

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.

What type of events require a Special Event/Use Permit?

A Special event use permit is needed when one or more of the following criteria applies to your event or activity:

- 100 or more people are expected at a Park Pavilion
- 50 or more people expected at Park facility other than a picnic shelter
- Live musical entertainment will be provided
- A fee will be collected for attendance (donations, admissions, concessions or merchandise sales)
- Use of temporary structures or facilities such as tents, shade structures, stages, booths, amusement devices (bounce house, carnival ride), etc.
- Closing of any portion of a park to the general public
- Animals on display, for show, or for rides
- Hot air balloons or any apparatus for aviation ascent or descent into city property
- Any wedding held at a park location other than the banquet hall facility
- Use of any facility in a manner other than their specified recreational use

What type of events will require a certificate of insurance and what are the requirements?

- Any event that requires a special event use permit requires a certificate of insurance.
- Certificate of insurance requirements are
 - Insurance policy must be in the amount of \$3 million aggregate and \$2 million each occurrence
 - The City of Wentzville must be listed as additional insured
 - An endorsement page must be included with the certificate
 - Additional insurance may be required for certain events as deemed necessary by the City.
- Certificate of Insurance must be provided no later than 30 days prior to the event.

What type of agencies and/or events qualify for non-profit status?

- Non Profit agencies must be registered with the state of Missouri and provide their State Charter number on the Special Event Application.
- Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status.
- Non Profit agencies partnering with a commercial/for profit agency where the nonprofit agency receives less than 75% of the funds raised will be considered under the commercial guidelines (example: Circus where sponsoring agency receives 50% of advance ticket sales and 10% of circus day ticket sales).

How far in advance must I submit my application for a special event and how long will it take for the application to be reviewed?

- Special Event Use permits must be submitted at least 60 days in advance; however, some uses may require review by the Park Board, Board of Alderman, City Attorney and other city officials requiring additional time for processing.
- Most Special Event permits will be reviewed within 5 working days; however, certain types of events may require review by the above mentioned city officials and may require additional time for review.

What Other items will I need to hold a special event at a park or facility?

In addition to the Park Special Event Use Application, the following items may be required depending on your event:

- County Health Department Permit for public catered events and/or concession sales. (Contact: St.Charles County Health Department 636-949-7400)
- Business License for sale of food or merchandise. These forms are available at City Hall (Contact: Vi Skillman -327-5101)
- Building Permits – Available at Public Works (Contact: Diane Bolderson 639-2040)
Required for erection of tents, also for power supply
- Event off-site signage is regulated by city ordinance. (Contact: John Boyer 639-2065)
- Detailed Site Map and/or Route Map – submitted to the Parks & Recreation office at least 10 business days before the event.
- Detailed schedule of event activities – submitted to the Parks & Recreation office at least 10 business days before the event.

Special Event/Use Permit Department Review

Permit # _____ Entered by: _____ On: _____

Business Name: _____

Address: _____

Approval Required:

Parks Department



Approved for further processing by: _____ on _____

Forward file to planning & zoning department

Approval Required:

Planning and Zoning



Approved for further processing by: _____ on _____

Forward file to building department

Approval Required:

Building Department

Inspection scheduled: _____



Approved for further processing by: _____ on _____

Forward this document to parks department