



## SPECIAL EVENT PERMIT APPLICATION CITY *of* CAPE GIRARDEAU

CUSTOMER SERVICE OFFICE, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, 573-339-6322

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**Apply for this permit when using public property for an event,  
such as streets, sidewalks, or city-owned parking lots.**

**You do not need this permit if your event is:**

- on private property. Secure permission from land owner.
- a moving parade, please use a PARADE PERMIT and submit to  
Cape Girardeau Police Department  
Special Operations Division  
40 South Sprigg  
Cape Girardeau, MO 63703  
573-335-6621 ext. 1148
- in a City park, please use a PARK PERMIT and submit to  
Parks & Recreation Department  
A.C. Brase Arena Building  
410 Kiwanis Drive  
Cape Girardeau, MO 63701  
573-339-6340

**Directions:**

1. Complete attached 3 pages. If a question does not apply, EXPLAIN. Do not leave questions blank.
2. Return the application with a map, proof of insurance, and current contact information via fax, mail, e-mail or delivery (see below) at least 10 DAYS prior to the date of the event.
3. Your permit will be processed as soon as possible. Incomplete applications could delay processing. To check the status of your application, call 339-6322. Otherwise, you should retrieve your permit from the Customer Service Office at City Hall one week prior to your event.

**Return application:**

BY FAX: 573-339-6302

BY MAIL: City Hall (Special Events)  
401 Independence  
P.O. Box 617  
Cape Girardeau, MO 63702

BY E-MAIL: [tholloway@cityofcapegirardeau.org](mailto:tholloway@cityofcapegirardeau.org)

DELIVERY: City Hall Customer Service Office  
401 Independence, 1<sup>st</sup> Floor  
Cape Girardeau, MO 63703

**You must contact the Fire Department at 573-339-6330 if you will be using fireworks.**

*If you have any questions, please call 573-339-6322*



**SPECIAL EVENT PERMIT APPLICATION**  
**CITY of CAPE GIRARDEAU**

CUSTOMER SERVICE OFFICE, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, 573-339-6322

Date Submitted:

Date Approved:

**Name or Title of Special Event**

<b>Applicant's Name</b>	<b>Event Sponsor's Name (responsible for conduct of Special Event)</b>
Applicant's Mailing Address	Event Sponsor's Mailing Address
City, State, Zip	City, State, Zip
Applicant's Email Address	Sponsor's Email Address
Applicant's Phone Number	Sponsor's Phone Number

If the event is sponsored by a charitable, civic or corporate organization, list the officer's and director's names, addresses and phone numbers:

**EVENT INFORMATION**

Event purpose:

Event dates/times of operation:

Requested dates/times for event set up and shut down, including clean up:

Estimated number of persons attending per day:

Estimated number of vehicles anticipated per day:

List all vendors providing services, supplies, food or drink to this event (attach additional pages if necessary):

Will alcoholic beverages be allowed, provided or sold at this event?  YES  NO

Will you be placing any signs on public or private property advertising this event?  YES  NO

If yes, list the sign type, size, locations, and duration below. NOTE: *some signs are subject to the City's sign ordinance – more information at [cityofcape.org/signs](http://cityofcape.org/signs)*

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Name, address, phone number, and contact name of security company retained, if any, and a description of their contracted duties for this event:

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Description, location, and illustration of the planned use of lighting, music, loudspeakers, live bands, or sound systems, if any, and the type and locations of speakers and other audio and lighting equipment (attach additional pages if necessary). *Please note that loud sounds and music may be subject to the City's sound ordinance.*

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Description of the planned disposal of sanitary waste and sewage, including toilet facilities and the disposal of garbage, trash and refuse (attach additional pages as necessary).

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Description or plan for fire protection, including a map specifying the location of fire lanes and water supply for fire control (attach additional pages as necessary).

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Description or plan for providing emergency medical services, as may be needed during the event (attach additional pages as necessary).

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Provide a copy of certificate of insurance for general liability and property damage, stating limits of coverage, unless waived by the City Manager. Attached?       YES       NO

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**EVENT LOCATION**

State the address of the Special Event, and include a description or map illustrating the event site, including lots, existing buildings, parking areas (both on and off street), drive areas and access lanes (attach additional pages if necessary).

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Describe all streets or portions thereof to be closed.

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If the event is in a city park, describe all park shelters, areas or facilities to be used/reserved for event.

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**EXPENSES**

The special event permit applicants, sponsors, and any other individuals or organizations named in the permit shall be responsible for any expenses incurred by the City as a result of the sponsored special event for stolen or damaged city property, cost of materials and utilities, including but not limited to water, sewer, solid waste disposal and electric, for city employee overtime wages, and for any other expenses incurred by the City.

**BARRICADES**

The City will not furnish any type of barricades for a special event unless otherwise specifically approved by the City Manager. At least two (2) barricades with flashing yellow lights attached shall be placed at each end of every street or public area to be closed for the special event if the event is to continue into the hours of darkness. These barricades with flashing lights attached shall be placed with the other barricades. Boxes, chairs, or any other type of furniture shall not be used for barricades. Failure to provide adequate barricades may result in the special event being terminated.

**POSTING**

Parking lot(s) or spot(s) requested for a special event must be posted with signs **48 hours** prior to the designated event setup time. Signs will be provided by the Cape Girardeau Police Department Special Operations Division. These signs must be posted at all entrances and exits of the parking lots and within various locations of the lot itself as designed by the Special Operations Division. The event holder/sponsor is responsible for insuring the location is properly posted for the full 48 hours prior to the event. **If the applicant is going to have vehicles towed, the applicant must contact the Special Operations Division to make arrangements for the vehicles to be towed.** The event sponsor will be responsible for payment of this service as stated in the Expenses paragraph above. Failure to properly post the lot(s) or spot(s) may result in vehicles not being legally towed and the special event being terminated. If the event holder/sponsor fails to properly post the lot(s) or spot(s) and vehicles are towed, they could be held criminally and civilly responsible.

**CLEAN UP**

The street and its right-of-way must be cleaned of all litter and materials within 48 hours of the conclusion of the Special Event and before the barricades are taken down.

***I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THE SPONSOR AND/OR APPLICANT AGREES TO FOLLOW THE REQUIREMENTS OF THE CITY OF CAPE GIRARDEAU CODE OF ORDINANCES, CHAPTER 15, ARTICLE XVII.***

**APPLICANT'S SIGNATURE**

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Applicant's Signature

Date

**SPONSOR'S SIGNATURE**

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Sponsor's Signature (if different from Applicant)

Date