

City of Wentzville
Department of Parks and Recreation
Special Event Use Permit



Please complete all sections of this form. If you feel that a particular question does not apply please indicate so by placing NA in the answer space.

Today's Date			
Applicant Name		Email	
Address			Daytime Phone
Name of Organization Applicant Represents			
Name of Event & Description			
Date(s) Requested	(Dates should include time you will need for set up/tear down, etc.)		
Begin Date		End Date	
Time of Use	(Should include all set up and tear down time)		
Begin Time		End Time	
Name of Event Contact (day of ev			
Cell Phone Number		Pager Number	
Email Address (for correspondence prior to event day)			
Total number of attendees (include event staff, volunteers and spectators)			
Have you held similar events at Wentzville Parks & Recreation?			
Name & date of previous event			
Have you held a similar event elsewhere?			
If Yes, location where event was previously held			
Will your event require the service of outside vendors or organizations?			

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Will your event require portable toilets and handwashing units?							
Do you plan to erect any of the following temporary structures?					Put the number of each in the box provided.		
Stage		Carnival Rides	Tables		Tents		
Displays		Inflatable Rides	Booths		Other		
Will your event require special waste management requirements?							
Will your event require more than 50 parking spaces?							
Will you charge admission fees to your event?					If yes, how much?		
Will you have security/crowd control measures?							
Will you have a first Aid station?					Emergency Vehicles?		
This event is:		Private/Inv		Open To Public			
Please indicate the facility/park you are requesting for your special event.							
<u>Progress Park</u>				<u>Fireman's Park</u>			
Pavilion		Baseball Field		Baseball Field			
Gym		Football Field		Pavilion			
Pool		Banquet Hall		Tennis Courts			
Whole Park				Whole Park			
<u>Rotary Park</u>							
Lower Pavilion		Kolb Building			Demo Derby Area		
Upper Pavilion		Horseshoe Pits			Entire Lower Area		
Amphitheater		Volleyball Courts			Entire Upper Area		
Horse Arena		Other Pavilion			Whole Park		
<u>Memorial Park</u>				<u>Bicentennial Park</u>			
Pavilion		Basketball Courts		Whole Park			
Whole Park		Baseball Field					

** Please note that certain amenities within each park are required to remain open to the public at all times.

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	Initial	I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Reservation refund will be made if cancellation by the City is necessary. In case of general maintenance or vandalism, prior to the event, the picnic tables, BBQ grills, or other amenities may be removed at any time.
	Initial	I understand that this is only an application and not a guarantee that the permit will be issued. I agree not to advertise the event until I have received confirmation of application approval. If a permit is issued, I agree that (1) if any of the information in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.
	Initial	I agree that I: (1) am financially responsible for any costs incurred by the City for damages to City property; (2) forfeit all fees and deposits if it is determined that false information was provided on the application; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.
	Initial	I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event. Failure to do so may require the City to do so. Any trash removal expenses incurred by the City will be reimbursed.
	Initial	I understand that permission to hold this event/activity does not grant exclusive use of any park, playground or trail. The park or trail will remain open for public use.
	Initial	I understand that if permit is granted I will make sure that other event staff or responsible parties, other than myself, are aware of all rules, regulations, requirements, and conditions related to this application.
	Initial	I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies' jurisdictions.

I agree to hold the City of Wentzville, Wentzville Parks & Recreation, its agents, servants, and employees harmless from any and all liability, actions, causes of actions, claims, demands for suits whatsoever resulting from or arising out of personal injuries, loss of, or damage to property, or involving any impairment of, or damage to any right because of or in any way related to the City resulting from my participation in this activity. I also authorize any photos taken of myself, and/or participants, to be used in any publicity or promotional materials by the department.

Applicant Signature _____ **Date** _____

Print Applicants Name & Title _____

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Wentzville Parks & Recreation Department Use Only

Application Status	
<input type="checkbox"/>	Approved As Is
<input type="checkbox"/>	Rejected for reasons noted below
<input type="checkbox"/>	Pending further information as noted below

Fees & Deposits	
<input type="checkbox"/>	Rental Fee of specific facility per rental fee schedule
<input type="checkbox"/>	Rental Fee for special use that includes whole or partial park facility not outlined in fee schedule
<input type="checkbox"/>	Tent Fee
<input type="checkbox"/>	Port-A-Pot & Handwashing Unit Fees
<input type="checkbox"/>	Additional Trash Disposal
<input type="checkbox"/>	Special Use Staff Fee (determined per event)
<input type="checkbox"/>	Special Use Equipment Fee (determined per event)
<input type="checkbox"/>	Sound System Rental Fee
<input type="checkbox"/>	TV/VCR/DVD Rental Fee
<input type="checkbox"/>	Overhead Projector Fee
<input type="checkbox"/>	Total Fee
<input type="checkbox"/>	Required Deposit

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Required Rental Documentation

The following items must be submitted to the recreation department on or before _____.

- _____ Copy of Building permit application
- _____ Site/Route Map
- _____ Certificate of liability insurance and endorsement page
- _____ Documentation of tax-exempt status
- _____ Security Plan
- _____ Other: _____
- _____ Confirmation of Health Dept. Inspection Application
- _____ Parking Plan
- _____ Deposits & Fees

The Parks & Recreation office will help you determine which of the above items must be turned in and establish a date for submittal.