents? Who will be setting up the tents? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Tent must be inspected by St. Louis County after it is erected. Proof of insurance and waiver of liability may be required)**

**IF THE EVENT IS BEING HELD ON PROPERTY OWNED BY THE CITY OF JENNINGS,**

**A CERTIFICATE OF INSURANCE WILL BE REQUIRED FROM THE ORGANIZATION HOLDING THE EVENT.**

**On a separate sheet of paper, use a hand-drawing of property to showing how the event will be set up and where parking and restroom facilities will be available.**

Contact information of responsible parties:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The Special Event Application for a permit must be approved by the City Council at the next scheduled meeting. It is recommended that you attend the meeting in case the Council has questions. The form must be completed and returned to City Clerk's office 30 days prior to the City Council Meeting. If approved, you will receive a notification in writing.***

# ***Additional Requirements for Special Event Permits***

Individual, businesses, or organizations that wish to hold one of the events listed below in Appendix A - Zoning, *or a similar event,* must have City Council approval. A "Special Event Application" must be submitted no later than 30 days before the City Council meeting.

*In addition,* the serving of food requires a permit from the St. Louis County Health Department in most cases. Please contact the St. Louis County Health Department at #21 Village Square, 314-615-4700.

*In addition,* any mechanical amusement device such as a carnival ride or inflatable play area requires a permit and inspection by St. Louis County. Please contact St. louis County at 314-615-7806.

***City of Jennings Code for activities requiring a Special Event Permit:***

APPENDIX A-ZONING § 13.7

**Section 13.4. Amusements.**

The city council is authorized to issue a permit for the operation or conducting of an amusement activity on a temporary basis within any zoning district. For purposes of this section an "amusement" is defined as a circus, carnival, fair, turkey shoot, art display, trade or animal show, concert, dance, rally, parade, athletic competition or any similar activity not involving the erection of any permanent structure or facility. The permit shall contain such conditions as are necessary for the protection of the public health, safety and welfare. The city council may require such assurance or guarantee or compliance with conditions that are deemed reasonable and appropriate to the use. This permit is in addition to any building permit, clean-air permit, health permit, highway special use permit or other required permit or license required by law for any proposed activity. No more than two (2) temporary amusement activity permits shall be issued in any calendar year with regard to any particular property; provided, however, that this limitation shall not apply to public property, or property held for private or corporate profit which property is used exclusively for religious worship, or for schools and colleges, or for purely charitable purposes.