



CITY OF ST. JOSEPH

Special Event Permit Application

APPLICANT INFORMATION

Event Coordinator_____

Phone_____ Email_____

Mailing Address_____

Sponsoring Organization (if applicable)_____

EVENT INFORMATION

Event Name_____ Event Date_____

Event Location/Address_____

Start Time_____ End Time_____

Estimated number of attendees_____

Where will attendees park?_____

_____Yes _____No PARADE – If yes, how many units?_____

_____Yes _____No STREET CLOSURE – If yes, include on your site plan where the closure will be and any detours.

_____Yes _____No ENTERTAINMENT – What type?_____

_____Yes _____No FIREWORKS

_____Yes _____No VENDORS – If yes, list the types of vendors and estimated number.

_____Yes _____No FOOD TRUCKS – Each food truck vendor needs to obtain a Mobile Food Permit. A separate application is required.

_____Yes _____No INTOXICATING LIQUOR – If yes and the applicant already has an On-Sale Liquor License issued; a Certificate of Liquor Liability Insurance must be submitted to include the expanded premise. For a Temporary On-Sale Liquor License, *the applicant must be a club or charitable, religious or non-profit organization in existence for at least three years, a Microdistillery, or Small Brewer. A Temporary On-Sale Liquor License Application will need to be completed.*

No additional information is needed if the Applicant is using a vendor with a Caterer’s License.

Name of Caterer (if applicable)

_____Yes _____No 3.2 PERCENT MALT LIQUOR ONLY *Certificate of Liquor Liability Insurance Required.*

PROVIDE A WRITTEN STATEMENT ADDRESSING YOUR PLANS FOR THE FOLLOWING ITEMS:

- Security
- Clean-up, both during and after the event
- Parking and traffic control
- Crowd control
- Emergency preparedness – to include but not limited to a description of emergency escape routes, evacuation points, means of notifying emergency personnel, procedures for accounting for employees and occupants after evacuation, etc.

PROVIDE A SITE PLAN – A detailed site plan must be submitted to the city for all events. Include any tables, stages, tents, barricades, fencing, portable restrooms, vendor booths, trash containers, exits, entrances, generators, serving stations, etc. If the event involves a parade, race or walk, attach a map highlighting the route. Include rest stop stations, crossings and indicate the route direction with arrows.

STANDBY PERSONNEL – It may be necessary to members of the St. Joseph Police Department, St. Joseph Fire & Rescue, and St. Joseph Public Works Department on duty for the event. This will be at the discretion of the Police Chief, Fire Chief, and Public Works Director as part of the Special Event Permit Application. All costs will be paid by the applicant.

- At least one event representative must be present at all times during the event.

I certify that the information provided in this application is true and correct of my own knowledge.

Print Name of Applicant

Date

Signature of Applicant

Property Owner Signature (if applicable)

Fees

Special Event	\$150.00
Special Event Deposit	\$500.00
Special Event after 9:30PM <500 people	\$500.00
Special Event after 9:30PM 501+ people	\$750.00
Special Event after 9:30PM Deposit	\$1,500.00
Police/Fire/Public Works Staff	At Cost

Office Use Only

Police Dept. Review/Comments: _____

Public Works Review/Comments: _____

Other Comments: _____

City Council Review

Application was approved | denied on _____ by the City Council.