

Special Events and Support Request Application

City of Waynesville

100 Tremont Center
Waynesville, Mo 65583
Phone 573-774- 6171 Fax 573-774-5647

APPLICATION MUST BE MADE 60 DAYS PRIOR TO START OF EVENT.

1. Organization/Agency Requesting Permit: _____
2. Contact Person for this Event: _____
3. Mailing Address: _____
4. Contact Phone No. _____
5. Date (s) /length of Event: _____
6. Type of Event: _____
 - A. Is event hosted by an Organization Yes/ No. If yes Name of Organization: _____
7. Location of Event: _____
8. Will Pavilions be needed for event? Yes/No If so, which Pavilions are you requesting? _____
9. Will Event require use of Stage? Yes / No Will Event require use of P.A. System? Yes/No **NOTICE: FEES FOR USE OF STAGE AND P.A. SYSTEM CAN NOT BE WAIVED.**
10. Desired Parade Route and Ending Point: Attach desired route map on a separate sheet. _____

11. Staging Area: _____
 - A. Location of De-staging _____ . De-Staging cannot block City Park and Streets in Park.
12. Will organization or parade participants be dispersing any items during the parade? Yes / No
If so, What? _____
13. Will organization or agency furnish personnel to assist the police in security along the parade route?
Yes / No If so, how many? _____ (Final number will be determined by the Police Chief)
14. Estimated number of units participating in parade: _____ Bands _____ Motorized Units _____ Floats
_____ Foot Units _____ Animal Units _____ Other (Type & #) _____
15. Will event (if in Park) require closing of thru Traffic? Yes /No. If Yes, organization is responsible for traffic control and any barricades needed.

NOTES: DO NOT ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.

EVENT COORDINATORS ARE REQUIRED TO PROVIDE THEIR OWN DUMPSTERS. CITY WILL NOT PROVIDE DUMPSTERS FOR TRASH EITHER IN THE PARK OR FOR DOWNTOWN EVENTS.

HOLD HARMLESS AGREEMENT: In consideration of the City of Waynesville closing one or more public streets for the activity for which this permits was issued, the sponsor(s) of the event hereby agrees to save the City, its agents, officials, and employees harmless from and against all damages to persons or property, all expenses, and other liability that my result from this activity.

Depending on the size and scope of the event a “certificate of insurance” may be required. When permitted, the permit is for public rights of way only. **Any use of private property must be negotiated with property owner. The City will not be responsible for any**

property left by the organization or persons using Park after the event.

Signature of Person Making Request: _____ Date: _____

Received by City Clerk: _____ Date _____ Signature _____

Approved / Denied City Administrator _____ Date _____ Signature _____

Approved / Denied Police Chief _____ Date _____ Signature _____

Approved / Denied the Park Superintendent _____ Date _____ Signature _____

Additional Special Requirements needed by City before granting permit:

IMPORTANT INFORMATION: ALL RENTAL FEES FOR PAVILIONS AND STAGE USE SHOULD BE PAID

IMMEDIATELY UPON RECEIPT OF APPROVAL FOR EVENT BUT NO LATER THAN 1 WEEK PRIOR TO THE

EVENT. FAILURE TO DO SO COULD RESULT IN FORFEITURE OF THE FACILITY FOR YOUR EVENT.

I have read and understand the terms of this Application. _____

Signature of Applicant

Date _____