



**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 place.*

**\*\*\*MUST BE SUBMITTED 60 DAYS IN ADVANCE OF EVENT**

**Today's Date** \_\_\_\_\_ **Nonprofit ID Number** \_\_\_\_\_

**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 & Time** \_\_\_\_\_

**End Date & Time** \_\_\_\_\_

**Name of Event Contact Person (Day of Event)** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_ **Alternate Number** \_\_\_\_\_

**Email Address (for correspondence prior to event day)** \_\_\_\_\_

**Estimated Attendance - Staff** \_\_\_\_\_ **Volunteers** \_\_\_\_\_ **Spectators/Participants** \_\_\_\_\_

**Have you held similar events? If yes, name of event** \_\_\_\_\_

**Name and date of previous event** \_\_\_\_\_

**Location where event was previously held** \_\_\_\_\_

**Will your event require the service of outside vendors or organizations?** \_\_\_\_\_

**(If yes, please list on a separate sheet and attach to application. Information should include type of service, name, address, phone.)**

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Do you plan to erect any of the following temporary structures? (Put the number of each)

Stage	Portable Toilets	Tables	Tents
Displays	Hand Sinks	Booths	Other
Carnival Rides	Inflatable Rides	Temporary Fence	Temporary Barrier

Will your event require special waste management requirements? (trash cans, dumpsters, etc). \_\_\_\_\_

Will your event require more than 50 parking spaces? \_\_\_\_\_ How Many? \_\_\_\_\_

Will you charge admission fees to your event? If yes, how much? \_\_\_\_\_

Will you have security/crowd control measures? If yes, a detailed plan must be submitted \_\_\_\_\_

Will you have a First Aid Station? \_\_\_\_\_ Emergency Vehicles? \_\_\_\_\_

This event is: Private/Invite Only \_\_\_\_\_ Open to Public \_\_\_\_\_

Please indicate the park, area and amenities you wish to use.

<b><u>Progress Park</u></b>	<b><u>Fireman's Park</u></b>
Progress Park Center _____	Baseball Field _____
Pavilion _____	Pavilion _____
Baseball Field _____	
Football Field _____	
<b><u>Rotary Park</u></b>	
Upper Pavilion _____ Lower Pavilion _____	
Entire Fairgrounds _____ Kolb Building _____	
Upper Area _____ Lower Area _____	
Amphitheatre _____ Volleyball _____	
Other (explain) _____	
<b><u>Memorial Park</u></b>	<b><u>Other</u></b>

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

<p>_____ initial</p>	<p>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.</p>
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<p>_____ initial</p>	<p>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.</p>
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<p>_____ initial</p>	<p>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; (4) will allow City staff access to financial records for the purpose of justifying gross receipt payments where required.</p>
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<p>_____ initial</p>	<p>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.</p>
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<p>_____ initial</p>	<p>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.</p>
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<p>_____ initial</p>	<p>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.</p>
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<p>_____ initial</p>	<p>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.</p>
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**I agree to hold harmless and indemnify the City of Wentzville, Wentzville Parks & Recreation, it's agents, servants, and employees harmless against any suit, claims costs, attorneys fees for and on account of any injury to myself or dependent. I understand and acknowledge that there are inherent risks of injury in participating and I assume this risk voluntarily. I hereby waive and release any and all claims, rights, causes of action, demands or otherwise, whether for personal injuries, property damages or any other loss, damages, or expenses which I may incur, arising from or in any manner related to my participation at Wentzville Parks & Recreation.**

**Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Print Applicants Name & Title \_\_\_\_\_**