



# SPECIAL EVENT APPLICATION

P.O. Box 295 Ozark, Missouri 65721  
(417) 581-2407 Fax (417) 581-0353

**Permit will not be reviewed unless all information is completed.**

**Application Fee: \$75.00 (non-refundable)**

## Applicant Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Email Address \_\_\_\_\_

## Sponsor Information

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Email Address \_\_\_\_\_

## Event Information

Address/Location of Event \_\_\_\_\_

Start Date and Time \_\_\_\_\_ End Date and Time \_\_\_\_\_

Estimated Attendance Per Day \_\_\_\_\_

Will this event be open to the public? \_\_\_\_\_ If not, please explain \_\_\_\_\_

Will alcohol be served? Yes or No

*If yes, you will need to reach out to the City Clerk for licensing.*

Are there any street closures required? Yes or No

Name of Streets: \_\_\_\_\_

Purpose and/or Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant must initial and agree to abide by the following conditions to obtain this permit:****( ) Reservation/Set-up Fee**

- A. Applicant is responsible for any additional fees for this event. Fees are calculated based on employee's time and services required.

**( ) Site Map** – This application will not be processed unless a **site map** is included and indicated 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 location of tents, stages, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also indicate where streets will be blocked and how (fencing, barricades, stages, tents, etc.).
3. A plan or description for fire protection for the special event, including a map specifying the location of fire lanes, water supply for fire control and 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 for 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.

The Department of Planning and Development must be informed of any changes to the information provided in this document or to the site map.

**( ) Clean Up** – Applicants agrees to promptly clean up all paper or debris caused by applicant's use of the area along with the removal of all equipment relating to the event and understands that if such cleanup is not promptly undertaken within 24 hours after the scheduled event the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred. A cash security deposit of Five-Hundred Dollars (\$500.00) shall be required if attendance is expected to exceed Five Hundred (500) persons.

**( ) Insurance** — Applicant of the event shall be required to provide insurance coverage for the event 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 Ozark 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 Ozark.

**( ) Indemnity** - Applicant agrees to defend, indemnify and hold the City of Ozark harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

**( ) City Codes/Permits** - Applicant agrees to abide by all conditions as specified in the City of Ozark Code of Ordinance. Applicant also agrees to obtain all City permits and licenses that may be required,

and shall comply with all other City laws and other conditions that the City may determine necessary.

(  ) **Alcoholic Beverages** - Applicant agrees and acknowledges that if Alcoholic Beverages will be allowed, provided, or sold at this event, that the appropriate permits from the Missouri Department of Liquor Control are required prior to the City of Ozark issuing a Liquor License for the event applied for.

**Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible to obtain all additional permits/licenses/insurance certificates required upon the issuance of this Special Event permit.**

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 the City of Ozark Special Events Regulations and by signing this form, acknowledge compliance with these rules.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Return the completed application along with a check for Seventy-Five (\$75.00) made out to the City of Ozark, to the Planning and Development Department, 205 N 1<sup>st</sup> Street, Ozark, MO 65721. If you have any questions regarding an event or this application, please call (417)581-2407.

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**Office Use Only**

Application Fee: \$75.00      Date Paid: \_\_\_\_\_      Ck# \_\_\_\_\_ or Cash \_\_\_\_\_

Deposit: \$500.00      Date Paid: \_\_\_\_\_      Ck# \_\_\_\_\_ or Cash \_\_\_\_\_

**Department Approvals for Special Event:** \_\_\_\_\_

**Planning and Development**

Approved \_\_\_\_\_      Denied \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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

Department Expense for services: \$ \_\_\_\_\_

Services Covered by Fee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Public Works**

Approved \_\_\_\_\_      Denied \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

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

Department Expense for services: \$ \_\_\_\_\_

Services Covered by Fee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parks Department**

Approved \_\_\_\_\_      Denied \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

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

Department Expense for services: \$ \_\_\_\_\_

Services Covered by Fee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Fire Department**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Department Expense for services: \$ \_\_\_\_\_

Services Covered by Fee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Police Department**

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Department Expense for services: \$ \_\_\_\_\_

Services Covered by Fee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_