

Special Event Permit Application – page 2

How will the event trash/waste be handled? List any temporary trash containers that will be delivered to the event site, including quantity, type and dates of delivery/removal:

How will you provide restroom facilities? List the quantity of any portable restrooms at event site, including dates of delivery/removal:

Will there be fireworks at the event? If yes, please provide the name and contact information of the person/company who will be supplying and handling the fireworks:

Will any electrical cabling, extension cords, electrical generators, sound systems, lighting systems, etc. that will be used at your event? List and describe how used:

Will any tents, shelters, coverings or temporary structures be used at your event? List the type, size and quantity:

List the type, size and quantity of any signs that will be erected before or during the event:

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Business Licenses

List any vendors/businesses/organizations that will be selling anything at your event. Each will be required to get a temporary business license for the event.

Liquor Licenses

List any vendors/businesses/organizations that will be selling or offering alcoholic beverages at your event. Each will be required to get a temporary liquor license for the event. Please note, all liquor licenses must be approved by the Board of Aldermen, which may take up to three (3) weeks.

Food Vendors

List any vendors/businesses/organizations that will be serving food. A St. Charles County Health Department permit will be required and a copy provided to the City for each vendor.

Signature

Date

If more space is needed or you need to submit further information please attach additional pages.

Save and submit completed form by one of the following methods:

Email: cityclerk@lakesaintlouis.com

Fax: 636-625-4229

Mail/Bring: City of Lake Saint Louis, City Clerk, 200 Civic Center Drive, Lake Saint Louis, MO 63367

Do not write below this space - For Office Use Only

<i>Date Application Received</i>	<i>Cost (if any)</i>	<i>Date Pd.</i>	<i>Pd. By</i>
<i>Approved by</i>	<i>Comm. Dev.-Bldg. Dept.</i>	<i>Police Dept.</i>	<i>Fire District Notified</i>
	<i>Public Works Dept.</i>	<i>Parks Dept.</i>	
<i>BOA Approval Needed</i>	<i>No</i>	<i>Yes</i>	<i>If yes, agenda date</i>
<i>City Clerk Approval</i>			<i>Date</i>
<i>Final Approval by City Administrator</i>			<i>Issued Permit #</i>