



SPECIAL EVENTS PERMIT PROCESS

- Apply no later than thirty (30) days prior to the proposed event. A late fee of \$25.00 may be charged if the application is not timely filed.
- Applications and all related correspondence will be reviewed by the Special Events Committee of the City of Republic.
- Notification will be given within four (4) business days as to whether a permit will be required.
- If determination is made that a permit is required, a planning meeting will be scheduled with the applicant and the Committee to develop a formal plan for the event.
- Applicant may be required to submit additional information for the planning meeting. This will be due five (5) business days prior to the meeting or may be requested to be presented at the scheduled meeting.
- Denial of any special event application will be given in writing.
- Applicant may appeal the denial to the City Administrator within five (5) days following notification of denial.
- The City Administrator shall give written notification of the final decision within seven (7) business days following the appeal.

Please submit the following information for review:

- Completed/signed application
- Completed/signed Waiver of Liability
- Pedestrian traffic access plan
- Vehicular traffic control plan
- Life safety plan
- Street closure request (if applicable-obtained through Public Works)



SPECIAL EVENT PERMIT APPLICATION

TYPE OR PRINT ALL INFORMATION

EVENT:	Date(s) Requested: _____	Day(s): Mon Tue Wed Thu Fri Sat Sun
	Name/Title of Event: _____	
	Location: Describe specific location, include a drawing/detailed site plan to include area used, entry and exits (if enclosed), parking, structure locations, bleachers, canopies, fences, displays, concessions, etc. <input type="checkbox"/> See additional attachments* _____ _____ _____ _____	
	Description of Event (in detail including schedule of daily events): <input type="checkbox"/> See additional attachments _____ _____ _____ _____	
	Admission fee/registration charged to participants? <input type="checkbox"/> Yes; amount. _____ <input type="checkbox"/> No	
	Set up to start at (date & time): _____	Event start time: _____
	Event end time: _____	Cleanup completed (date & time): _____
	Person in charge (day of event): _____	
	Home/office phone: _____	Cell phone: _____
	Estimated daily attendance: _____	Estimated total attendance: _____
APPLICANT:	Organization(s): _____	Phone: _____
	Contact person: . _____ . Day phone: . _____ . Email: . _____ . Fax: . _____ . Mailing address: . _____ . . _____ .	
	Non-profit org? <input type="checkbox"/> Yes; ID Number. _____ <input type="checkbox"/> No	

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Planning Department of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organization(s), and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Republic, its staff, officers, and designated agents; and will also comply with all relevant local, state and federal regulations.

_____ Applicant's Signature _____ Date

Planning Department Use Only

- Application conditionally approved pending: Insurance documents Fees/deposits _____.
- Application fully approved Application denied; reason: _____.

EVENT NAME/TITLE _____ REQUESTED DATE(S) _____

EVENT ELEMENTS: Indicate with Y/N in the left column, whether your event will include any of the following elements

YES/ NO	TYPE OF ACTIVITY	CITY DEPT	YES/ NO	TYPE OF ACTIVITY	CITY DEPT
	Alcohol <input type="checkbox"/> beer <input type="checkbox"/> wine <input type="checkbox"/> spirits/mixed drinks			Live Animals	
	Special Lighting			Shuttle bus/mass transportation	
	Amplified music/sound			Parade on city streets/in public right-of-way	
	Barbecue/open flame			Casino games/bingo/drawing/lottery	
	Car show			Food/beverage preparation/service/vendors	
	Carnival (attach detailed description)			Retail sales booth(s)	
	Circus (attach detailed description)			Trade/craft show	
	Live performance/concert (attach details)			Tents/canopies (attach details-quantities&size)	
	Public Dance			Scaffolding/temporary structures (e.g.,stage)	
	Use of venue dumpsters/trash receptacles			Private security	
	Dunk tank			Posting of signs/promotional banners/etc.	
	Electrical generators			Skydivers/hot air balloons/aerial activities	
	Exclusive use of city parking lot (attach details)			Solicitation of funds	
	Fencing			Street closures (attach details & maps)	
	Fireworks/pyrotechnics/lasers/rockets/etc.			Race: Type _____.	
	Portable restrooms			Media coverage	
	Vehicles driven/parked in parks			Other: _____.	
	Inflatables (jumps, etc.)			Other: _____.	

CITY SERVICES REQUESTED/REQUIRED: Indicate with Y/N in the left column, whether you require/request any of the following city services. *Note: Fees may be charged for city services.*

YES/ NO	TYPE OF SERVICE	CITY DEPT	YES/ NO	TYPE OF SERVICE	CITY DEPT
	Electrical hookup to City/venue power sources			First aid on-site	
	Additional trash services/receptacles			Special park maintenance svcs (see details)	
	Street sweeping			Other: _____.	
	Use of City park/recreation field/shelter/building			Other: _____.	
	Traffic control by Police			Other: _____.	
	Crowd control/security by Police			Other: _____.	

DEPARTMENT KEY:

- | | | | |
|--------------|--------------------|-------------------|-----------------|
| 1 PARKS | 5 PW STREET | 9 EMERGENCY MGMNT | 13 FINANCE |
| 2 RECREATION | 6 PW WATER | 10 PLANNING | 14 OTHER _____. |
| 3 POLICE | 7 PW WASTEWATER | 11 BUILDING | |
| 4 FIRE | 8 RECYCLING CENTER | 12 ANIMAL CONTROL | |

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Applicant's Signature

Date

Return completed Special Event Application form, plus any additional attachments and information to:

City of Republic, Planning & Development Department · 204 N. Main Street, Republic, MO 65738 · Tel: 417-732-3150 Fax: 417-732-3199
Forms must be submitted at least 30 days prior to event start date. Incomplete forms will not be processed.



GROUP/ORGANIZATION
WAIVER AND RELEASE OF LIABILITY

ORGANIZATION/GROUP NAME: _____

EVENT NAME: _____

EVENT DATE: _____

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly WAIVE, RELEASE and DISCHARGE the City of Republic, its officers, agents, and employees or any other person from any and all LIABILITY for any death, disability, personal injury, property damage, property theft, or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the CITY OF REPUBLIC IS relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly INDEMNIFY AND HOLD HARMLESS the City of Republic, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs, and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers, or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group/organization I represent.

DATE: . _____

SIGNATURE: _____

NAME: _____

TITLE: _____

ADDRESS: _____

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Special Event Site Plan EXAMPLE

-  = Pedestrian Path
-  = Vehicle Path
-  = No Parking - Reserved for Emergency Vehicles
-  = Event Sign



