

Special Event Permit Application

APPLICANT INFORMATION:

Event Coordinate	or	
	Email	
Mailing Address		
Sponsoring Organization		
EVENT INFORMATION:		
Event Name	Event Type	
Event Date	Start Time End Time	
Event Location/Address		
Estimated Numb	er 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)		
	3.2 PERCENT MALT LIQUOR ONLY [NON-INTOXICATING] Certificate of 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 rest rooms, 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, crossing, signage and indicate the route direction with arrows.

STANDBY PERSONNEL – It may be necessary to have an officer/s of the St. Joseph Police Department and area jurisdictions, as well as, Public Works staff be on duty for the event. This will be at the discretion of the Police Chief and Public Works Director as part of the Special Event Permit Application. All costs will be paid by the applicant

• At least one applicant must be present at all times during the event.

I certify that the information provided in this application	on is true and correct of my own knowledge.	
Print Name of Applicant	Date Property Owner Signature (if applicable)	
Signature of Applicant		
Fees		
Special Event w/ Alcohol	\$150.00/event	
Outdoor/Temporary Liquor Permit	\$150.00	
Special Event after 9:30 PM<500 people	\$500.00	
Special Event after 9:30 PM 501+ people	\$750.00	
Special Event Deposit	\$1,000.00	
Special Event Fee (no alcohol)	\$150.00/no deposit required	
Police/Public Works Staff	At Cost	
Fire Dept. Review/Comments:	·	
Police Dept. Review/Comments:		
Public Works Review/Comments:		
The City Council will review applications requesting		
held on public property, and an event having music For these events, applications must be submitted a r		
For all other requests, applications must be submitt date.	red a minimum of 30 days prior to the event	
City Council Review (If Applicable) This application came before the City Council on Based upon the information provided, this application is	is: Approved Denied	

City Clerk

Date