

# APPLICATION FOR EVENTS: RACES, PARADES, FESTIVALS

## EVENT INFORMATION

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### Describe your event

In the space below, generally describe the event that you are planning. Attach additional sheets if necessary.

Name of the Event:	
Date(s) of the Event:	
Time event will begin and end:	
Location of the Event:	
Will Venders be at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No.  All Venders must have valid business licenses and any other license required for participation (example: Food License for venders of food projects).
Type of Event (check all that apply and complete the appropriate forms).	
<input type="checkbox"/> Race/Walk/Bike. If this event includes a Race/Walk/Bike, complete Form A.	
<input type="checkbox"/> Parade. If this event includes a parade, complete Form B.	
<input type="checkbox"/> Festival. If this event includes a festival, complete Form C.	
<input type="checkbox"/> Temporary Outdoor Consumption (TOC). If the event includes a TOC, Complete Form D. This form can be found at: <a href="https://www.jeffersoncitymo.gov/government/business_licensing.php">https://www.jeffersoncitymo.gov/government/business_licensing.php</a>	

### Contact Information for Applicant

Name of Applicant:	
Name of Contact person if applicant is an organization:	
Street Address:	
City state Zip code:	
Home Phone:	
E-Mail Address:	
Cell Phone:	
Is the applicant a Missouri not for profit organization:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the answer is yes state your Missouri Charter Number: _____	

**Contact Information of Contact person for the Day of the Event**

This person must be on scene to answer any questions or address concerns by City officials	
Name:	
Street Address:	
City State Zip code:	
Home Phone:	
Cell Phone:	
E-Mail Address:	

**EVENT INFORMATION**

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By submitting this application, I affirm that the facts set forth in this application, and all attached forms, are true and complete. I understand that if I am approved, any false statements, omissions, or other misrepresentations made by me on this application may result in the immediate revocation of my permit. **Further I understand and agree that as consideration for the City allowing this event, I will be responsible for all costs of cleaning up the location(s) where the event is held.** Should I fail to clean the location(s) of the event I authorize the City, in their sole discretion, to cause the area to be cleaned and I will be responsible for any such costs. I agree that if I fail to conform to any condition set up by the City, the City may deny any future application.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**THIS PERMIT IS NOT VALID UNTIL APPROVED BY THE POLICE CHIEF**

**\*To be completed by the Jefferson City Chief of Police\***

<b><u>Approval</u></b>	
Name (Printed):	Eric Wilde, Chief of Police
Signature:	
Date of Signature:	
Describe any special conditions placed on the permit:	
<b><u>Disapproval</u></b>	
Name (Printed):	Eric Wilde, Chief of Police
Signature:	
Date of Signature:	
Reason for Disapproval:	

**FORM A – RACE / WALK / BIKE**

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A Race/Walk/Bike event generally is a competition or personal challenge that takes place over a set course or distance, ordinarily involving participants running, walking, and/or utilizing bikes, to cross long distances. For purpose of this form “Race” shall include all similar events.

What time will people gather for pre-event preparation (formation):	
State the location you will use during formation time:	
What time will the race begin:	
What time will the race end:	
<p>Choose one of the following Traditional Jefferson City Race Routes (Click on the hyperlinked route name to view and print a map of each route):</p> <p>OR</p> <p><b>If you are requesting a variance from any of these routes choose Other Route. It is required to attach a map of the route and describe it.</b></p>	<p><b>Print and Attach Map to application</b></p> <p>___ <a href="#">Capitol A</a>                      ___ <a href="#">Capitol B</a></p> <p>___ <a href="#">Edgewood A</a>                      ___ <a href="#">Edgewood B</a></p> <p>___ <a href="#">Memorial Park A</a>                      ___ <a href="#">Memorial Park B</a></p> <p>___ <a href="#">North Jefferson</a>                      ___ Other Route (attach map)</p>
Number of entrants expected in the race:	
<p>Are you requesting the City place barricades on the route?</p> <p>If yes state where you are requesting (note the Police may modify placement for public safety):</p>	___ Yes    ___ No

**Special requests**

Please state any additional requests which are being made of the City of Jefferson:

**PARTICIPANTS MUST OBEY PEDESTRIAN LAWS.  
CITY CODE ARTICLE IV. PEDESTRIANS, SECTION 22**

The city code can be found online at: [www.jeffersoncitymo.gov/government/city\\_code.php](http://www.jeffersoncitymo.gov/government/city_code.php)

**Clean-Up Plan**

In the space below, summarize your clean-up plan INCLUDING REMOVAL OF TRASH PLACED IN EXISTING CITY RECEPTACLES for this event. Attach additional sheets if necessary.

**Trash & Recycling receptacle plan.**

In the space below, state the location where you will place trash receptacles and recycling receptacles for this event. Attach additional sheets if necessary.

**Restroom areas.**

In the space below, state the location where you will place portable restrooms for this event. Attach additional sheets if necessary.

**FORM B – PARADE**

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A parade event is a public procession along a defined route that generally celebrates a special day or event which may include floats, vehicles, animals and people in the procession.

What time will people gather for pre-event preparation (formation):	
State the location you will use during formation time:	
What time will the Parade begin:	
What time will the Parade conclude:	
Choose one of the following Traditional Jefferson City Parade Routes (Click on the hyperlinked route name to view a map of each route):  OR  <b>If you are requesting a variance from any of these routes choose Other Route. It is required to attach a map of the route and describe it.</b>	<p style="text-align: center;"><b>Print and Attach Map to application</b></p> <p style="text-align: center;"><input type="checkbox"/> <a href="#">Parade A</a>      <input type="checkbox"/> <a href="#">Parade B</a></p> <p style="text-align: center;"><input type="checkbox"/> Other Route (attach map)</p>
Number of entrants expected in the parade:	
Number and types of animals expected in the parade:	
Are you requesting the City place barricades on the route? If yes state where you are requesting (note the Police may modify placement for public safety).	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Clean-Up Plan**

In the space below, summarize your clean-up plan INCLUDING REMOVAL OF TRASH PLACED IN EXISTING CITY RECEPTACLES for this event. Attach additional sheets if necessary.

**Trash & Recycling receptacle Plan**

In the space below, state the location where you will place trash receptacles and recycling receptacles for this event. Attach additional sheets if necessary.

**Restroom areas**

In the space below, state the location where you will place portable restrooms for this event. Attach additional sheets if necessary.

**BE ADVISED THAT THE THROWING OF ANYTHING FROM A PARADE FLOAT IS PROHIBITED. THIS PROHIBITION INCLUDES, BUT IS NOT LIMITED TO CANDY, CONFETTI, PAINT OR LIQUIDS.**

**APPLICANT IS REQUIRED TO MAKE THIS PROHIBITION KNOWN TO ANY PARTICIPANTS AND FAILURE OF PARTICIPANTS TO ABIDE BY THIS RESTRICTION MAY PROHIBIT THEIR PARTICIPATION IN FOLLOWING YEARS, PROHIBIT THIS APPLICANT FROM OBTAINING FUTURE PERMIT, AND/OR MAY RESULT IN A SUMMONS TO MUNICIPAL COURT.**

**I understand my obligation to inform participants of the prohibition on throwing any item from a parade float:**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**FORM C – FESTIVAL**

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A Festival is an event held within defined boundaries that requires closure and use of City streets, which is not otherwise classified as a Parade Event or Race Event.

What time will people gather for pre-event preparation (formation):	
State the location people will gather for pre-event preparation (formation):	
What time will the Festival begin:	
What time will the Festival conclude:	
Which Location are you requesting to use for your Festival:	
A. ___ Downtown Festival District:	High Street from Jefferson to Monroe, Madison Street from Wall Way to Commercial Way, and Commercial Way from a point 100 feet west of Madison to a point 200 feet east of Madison.
B. ___ Dunklin Street Festival District:	Dunklin Street from Madison to Jefferson
C. ___ Central East Side Entertainment District	High Street from Chestnut to Ash St. and Ash Street from High Street to Wall Way
D. ___ Other	Describe and attach a Map
Number of people expected in the Festival:	
State the location of any bleacher seating: Contact the City of Jefferson Parks and Recreation Department with any request to use City provided bleachers.	
Will you have a sound system? If yes, identify the location of sound system and advise the operator of the decibel limitations found in Chapter 21, Section 21-116 of the <a href="#">City Code</a> .	___ Yes ___ No
Number and types of animals expected in the Festival:	
Are you requesting the City place barricades in the festival district or entrances to the festival district? If yes, state where you are requesting (note the Police may modify placement for public safety):	

**FORM C – FESTIVAL**

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**Clean-Up Plan**

In the space below, summarize your clean-up plan INCLUDING REMOVAL OF TRASH PLACED IN EXISTING CITY RECEPTACLES for this event. Attach additional sheets if necessary.

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**Trash & Recycling receptacle Plan**

In the space below, state the location where you will place trash receptacles and recycling receptacles for this event. Attach additional sheets if necessary.

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**Restroom areas**

In the space below, state the location where you will place portable restrooms for this event. Attach additional sheets if necessary.

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**Electrical/power plan**

In the space below, state how you will provide electricity or power to any required sources. Note you may not utilize power outlets on utility poles. Attach additional sheets if necessary.

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**FORM C – FESTIVAL**

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**Public Safety Plan**

In the space below, summarize your public safety plan for this event to assure both the safety of the people attending the event and to assure compliance with the requirements of this permit. Attach additional sheets if necessary.

**Street Venders to Participate**

List the name and address of all food providers who shall be authorized by applicant to participate as a street vender.

<u>Name</u>	<u>Address</u>	<u>Phone #:</u>

**NOTE: ALL FOOD PROVIDERS MUST HAVE ALL NECESSARY LICENSES TO SELL FOOD WITHIN THE PERMITTED DISTRICT.**