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## CITY OF PARKVILLE

# SPECIAL EVENT PERMIT INFORMATION AND REPEAT EVENT APPLICATION

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Available online at <http://parkvillemo.gov/guidelines-events-parkville/>

CITY OF PARKVILLE  
8880 CLARK AVENUE  
PARKVILLE, MO 64152  
816-741-7676  
816-741-0013 FAX

## WELCOME

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*I am pleased you have chosen Parkville as the site for your community event, and I am sure you will find a welcoming environment among the businesses, merchants, employees, and residents of Parkville.*

*A number of City departments may be involved in the logistics necessary to produce a safe and successful community event. As a result, the City requires a special event application and may require other documentation before an event can take place.*

*In an effort to simplify the application procedures for event organizers, the City of Parkville has prepared this application information and an event rules and conditions guidebook. As you read through the application information and guidebook to complete the special event application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your particular event.*

*City staff is available to answer your questions to ensure you have a successful event. Please feel free to call City Hall at 816-741-7676 once you review the enclosed information.*

*Thank you for choosing to have your event in Parkville.*

*-Nan Johnston, Mayor*

## WHAT IS AN EVENT IN PARKVILLE?

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- An event is: any activity to be held in a single location on, or on a route throughout, city streets, sidewalks, parking lots, public parks and nature sanctuaries, rights-of-way, or on or within other city property or facilities, that involves a non-traditional or non-routine use of the property, including but not limited to festivals, concerts, parades, public performances, weddings, races or other similar gatherings. An event is also a gathering on private property with a significant impact on city resources, traffic, public property, or other public infrastructure.
- All events taking place in Parkville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit. Please use this guide and the [Rules and Conditions](#) for events in Parkville as assistance in completing the Special Event Application.
- Events in Parkville are classified into a three tier structure. Tiers are not strictly attendance based. Please see the general tier classification on the following page. The block party application is separate. Please go to page 18 for the [block party application](#).

## WHAT IS NOT AN EVENT IN PARKVILLE?

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- Shelter Reservation: Please fill out a reservation form at city hall or [online](#).
- Sports Field Reservation: Please fill out a reservation form at city hall or [online](#).
- Activity on Private Property with limited impact on city resources, traffic, public property, or other public infrastructure.

## EVENT TIER GUIDE

**Please select the tier below which best corresponds with your event. City Staff will review and confirm your selection. Be mindful of specific directions for certain tiers on the following pages.**

|  | Tier 1  | Tier 2   | Tier 3  |
|--|---|--|---|
| <b>Approximate Number of Attendees</b>                     | Park Events: 75 – 500<br>Other Events: 0-500  | All Events: 500 - 5000   | All Events: 5000+   |
| <b>Approval Required</b>                                   | City Administration   | New Events: CLARB<br>Repeat Events: City Administration  | CLARB   |
| <b>Activities<br/>(May include but are not limited to)</b> | <ul style="list-style-type: none"> <li>• Minimal City Staff/Safety Support.</li> <li>• No amplified music.</li> <li>• No alcohol.</li> <li>• No fireworks.</li> </ul> | <ul style="list-style-type: none"> <li>• City Staff/Public Safety support.</li> <li>• Amplified music</li> <li>• Alcohol</li> <li>• Fireworks</li> </ul> | <ul style="list-style-type: none"> <li>• Non-traditional use of public space</li> </ul> |

## USER FEES

| Event Rental Fees  |                  | Additional Rental Fees  |                               | <p>*4th of July Parade and Parkville Days Parade are exempt from additional parade fees.</p> <p>**Requires an event to also obtain a Temporary Caterer's Permit from Platte County and the State of Missouri.</p> |
|--|------------------|---|-------------------------------|---|
| Application Fee<br>(Non- Refundable, applies toward event fee) | \$25.00          | City Park or Police Employee  | \$30.00 per hour per employee |   |
| Public Park Event Fee  | \$400.00 per day | Temporary Sign Permit   | \$10.00                       |   |
| 5K/10K Event   | \$325.00 per day | Temporary Caterer's Permit**  | \$15.00                       |   |
| Public Park Wedding Fee  | \$200.00 per day | Event Set Up/Tear Down Fee.<br>This fee is for any day in which event material is on public property other than the event day/s itself. | \$50.00 per day               |   |
| Downtown Parking Lot Event Fee                                 | \$100.00 per day |   |                               |   |
| Public Property Event Fee<br>(Includes Block Parties)          | \$50.00 per day  |   |                               |   |
| Private Property Event Fee                                     | \$25.00 per day  |   |                               |   |
| Parade Event Fee*  | At Cost          |   |                               |   |

## DUE DATE POLICY

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- The Due Date Policy is as follows:

| Due Date Policy Tier 1 |  |
|------------------------|--|
| Due Date               | Required   |
| 30 Days Before Event   | Application, Fees, and all Supporting Documentation  |
| 7 Days Before Event    | Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information |

| Due Date Policy Tier 2 and 3 |  |
|------------------------------|--|
| Due Date                     | Required   |
| 60 Days Before Event         | Application, Fees, and all Supporting Documentation  |
| 7 Days Before Event          | Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information |

- Applications turned in after the due date will not be accepted.
- Reasonable changes to a complete application are permitted after the due date. Please contact City Staff as soon as possible to report any changes that need to be made.

## REFUND POLICY

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- The Event Refund Policy is as follows:

| Refund Policy Tier 1 |                 |
|----------------------|-----------------|
| Time before event    | Refund schedule |
| 30+ Days             | 100% Refund     |
| 29-0 Days            | 0% Refund       |

| Refund Policy Tier 2 and 3 |                 |
|----------------------------|-----------------|
| Time before event          | Refund schedule |
| 60+ Days                   | 100% Refund     |
| 59-30 Days                 | 50% Refund      |
| 29-0 Days                  | 0% Refund       |

- The application fee is only refundable if your event is mistakenly overbooked with another event, your event is cancelled due to another city obligation, or the event is cancelled due to a natural disaster (i.e. flood, tornado, etc).

# EVENT PERMIT PROCESS FOR REPEAT EVENTS

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## STEP ONE: APPLICATION SUBMISSION

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- Find the [Repeat Special Event Permit Application](#) below, on [www.parkvillemo.gov](http://www.parkvillemo.gov), or located at City Hall. The block party application is separate. Please go to page 18 for the [block party application](#).
- Complete and turn in the [Repeat Special Event Permit Application](#) a minimum of **Thirty Days (Tier 1)/ Sixty Days (Tier 2 and 3)** prior to the event date.
  - The review and approval process begins when a completed Special Events Application, associated permit applications and fees, and the non-refundable application fee of \$25 are submitted to City Hall.
  - The City will only process a Repeat Special Event Application if all forms are completed and all necessary information and supporting documents are included.

## STEP TWO: REVIEW

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- Within seven (7) days of a completed Special Event Application being received by the City, you will be contacted to discuss your application. All events are reviewed using the [Rules and Conditions](#) for an event in Parkville.
- A Staff-Applicant meeting/phone call is required to go over the event details and necessities. The following information will be passed on to the applicant at this meeting:
  - Deposit Required: This amount is calculated by the [Event Deposit Guidelines](#). It is possible that your event will not require a deposit.
  - Insurance Required: All events require insurance. This amount is calculated by the [Event Insurance Guidelines](#).
  - Additional Fees: Staff may determine additional fees are necessary for your event.

## STEP THREE: APPROVAL

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- (TIER 1 and 2) If the application is approved by staff you will be asked to review and sign the Event Permit.\*
- (TIER 3) If the application is approved by staff the event will be placed on the next Community Land and Recreation Board (CLARB) meeting agenda for review and approval. CLARB meetings are held the second Wednesday of the month. If the application is approved by CLARB you will be asked to review and sign the Event Permit

## STEP FOUR: ADDITIONAL INFORMATION

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- Deposit Payment, Proof of Insurance, Additional Fees, and other Requested Information must be submitted in accordance to the [Due Date Policy](#).

## STEP FIVE: POST EVENT

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- Deposit (if applicable) is refunded fourteen days (14) after the event if the public space is left in its original condition as deemed by City Staff per the [Event Deposit Guidelines](#).
- Additional event expenses will be charged to a post event invoice and will be taken out of the deposit (if applicable).
- You may be contacted by City Staff following your event for a post-event review. A post-event review ensures you will capture the important details to jumpstart preparations for your next event.

## DOCUMENTS

Let's get started organizing the documents you will need for your event. Keep in mind that the document list below is designed to cover a wide variety of events. You only need to submit the documentation related to your event. Click the hyperlinks for PDF forms or visit [www.parkvillemo.gov/event-forms](http://www.parkvillemo.gov/event-forms) to download what you need. All forms are also available at City Hall.

| Information!  |  |
|---|--|
| <a href="#">Event Rules and Conditions Guidebook:</a> | Rules and Conditions which will help to explain the event process and the event application. |

| Forms for all Events                                     |   |
|--|---|
| <a href="#">New Special Event Permit Application:</a>    | A completed application is needed to receive an Event Permit. Attached Below.   |
| <a href="#">Repeat Special Event Permit Application:</a> | The application needed for repeat events.   |
| <a href="#">Event Permit:</a>                            | The permit needed to have an event in Parkville. The event coordinator must display or promptly produce the permit at all times during the event. |
| <a href="#">Facility Info:</a>                           | List of facilities and associated fees.   |

| 0.  | Is this event a neighborhood block party?  |  |
|---|--|--|
| Yes:<br>See directly below for what you'll need complete. | No: Move along to question 1   |  |
| <a href="#">Block Party Permit Application:</a>           | Permit needed for a local neighborhood block party. All residents affected must approve. Remember there is a \$50 Public Property Event Fee. That' |  |

| 1.  | Do you want to reserve a shelter, stage, or sports field with your event?  |  |
|---|--|--|
| Yes:<br>See directly below for what you'll need complete.     | No: Move along to question 2   |  |
| <a href="#">Shelter/Stage Reservation Permit Application:</a> | Permit needed to reserve a shelter in Parkville. Attach the shelter application to the special event application. 1 <sup>st</sup> shelter is free. |  |
| <a href="#">Sports Field Reservation Permit Application:</a>  | Permit needed to reserve a sports field in Parkville. Attach sports field application this to the special event application.                       |  |

| 2.  | Do you want to have alcohol at your event and are you a non-profit? |  |
|---|---|--|
| Yes:<br>See directly below for what you'll need complete. | No: Move along to question 3 (next page)                            |  |

|   |  |
|---|--|
| <a href="#"><u>Parkville Request for a Picnic License:</u></a>    | Events by non-profits first require City approval. Turn this letter into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval. |
| <a href="#"><u>Missouri Application for a Picnic License:</u></a> | Events held by non-profits then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.              |
| Platte County Liquor Permit                                       | All events require Platte County approval. After your request has been approved by the State call the Platte County Clerk (816-858-3342).  |

|           |  |  |
|-----------|--|--|
| <b>3.</b> | Do you want to have alcohol at your event and are you a business?          |  |
|           | Yes:<br>See directly below for what you'll need complete.                  | No: Move along to question 3 (next page)   |
|           | <a href="#"><u>Parkville Temporary Liquor Permit:</u></a>                  | Events held by businesses first require City approval. Turn this form into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval. |
|           | <a href="#"><u>Missouri Application for a Temporary Liquor Permit:</u></a> | Events held by businesses then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.                 |
|           | Platte County Liquor Permit  | All events require Platte County approval. After your request has been approved by the State call the Platte County Clerk (816-858-3342).  |

|           |   |   |
|-----------|---|---|
| <b>4.</b> | Do you want to advertise your event with signage?         |   |
|           | Yes:<br>See directly below for what you'll need complete. | No: Move along to question 4  |
|           | <a href="#"><u>Temporary Sign Permit Application:</u></a> | This is the permit needed to have temporary signage advertising your event. |

|           |   |   |
|-----------|---|---|
| <b>5.</b> | Do you want to have vendors at your event?                |   |
|           | Yes:<br>See directly below for what you'll need complete. | No: Move along to question 5  |
|           | <a href="#"><u>Vendor Sheet:</u></a>                      | List provided to the City detailing all event vendors. Use the provided space on the application or attach the vendor sheet to the special event application.   |
|           | <a href="#"><u>Vendor Map:</u></a>                        | Map of approximate vendor location placement at the event. Use the provided space on the application or attach the vendor map to the special event application. |

|   |  |  |
|---|--|--|
| <b>6.</b>   | Are you going to have live performances at your event?   |  |
| Yes:<br>See directly below for what you'll need complete. | No: Move along to question 6   |  |
| <a href="#">Performance List:</a>                         | List of performers, performance type, music genre, and performance times. Use the provided space on the application or attach the performance list to the special event application. |  |

|   |  |  |
|---|--|--|
| <b>7.</b>   | Is there going to be limited parking near your event area?   |  |
| Yes:<br>See directly below for what you'll need complete. | No: Move along to question 7   |  |
| <a href="#">Parking Plan:</a>                             | If your event is in a location with limited parking availability. You will be asked to submit a parking plan. This is your plan of action to get people to and from your event. Use the provided space on the application or attach the parking plan to the special event application. |  |

|   |   |  |
|---|---|--|
| <b>8.</b>   | Is your event going to have amusement rides?  |  |
| Yes:<br>See directly below for what you'll need complete. | No: That's all the questions for now.   |  |
| <a href="#">Missouri State Amusement Ride Permit:</a>     | State permit needed to operate amusement rides. This does not need to be submitted to the city, but must be kept on site for inspection prior to the event. |  |

**Documents for after the Staff-Application Meeting**

| Proof of Insurance         |  |
|----------------------------|--|
| <b>Proof of Insurance:</b> | Proof of Insurance must be provided to the City prior to your event. This amount is calculated based on <a href="#">Event Insurance Guidelines</a> . |

| Payment Information                        |  |
|--|--|
| <b>Pre-Event Invoice:</b>                  | Provided to you after the staff-applicant meeting and includes the deposit amount and additional fees not included with the application.         |
| <b>Post-Event Invoice (If Applicable):</b> | Provided to you by the city after your event has been completed. This invoice is used for additional charges that are incurred during the event. |





CITY OF PARKVILLE  
 8880 Clark Avenue  
 Parkville, MO 64152

Date Submitted \_\_\_\_\_  
 Application # \_\_\_\_\_  
 Date Approved \_\_\_\_\_  
 Permit # \_\_\_\_\_

## REPEAT SPECIAL EVENT APPLICATION

Thank you for choosing the City of Parkville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. **Please refer to the [Application Information](#) and [corresponding sections in the Event Rules and Conditions](#) to answer most questions.** Repeat Tier 1 and 2 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

### 1. EVENT INFORMATION:

Event Name: \_\_\_\_\_  
 Event Location: \_\_\_\_\_ Event Tier: \_\_\_\_\_  
 Detailed event changes (additional room on next page or sheet may be attached): \_\_\_\_\_  
 \_\_\_\_\_  
 Estimated attendance: \_\_\_\_\_  
 Event Date(s) and Times: \_\_\_\_\_  
 Set up date/time: \_\_\_\_\_ Cleanup finished date/time: \_\_\_\_\_

### 2. APPLICANT / CONTACT INFORMATION:

**Applicant(s)**

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Emergency #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Alternative Contact**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Property Owner(s), if not applicant or City**

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Emergency #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Alternative Contact**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Detailed event changes continued (Attach additional sheet if necessary): \_\_\_\_\_

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### 3. EVENT TYPE:

- Run  Walk  Parade/  
March  Bike  
Race/Tour  Street Fair  Concert  Film  Carnival  Other:  \_\_\_\_\_

### 4. SHELTER/ FIELD RESERVATION (ENGLISH LANDING PARK EVENTS ONLY):

Do you want to also have a shelter reservation with your event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event. A 5K/10K receives the McKeon Stage instead of a shelter. Shelters for a 5K/10K are an additional expense.**

Do you want to have a Performance Stage for your event? McKeon Stage: \_\_\_\_\_ River Stage: \_\_\_\_\_

Do you want to also have a ball field reservation with your event? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Yes: Attach a [Ball Field Reservation Permit](#)

### 5. SITE PLAN

Where do you plan to have your event? City Park: \_\_\_\_\_ Other Public Property: \_\_\_\_\_

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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### 6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If No: Additional Parking and Shuttle Routes need to be approved by the City. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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Do you request the use of Ball Field 1 for Parking? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**7. PUBLIC INFORMATION:**

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**8. CANCELLATION NOTICE:**

How will you notify participants if your event is cancelled within 48 hours of event day? Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**9. SECURITY PLAN:**

Describe your security plan, including crowd control, internal security, and venue safety. Please specify if you would like to hire off-duty police support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**10. RESTROOM PLAN:**

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**11. CLEAN UP PLAN:**

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**12. FIRST AID PLAN:**

Describe your First Aid Plan. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**13. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):**

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Do you want to have a utility connection/s at your event? Yes:\_\_\_\_No: \_\_\_\_

If Yes: How Many Electric Pedestals? \_\_\_\_\_

If Yes: How Many Distribution Panels?\_\_\_\_\_(2 maximum)

If Yes: How Many Water Hookups?\_\_\_\_\_(5 maximum)

Same as prior event:\_\_\_\_Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**14. ROADWAY CLOSURES AND PARKING LOT CLOSURES:**

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Will you require a roadway closure? Yes:\_\_\_\_No: \_\_\_\_

Same as prior event:\_\_\_\_Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**15. OTHER STAFF SUPPORT:**

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Do you desire to hire city staff for other duties? Yes:\_\_\_\_No: \_\_\_\_

Same as prior event:\_\_\_\_Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**18. SIGNAGE:**

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Do you want to also have advertising signage for your event on private property? Yes:\_\_\_\_No: \_\_\_\_

If Yes: Attach a [Sign Permit Application](#)

**17. SPECIAL ITEMS:**

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Are you serving alcohol?..... Yes:\_\_\_\_No:\_\_\_\_(If Yes, see the [Alcohol Guidelines](#))

Are you having amplified music?..... Yes:\_\_\_\_No:\_\_\_\_(If Yes, complete question 18 on [pg. 13](#))

Do you plan to have fireworks?..... Yes:\_\_\_\_No:\_\_\_\_(If Yes, complete question 19 on [pg. 13](#))

Will you have food/sales vendors?.....Yes:\_\_\_\_No:\_\_\_\_(If Yes, complete question 20 on [pg. 14-15](#))

## 18. AMPLIFIED SOUND / PERFORMANCE LIST

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If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## 19. FIREWORKS PLAN

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All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations. Explain your Fireworks Plan. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## 20. VENDORS:

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

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### VENDOR LIST:

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| Vendor Name | Contact Info | What the vendor will be selling?<br>(one or two words) | Platte County Health Dept.<br>Permit #<br>(Food/Beverage vendors only) | Please attached insurance certificate for each vendor |
|-------------|--------------|--|--|---|
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
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|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |
|             |              |  |  | <input type="checkbox"/>                              |

## VENDOR MAP

---

Please map the planned vendors at your event. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary):

(May be depicted on site plan)



## LEGAL

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- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by city staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

**I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.**

\_\_\_\_\_ Event coordinator      \_\_\_\_\_ Date

## CHECK LIST

| Required Items               |   |
|------------------------------|---|
|                              | \$25 Special Event Application Fee. Applies toward event fee.   |
|                              | \$300 Park Event Fee/\$50 Public Space Event Fee/\$25 Private Space Event Fee/Parade Fee                      |
|                              | Completed Event Information, Application Contact Information, Event Type Sections.                            |
|                              | Completed Site Plan Section.  |
|                              | Completed Parking Plan Section.   |
|                              | Completed Public Information and Cancellation Notice Sections.  |
|                              | Completed Security Plan.  |
|                              | Completed Restroom and Clean-Up Plan.   |
|                              | Completed First Aid Plan.   |
| Optional Park Event Items    |   |
|                              | Completed <a href="#">Shelter Reservation Application</a> for included park shelter (or stage for 5k/10k).    |
|                              | \$25/\$35 <a href="#">Shelter Reservation Application</a> and for additional non-peak time park shelters.     |
|                              | \$50/\$60 <a href="#">Shelter Reservation Application</a> and for additional peak time park shelters.         |
|                              | \$100/\$125 McKeon of River Stage Fee.  |
|                              | \$20 per hour per court <a href="#">Sports Field Reservation Application</a> and Fee.                         |
| Additional Items (If Needed) |   |
|                              | \$10 Per Electric Pedestal/ \$10 Per Water Hookup/ \$25 Per Distribution Panel                                |
|                              | Completed Roadway Closure Section.  |
|                              | City Staff Request \$30.00/hour per staff member.   |
|                              | \$10 <a href="#">Temporary Sign Application</a> and Fee.  |
|                              | \$15 Temporary Caterer's Permit. Please read <a href="#">the requirements</a> for having alcohol at an event. |
|                              | Completed Performance Section.  |
|                              | Completed Fireworks Section.  |
|                              | Completed Vendor Section.   |
| Due 7 Days before the Event  |   |
|                              | Additional Fees and other Requested Information.  |
|                              | Deposit Payment.  |
|                              | Proof of Insurance. See the <a href="#">Event Rules and Conditions</a> for more Info.                         |
|                              | Proof of Additional Insurance (Vendor, Fireworks, Animal, Ride, etc).   |

**Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.**

| Helpful Phone Numbers                                 |  |
|---|--|
| Parkville City Administration 816-741-7676            | Missouri Liquor Control 573-526-2769         |
| Parkville Police Department 816-741-4454              | Platte County Health Department 816-587-5998 |
| Southern Platte Fire Protection District 816-741-2900 |  |



**\*\*CITY USE ONLY\*\***

**REQUIRED APPROVALS, IF APPLICABLE:**

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- Parks Superintendent** (tier 1 or repeat tier 2 event approval)      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- CLARB** (new tier 2 or 3 event approval):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Board of Aldermen** (alcohol/other)      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Police Chief** (closures/public safety/alcohol):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Public Works** (closures/trash/restrooms/utilities):△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Community Development** (zoning/sign permit):△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Building Official** (electrical/codes):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Fire Marshal** (fire code/public safety):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Health Department** (food/beverage service):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- City Clerk** (alcohol license/business license):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- State of Missouri** (alcohol license):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Accounts Receivable** (licenses/ taxes/fees):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other** (\_\_\_\_\_):      △ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BLOCK PARTY APPLICATION

Pursuant to guidelines for events in Parkville, residents are allowed to hold neighborhood block parties.

- Applicant must complete and sign the Block Party portion of the special event application (this form).
- All residents affected by the block party are required to sign the block party petition. The petition form must include each address which would be blocked and must give the date and opening and closing times of the party, and include a space for each householder to show his consent or dissent for the party to be held.
- Applicant must pay the \$50 public event fee.

Completed application, petition, and \$50 public event fee must be presented to City at least one (1) week before the party. The Chief and Public Works director may give City approval to the party if he/she has the consent of each affected household. Completed application and petition do not guarantee approval. A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

### 1. Applicant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### 2. Block Party Information

Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time/Hours: \_\_\_\_\_

\_\_\_\_\_ will block access to some homes for the duration of the party (blocking access includes putting movable barriers at the end of the street). The person signing below has submitted a petition, which he/she attests has been signed by an adult resident of each address on the street being blocked, their signatures indicating they know about the temporary blockage and have no concerns.

\_\_\_\_\_ will not block access to any resident on the street.

### 3. Certification

*I certify that I am a resident of the neighborhood in which the block party will be conducted; all of the adult residents who live in the blocked off area have been notified and have signed the attached petition; the information submitted in connection with this application is true and accurate; and I agree to adhere to the guidelines for events in Parkville and understand that failure to do so will render the block party petition void as evidenced by my signature below.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Indemnity**

The undersigned sponsor, by signature below, shall defend, indemnify, and hold the city, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney’s fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the city, but is in addition to such common law or statutory provisions

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Requirements and Conditions**

- Applicant must only block off the street portion specified herein during the hours requested
- Access must be granted for emergency vehicles and residents within the blocked off area
- All residents affected by the block party are required to sign the attached petition
- Applicant and participants must comply with City Codes governing noise, liquor and fireworks
- Applicant is responsible for clean-up (remove trash from street, sidewalks and public property)
- A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

| <b>City</b>   | <b>Use</b>         | <b>Only</b>     |
|---|--------------------|-----------------|
| Form accepted   | by Police Chief or | designee: _____ |
| Form accepted by Public Works Director or designee: _____ |                    |                 |

Date: \_\_\_\_\_ Conditions (if any): \_\_\_\_\_

# BLOCK PARTY PETITION

Location: \_\_\_\_\_  
\_\_\_\_\_

Date and Hours of Block Party: \_\_\_\_\_

| NAME | ADDRESS | APPROVE?                        |  |
|------|---------|---------------------------------|--|
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |
|      |         | Yes <input type="checkbox"/> No |  |

*Note: Signatures must be received from one of the adults in the household.*