#### CITY OF TOWN AND COUNTRY

1011 Municipal Center Drive Town and Country, MO 63131-1101 (314) 587-2820 FAX 587-2821



### APPLICATION FOR SPECIAL EVENT LICENSE

Complete this checklist and application in full and submit to the Planning & Public Works Department at least 14 business days prior to the event. Failure to submit your completed checklist, application and associated documents at least 14 business days prior to the event will result in a delay to the approval process.

# CHECKLIST Special Event Application completed and signed with application fee of \$200 per day or \$1 per day (for charitable or religious purposes) Site Plan of event (clearly indicating event boundaries, parking, seating, tents, rides portable restrooms, fencing etc.) Authorization letter from property owner/landlord for use of property St. Louis County Department of Public Works to obtain county required permits if applicable (such as electrical inspections for booths, rides, lights/sound systems, etc.), attach approved permit St. Louis County Health Permit must be obtained if food or beverages are being dispensed, attach approved permit if applicable Town & Country Temporary Liquor License if alcohol is being sold, contact the Finance Department 314-587-2808 for more information Contact the Town & Country Police Department, 314-432-4696, for any walk/run, parade or bicycle ride, or event where security is needed; additional fees may be due if applicable Proposed Route Map will be required if the event includes a run/walk, parade or bicycle ride St. Louis County and/or Missouri Department of Highways and Traffic Authorization for events taking place on county or state roads Copy of Insurance Policy naming City of Town & Country as additional insured if the event is on a public street or on City property Town & Country Pyrotechnics Display Permit for events with a fireworks display, contact the Fire Marshal 314-587-2839 for more information

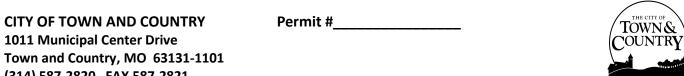
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Permit #_	 
Date	 



1.	Applicant Name:					
	Organization (if applicable):					
	Applicant/Organization Address:					
	City:	State:	Zip:			
	Email:	Phone:				
2.	Description of event:					
	9					
Со	ntact During Event:			_		
	If for a Charitable of Religious Purpose, Nan	ne and Address of Org	ganization Re	eceiving Proceeds:		
	Location of Event:					
	Event Date(s):	Estimated Attend	ance:			
	Start Time:	End Time:				
3.	Will alcoholic beverages be served? If yes, please complete an application for te	emporary liquor licens		No		
4.	Will traffic need to be diverted during this e	event?	Yes	No		
	If yes, please explain					
5.	Will any temporary structures be construct	ion (i.e. tent, stage)?	Yes	No		
	If yes, please provide the following docur egress access, seating capacity, location a facilities; construction documents/specificate retardant fabric (note: all tents or canopies	nd type of heating/o ations; type of anch	ooling facilion	ties as well as electrical used; certificate of fire		

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6. Will this event generate the need for addition If yes, please contact the Town & Country Poli	
If yes, the regulations of Section 210.750 of the 210.750 NOISE REGULATIONS AND CONTRO G (4). In no case shall the band or orchestroutdoors during the following hours:  On Sundays through Thursdays: from 10:	rs or live music? Yes No ne Municipal Code shall be adhered to as follows: L ra play outdoors or the loudspeaker operate 00 P.M. until 7:30 A.M. the following morning 59 P.M. until 7:30 A.M. the following morning
I UNDERSTAND THAT:	
BE REQUIRED.  2. INSPECTIONS FROM ST. LOUIS COUNTY HEALTH  3. THE CITY OF TOWN AND COUNTRY HAS THE AL CAUSING INJURY TO PERSONS OR PROPER DISTURBANCE, OR OTHERWISE VIOLATING ANY ST	
Signea:	Date:
FOR OF	FICE USE ONLY
Administrative Approval:	Date:
Finance Approval:	Date:
Police Approval:	Date:
Public Works Approval:	Date:
Zoning Approval:	Date:
Fee Received By:	Amount Paid: