



City of Wentzville Special Event Information

The purpose of this packet is to guide you through the process of organizing a special event to be held in the City of Wentzville. Some of the information provided may not be applicable to your particular event.

Complete the steps outlined for any organized activity involving the use of or having impact upon public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use.

Complete a Special Event Application Form and send to:

Vitula Skillman, City Clerk
Special Event
310 W. Pearce Blvd.
Wentzville, MO 63385

or email to

Vitula.Skillman@wentzvillemo.org

The permit process starts in City Clerk's office and then is distributed for review and comments by other Departments and/or Divisions. The time to complete your permit depends upon the types of activities involved. We recommend starting the process as far in advance as possible to assure you will have the permit in time for the event.

An Occupancy Permit and fee is required for non-charitable events and carnival rides.

A permit and fee is required for additional electrical installations.

The Special Event fee is \$25.00 and is due when the permit is issued.

Additional Resources:

[Wentzville Municipal Code of Ordinances](#)

City of Wentzville, Missouri
Special Event Application Form

Thank you for choosing the City of Wentzville to hold your event. Please fill out information below and send to Vitula Skillman, City Clerk, 310 W. Pearce Blvd., Wentzville, MO 63385.

Special Event – The temporary, short term use of land or structures, held outside of a building anywhere in the City primarily for public entertainment, amusement or fund raising opportunities such as picnics, festivals, concerts, barbeques, or uses of similar nature. The event shall be no more than four (4) consecutive days and shall have at least seven (7) days between events.

IF A QUESTION OR SECTION DOES NOT APPLY MARK AS “N/A”.

Date of application: _____

Event Information

Location of event (include a map of all streets that will be used if necessary): _____

Name of event: _____

Is this a charitable event? Yes No

Date(s): _____

Time of event (include setup and cleanup): _____

Detailed description of the event. (Include a floor plan/site plan of the special event, depicting structure, fixtures and parking areas to be provided): _____

Are structures planned to be erected for the special event? _____

Will alcohol be available at this event? Yes No

Do you plan to have off-premise temporary signage? _____

Expected attendance per day: _____

Expected number of staff: _____ Number of volunteers: _____

City of Wentzville, Missouri

Special Event Application Form - continue to the next page

Applicant name: _____

Address: _____

Email address: _____

Phone and cell numbers: _____ Fax number: _____

Company/Organization name (if applicable): _____

Company address: _____

Company phone number: _____

Name of alternate contact person: _____

Alternate's phone and cell #: _____

Is this organization a Not for Profit? Yes or No If yes, provide documentation.

applicant signature

date

There may be additional applications that will be necessary depending upon the activities involved with this Special Event. We will notify you and provide the applications to complete the process.

A Certificate of Insurance and an Endorsement will be required when using City property. Please contact the City Clerk at 636-327-5101 regarding the amounts and other requirements.

This check list is for your planning process and to help us better understand the needs for your event; please check all activities that apply for your event.

If an activity does not apply, mark N/A in the box.

ACTIVITY	PROCESS
<input type="checkbox"/> Business License	The business/group promoting and organizing the event for profit must obtain a City of Wentzville Business License. Contact City Hall at 636-327-5101 for more information.
<input type="checkbox"/> Alcohol	<p>1. Review the City of Wentzville, Municipal Code Chapter 600 Alcoholic Beverages.</p> <p>2. Approval is needed from the City of Wentzville Supervisor of Liquor Control before alcohol can be served at an event. Contact City Clerk's office at 636-327-5101</p> <p>3. A State and St. Charles County liquor license are also required. Contact St. Charles County at 636-949-7500 and the State Division of Liquor Control at 314-340-6835. The City license must be obtained prior to the issuance of the County and State licenses.</p>
<input type="checkbox"/> Retail Vendors	If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Contact City Hall at 636-327-5101 and we will work with you to obtain a sales tax package from Missouri Department of Revenue for this event.
<input type="checkbox"/> Food Vendors	If food is to be served, each food vendor must receive approval from St. Charles County Health Department. You may contact them at 636-949-7400 or visit their web site at http://www.scchealth.org/docs/ph/ph_docs/phehs/index.html
<input type="checkbox"/> Parade or other run/walk event	A permit is needed for parades, special events, run/walk event, etc. If the event will occur on general City property (streets, sidewalks, City parking lots, or any other public place), a drawing of the route must be submitted with this application. Section 385.020 of the Municipal Code . Parade rules attached.
<input type="checkbox"/> Parking Lot Closure, Blocking Parking Spaces	If required, submit information with the application and also contact the Planning Division at 636-639-2065 for additional information.
<input type="checkbox"/> Street Closure	If required, submit information with the application and also contact Chief of Police at 636-327-5105 for additional information.
<input type="checkbox"/> Blocking of Emergency Access Roads	If required, submit information with the application and also contact Wentzville Fire Protection District at 636-327-6239 or http://www.wentzvillefire.org/

ACTIVITY	PROCESS
<input type="checkbox"/> Park Facility or Shelter Reservation	If a City park, park shelter, ball field, pool rental, reception/meeting or any other type of City park facility is being requested, please contact the Parks and Recreation office at 636-332-9236.
<input type="checkbox"/> Tents	Provide information about tent size, type, fire retardant certificate, type of anchoring system and location plan. Please contact the Building Division at 636-327-5102 for questions.
<input type="checkbox"/> Signs	Provide information about size of the signs and the location of the signs. Max. 3 off site signs no greater than 32 s.f./sign; max. area at any one location 128 s.f.; No sign 4 weeks prior to event; and signage must be located on private property. Please contact the Planning Division at 636-639-2065 for questions.
<input type="checkbox"/> Parking and/or Transportation	With this application include a plan/drawing showing areas of additional parking. Contact the Planning Division at 636-639-2065 for acceptable parking areas and other questions.
<input type="checkbox"/> Public Safety Plan	Please contact Chief of Police at 636-327-5105.
<input type="checkbox"/> Security	Please contact Chief of Police at 636-327-5105.
<input type="checkbox"/> Traffic Plan	Please contact Chief of Police at 636-327-5105.
<input type="checkbox"/> Carnival Rides/ Special Amusement Structures	Prior approval will be required for these activities. Please contact the Building Commissioner with specific requirements at 636-327-5102. A Certificate of Insurance and an Endorsement are required.
<input type="checkbox"/> Air-supported and inflated devices or structures (jump castles, slides, etc.)	Prior approval will be required for these activities. Please contact the Building Commissioner with specific requirements at 636-327-5102. A Certificate of Insurance and an Endorsement are required. Please contact the City Clerk at 636-327-5101 if you have questions.
<input type="checkbox"/> City Utilities Request	City of Wentzville utilities are Water and Wastewater. With this application explain the requirement for this item and contact Public Works at 636-327-5102 for questions. Please contact the City Clerk at 636-327-5101 if you have questions.
<input type="checkbox"/> Electric Utilities	With this application include information regarding the electrical needs. Please contact AmerenUE at 1-800-552-7583, www.ameren.com
<input type="checkbox"/> Natural Gas Utilities	With this application include information regarding the natural gas needs. Please contact AmerenUE at 1-800-552-7583, www.ameren.com
<input type="checkbox"/> Amplified Sound	If amplified sound or music will be provided you will be required to comply with Section 210.205 of the Wentzville Municipal Code .
<input type="checkbox"/> Waste Removal/Recycling	Dumpster, recycling containers or trash service, please contact a private waste hauler. (These items are not provided by the City.)
<input type="checkbox"/> Port-A-Potties & Hand Washing Units	If port-a-potties are required for events where public bathrooms are not accessible/available. Port-a-Potties shall be identified on your submitted plan. Contact Building Division at 636-327-5102 for further info.

**City of Wentzville's Parade Rules
(Non-City Sponsored Events)**

Anyone wishing to host a parade whether as an individual, organization, or business must complete a Special Event Application obtained from City Hall, obtain approval and abide by the following rules:

- Approval of the proposed parade route must be obtained from the Police Department. All businesses must be notified at least 2 weeks prior to the parade so alternate routes may be considered for their place of business.
- Adequate number of volunteers/assistants will be needed along the route who are easily identifiable to help maintain safety of crowd (children running into the streets).
- Special Event application must be completed at least 45 days prior to the event date.
- Floats must be constructed in a safe manner and not present a health or safety hazard to participants or the general public. Please see safety guidelines for insuring safe construction.
- The parade sponsor will be responsible for enforcing parade -rules and providing a checklist to each float.
- Each unit must maintain a forward momentum, and may not slow or stop the parade in any way. If a gap develops, the unit must re-establish the distance between their unit and the unit in front of them.
- Participants may not jump on and off floats or motorized vehicle once the parade has started. Riders will not be allowed to leave their float once their float is put in motion.
- No alcoholic beverages may be consumed or displayed before or during the parade.
- If music or sound is to be used on the entry, this must be stated on the application and will be subject to approval. Volume must be adjustable, and music must be appropriate.
- When participants throw candy or other items, it should be thrown by walkers walking at a safe distance and to the ground away from parade vehicle. **DO NOT THROW CANDY OR ITEMS IN FRONT OF OR NEAR MOVING VEHICLES!**
- Replenishing supplies must be done from the back of float or unit.
- Stay within 20ft. of the group ahead of you.
- Be alert! Watch for children running out into the parade route. Watch for the group ahead of you to pause.
- Trash maintenance service must be provided by the parade organizer during and immediately following the hours of the parade.
- Any entry with live animals must provide waste removal beginning with unloading of animals, along parade route, and until time animals are reloaded.
- The parade organizer reserves the right to make decisions at the time of a Parade, with regard to appearance, activities, and other matters involving an entry. Entries which do not comply with the restrictions or instructions of parade organizer shall be denied entry.
- Towing vehicle drivers shall possess a valid driver's license.
- Follow safety checklist for additional recommendations.

Release executed on this _____ day of _____, 20____

By _____ representing the _____ organization.

The undersigned hereby assumes full responsibility for and risk of bodily injury, death or property damage due to negligence of the undersigned or otherwise, while in or upon parade grounds, and/or while completing, officiating, working or for any purpose participating in the parade.

In consideration of being permitted to participate in the _____ parade on _____, due for myself, heirs, executors, administrators, and assigns, hereby release and forever discharge the City of Wentzville, and executors from any and every claim, demand, action or right of action arising from any bodily injury or personal injuries known or unknown, death and property

damage resulting from participation in _____ parade or any activities in connection therewith.

Signature _____ Date _____

City of Wentzville
Parade Safety Checklist
Float Vehicles

- Decorative material on parade floats shall be noncombustible or flame retardant.
- Stabilized props on a float should not exceed 12 feet in height or width. Objects may exceed these requirements only if they can be controlled to allow proper maneuvering with regard to traffic lights, telephone wires, corners and spectators.
- Floats, including tow unit, must not exceed 55 feet in length. The float must be designed to maneuver corners along the parade route without delaying forward motion of the parade or causing potential hazards.
- Float beds must be sturdy and capable of carrying the weight to be imposed.
- No extra gasoline, other than in the vehicle's tank, may be carried on the float vehicle.
- Floats must have a minimum of 12 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicles must be incorporated to avoid any materials being caught in them.
- Decorative material and the float structure must be kept clear of the exhaust system of a motorized float.
- Do not overload temporary electrical wiring.
- Secure extension cords properly; do not let them drag on the ground, contact tires or the drive train. Inspect your electrical appliances before energizing the parade float.
- Portable generators shall be secured to the parade float. Refueling of generators will not be permitted. Do not allow the heated exhaust to come in contact with the parade float.
- Plastic sheeting (visqueen) and plastic tarps shall be properly secured.
- Proper running lights should be attached to the float vehicle.
- All floats must carry a fire extinguisher; at least 2-A, 10-B:C rating accessible to the operator.
- All vehicles must be properly equipped with appropriate mufflers and have a current emissions inspection.
- All floats should have 4 wheel walkers – one located on each side of the towing vehicle near the rear tire and one located on each side of the float at the midpoint.
- All float entries must be secured with a tongue and hitch and safety chain.

Float Drivers

- Drivers must possess a valid motor vehicle operator's license and be adequately trained to drive their float.
- (this is the same as the statement above)All motorcycle drivers and passengers must possess an "M" class license. All drivers and riders are recommended to wear a safety helmet approved by the Federal Motor Vehicle Safety Standard.
- Alcoholic beverages are strictly prohibited prior to parade participation, at the staging location and on the parade route.
- Drivers shall have a clear field of vision that encompasses 180 degrees and provides a view in front and to each side of the vehicle.

Float Riders

- All sitting float riders shall remain seated and use restraining belts, if available. Standing float riders shall have body support and firmly grasp hand holds and rails.
- No riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge, before or during the parade will be subject to removal from the line of march.
- Alcoholic beverages are strictly prohibited prior to parade participation, at the staging location and on the parade route.
- Float riders shall not spray water or other fluids at spectators.

Other Guidelines

- All participants riding a bicycle must wear proper safety equipment including a helmet at all times.
- Weapons, firearms, and/or explosives, including fireworks, are strictly prohibited.