

CAPE GIRARDEAU, MO 63701
PHONE (573) 339-6340 FAX (573) 339-6393

SPECIAL EVENT REQUEST

Todays date: _____ Date of event: _____ Park: _____

Shelters _____ Area of park requested: _____

Will your event require you to go outside the park boundaries? __ yes __ no

If yes where? _____

Approximate # in attendance _____ Beginning Time: _____ Ending Time _____

Organization name: _____ Contact name: _____

Address: _____ City: _____

State: _____ Zip code: _____ Phone _____ Cell Number _____

Event name: _____ Event purpose _____

Will you be selling items? __ yes __ no (If yes you will need a vendors or peddlers license in which can be obtained at Customer Service at City Hall)

Will you be having music, loud speakers, live band or a sound system? __ yes __ no

If yes explain: _____

Are you requesting any streets inside the park area to be closed? __ yes __ no

Please submit a description of event and activities: _____

Any other requests: _____
(Portable Toilets- \$80 per unit)

IMPORTANT INFORMATION:

- The event applicant, sponsor and any other individual or organizations named on the permit shall be responsible for any expenses incurred by the City as a result of the event for stolen or damaged city property, cost of materials and utilities as well as any city employee overtime wages.
- No admission fees shall be received.
- Fireworks are prohibited unless approval from the Parks and Recreation Director and the City Fire Department.
- No tents allowed unless approved by the Parks and Recreation Director.
- No marking on concrete or asphalt areas of any kind.
- Applicant must have a Fire escape plan with a map that shows escape routes and with water supply sources marked.
- Applicants must have an emergency medical plan.
- Applicants must provide a certificate of insurance for general liability and property damage stating limits of coverage unless waived by the Parks and Recreation Director.
- All parks close at 11:00 p.m.

Fire inspection required __ yes __ no

Approved _____ Disapproved _____

Organization Representative Date

Parks Division Manager Date

Julia Thompson, Parks and Recreation Director Date