



CITY OF ST. JOSEPH

Special Event Permit Application

APPLICANT INFORMATION:

Event Coordinator _____

Phone _____ Email _____

Mailing Address _____

Sponsoring Organization _____

EVENT INFORMATION:

Event Name _____ Event Type _____

Event Date _____ Start Time _____ End Time _____

Event Location/Address _____

Estimated Number of Attendees _____

Where Will Attendees Park? _____

Yes No PARADE – If yes, how many units? _____

Yes No STREET CLOSURE REQUESTED – If yes, include on your Site Plan where the closure will be and any detours if applicable.

Yes No ENTERTAINMENT – If yes, what type? _____

Yes No SOUND AMPLIFICATION

Yes No FIREWORKS – If yes, contact the Fire Chief, firechief@cityofstjoseph.com

Yes No VENDORS – If yes, how many vendors are expected? _____

Yes No FOOD TRUCKS – If yes, each food truck 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 Temporary On-Sale Liquor License Application will need to be completed.*

No additional information is needed if the Applicant has a valid Caterer’s License.

Name of Caterer (if applicable)

Yes No 3.2 PERCENT MALT LIQUOR ONLY [NON-INTOXICATING] *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

