



Special/Temporary Event Promoter's Permit

Promoter's Name and Contact Information

Event Description

Event Location

Event Date(s) and Time(s)

Estimated Number of Attendees

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> 1- 50 | <input type="checkbox"/> 151 - 200 |
| <input type="checkbox"/> 51-100 | <input type="checkbox"/> 201 - 250 |
| <input type="checkbox"/> 101 – 150 | <input type="checkbox"/> 251+ |

Certificate of Liability Insurance (only required for events held on City property)

City must be listed as additional insured for the following amounts:

- 1) Contractor's Bodily Injury Liability and Property Damage Liability Insurance:
 - A) Injury or death of one person . . . \$1,000,000
 - B) Injury to more than one person in a single accident . . . \$3,000,000
 - C) Property damage . . . \$1,000,000
- 2) Automobile and Truck Public Liability, Bodily Injury, and Property Damage:
 - A) Injury or death of one person . . . \$1,000,000
 - B) Injury to more than one person in a single accident . . . \$3,000,000

C) Property damage . . . \$1,000,000

City Clerk

[] APPROVED _____

Inspections

1. Explain how trash from the event will be handled; list any temporary trash containers that will be delivered to the event site, including number, type and dates delivered/removed.

2. Detail the restroom facilities that will be provided; list the number of any portable restrooms that will be delivered to the event site, including dates delivered/removed.

3. 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 using the fireworks.

4. Describe any electrical cabling, extension cords, electrical generators, sound systems or lighting systems that will be used at your event.

5. List the type, size and number of any tents or similar coverings that will be used.

6. List the type, size and number of any signs that will be erected before or during the event.

Building Department

APPROVED _____

NOT REQUIRED _____

Fire Department

NOTIFIED _____

Traffic Control

1. Will you have people directing traffic?

Yes – How many people? _____

No

2. Do you require manual control of any traffic lights to allow for traffic flow?

Yes – Which intersections? _____

No

3. Will you be erecting any traffic barricades?

Yes - Which streets will be blocked? _____

No

4. Do you require any public streets to be closed?

Yes – Which streets? _____

No

5. Will your event include a parade on public streets?

Yes – A parade permit from the Police Department will be required.

No

Police Department

APPROVED _____

NOT REQUIRED _____

Public Works Department

[] APPROVED _____

[] NOT REQUIRED _____

Business Licenses

1. List any vendors/businesses/organizations that will be selling anything at your event. These vendors/businesses/organizations will be required to get a temporary business license for the event, even if they already have a Lake Saint Louis business license.

City Clerk

[] APPROVED _____

[] NOT REQUIRED _____

Liquor Licenses

1. List any vendors/businesses/organizations that will be selling or offering alcoholic beverages at your event. These vendors/businesses/organizations will be required to get a temporary liquor license for the event, even if they already have a Lake Saint Louis liquor license. Please note, all liquor licenses must be approved by the Board of Aldermen, which may take up to three weeks.

City Clerk

[] APPROVED _____

[] NOT REQUIRED _____

Food Permits

1. List any vendors/businesses/organizations that will be serving food. If the food is not already pre-packaged a St. Charles County Health Department permit will be required and the City will need to be provided a copy.

City Clerk

[] APPROVED _____

[] NOT REQUIRED _____

Final Approval

This permit is not valid unless signed below by the City Administrator.

Paul Markworth, City Administrator