



## Special Events Application

*(permit will not be reviewed unless all information is filled out completely)*

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

### Applicant Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Sponsor Information

Sponsor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Purpose and/or Description of Event

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Address of Event: \_\_\_\_\_

Start date and time: \_\_\_\_\_ End date and time: \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

### Plan or description for the use of any off-premise advertising or off-premise vendors for the event.

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*\*Any off-premise vendors are required to have a business license with the City of Nixa.*

*\*Vendors serving food will need to obtain approval from the Christian County Health Department.*

### Responsibility of Expenses

The special event sponsors, and any other individuals or organizations named in the permit, shall be responsible for any expenses incurred by the City of Nixa as a result of the sponsored special event for stolen or damaged City property, cost of materials and utilities for the event by the City of Nixa, including but not limited to, water, sewer, electric, and solid waste disposal, and for City of Nixa employee overtime wages for the event. Any permit or consent issued by the Parks and Recreation Superintendent for the use of any park or community center facility shall be considered a special event permit for the purposes of this section.

**Check here if understood**

### Security

The name and address of the security company, if any, engaged for the special event, and a description of the duties to be performed. The City of Nixa Police Department shall not provide the private security services for a special event.

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

**Map showing and describing the following:**

1. The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing building locations within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.
2. A plan or description for the use of lighting, music, loud speakers, a live band, or sound system, if any, during the special event, and the type and location of speakers and other audio and lighting equipment.
3. A plan or description for fire protection for the special event, including a map specifying the location of 18 foot fire lanes, water supply for fire control and the use of tents.
4. A plan or description for emergency medical services for the special event.
5. A plan or description for the use or allowance of animals during or as a part of the special event.
6. A plan for the disposal of sanitary waste and sewage for the special event, including toilet facilities, and the disposal of garbage, trash, and refuse.

**Street Closures      Yes                  No**

Name of Street(s): \_\_\_\_\_

*\*Street closure requires approval from the Board of Aldermen.*

**Insurance Requirements**

For events to be located upon or require the closing or blocking of any street, alley, or road, or the use of any city-owned property or right-of-way areas, submission of a liability insurance policy in the amount of one million dollars (\$1,000,000.00) for any injury to any person, including death, arising out of one incident, one million dollars (\$1,000,000.00) for any damage to property, and one million dollars (\$1,000,000.00) automobile liability insurance for any injury to any person, including death, arising out of one incident. The City of Nixa shall be an additional named insured for each of the above-referenced policies, and the special event sponsor(s) shall execute a hold harmless agreement indemnifying the City of Nixa. **Check here if understood**

**Alcoholic Beverages**

Will alcoholic beverages be allowed, provided, or sold by vendors during the event? **Yes                  No**

If yes, the appropriate permits from the Missouri Department of Liquor Control are required. The Board of Aldermen must approve all special events allowing, providing, or selling alcoholic beverages. See Section 11-62 of the Nixa Code of Ordinances for additional details and requirements.

**I hereby certify that the answers and other information on this application are true and correct and I have read and understand the above procedures and requirements as they pertain to City Special Events Regulations and by signing this form, acknowledge compliance with these rules.**

**Check here if understood**

Printed Name: \_\_\_\_\_

<b>Office Use Only</b>	
<b>Fee: \$10.00</b> (this does not include any City services that are used)	<b>Date Paid:</b> _____
Approved _____ Denied _____ City Planner Signature: _____	
Planner Notes: _____	
Police Chief Signature: _____	Date: _____
Police Dept. Notes: _____	
Public Works Signature: _____	Date: _____
Public Works Notes: _____	