



Application MUST be made sixty (60) days prior to start of event to guarantee processing.
Applications submitted after the 60-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)/Length of Event:	
Name of Organization/Person(s) Requesting Permit		
Applicant address – City, State, Zip Code:		
Email:	Phone:	
Name of Point of Contact: (if different from above)	Phone:	
2. LOCATION INFORMATION		
Please check all properties that apply:		
<input type="checkbox"/> Roubidoux Park	<input type="checkbox"/> Laughlin Park	<input type="checkbox"/> Farmer's Market
<input type="checkbox"/> Downtown Square	<input type="checkbox"/> Roubidoux Athletic Fields	<input type="checkbox"/> Other _____
3. PARADE AND RUN ROUTES		
Is applicant requesting police assistance regarding the parade and/or organized running event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<u>Parades</u>		
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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, what? _____		
Number of personnel to assist police in traffic control and/or security: _____		
<u>Organized Running Events</u>		
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 runners: _____ Number of personnel to assist police in traffic control and/or security: _____		

4. FESTIVALS AND OTHER EVENTS

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.)

Food Vendors

An additional flat fee of \$50.00 will be charged for Mobile Food Vendors participating in the event.

Will your event include Mobile 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.	Business License No.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

It is the organizer's responsibility to ensure that each food vendor has been inspected by the Pulaski County Health Department and has an active business license with the City of Waynesville. Failure to ensure that each food vendor has the property certifications and licensing will result in your special event permit being revoked.

(If you have not received verification of vendor participation as of the date of this application, then a detailed list with all known food vendors shall be delivered to the City no later than 48 hours before the event. If a list of food vendors is not received by the time specified, your Special Event Permit will be revoked.)

Use of All-Terrain Vehicles

Use of All-Terrain Vehicles (ATVs) are authorized within the boundary of the event **only**. Vehicles operating outside of the event's specified location is strictly prohibited. All operators of ATVs shall be subject to the regulations as specified in Ord No. #2425. A fee of \$25.00 will be assessed to the permit for the use of ATV's during the event.

Will organizers and event staff utilize ATV's during the course of the event? Yes No If yes, how many? _____

5. 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. 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.***

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 City Clerk:

Signature

Date

Park Supervisor: Approved Denied

Signature

Date

Chief of Police : Approved Denied

Signature

Date

City Administrator: Approved Denied

Signature

Date

SPECIAL EVENT FEE SCHEDULE AND INVOICE

Organizer's Name: _____ Event Name: _____

Organizer's Contact Number: _____ Date of Event: _____

Pavilion Rentals – Roubidoux Park

Pavilions are rented by the day for \$25.00. Please mark which pavilions you wish to rent for your event:

Pavilion 1 Pavilion 2 Pavilion 3 Pavilion 4 Pavilion 5 Whole Park

Dates : _____ to _____

Stage and P.A. System Rental

The cost to rent the Stage is \$50.00 per day with a deposit of \$25.00 for the rental period.

The cost to rent the P.A. System is \$100.00 per day with a deposit of \$50.00 for the rental period.

Stage P.A. System

Dates : _____ to _____

SPECIAL PERMIT APPLICATION FEE			
Description	Quantity	Per Unit Cost	Total Cost
Pavilion Rental(s)			
Stage Rental			
P.A. Rental			
Food Vendor Permit			
ATV Permit			
		Deposit	
		Non-Profit Discount	
		Total Due with Application	

Please remit the total amount due in order to process your application for a City of Waynesville Special Event Permit. Once payment is received, all permits and other paperwork (if applicable) should be ready for pick up within three (3) business days.

PLEASE NOTE: Special Events without the proper permitting are strictly prohibited. Please contact the City Clerk's office with any questions regarding your application.



Michele Brown
City Clerk