



City of Springfield, Missouri
Special Event/Amplified Sound Permit

Issued by the City of Springfield, Missouri,

Cajun Cookoff and Carnivale
(Not Transferable)

For approved event scheduled for:

Event Dates: Saturday, April 8, 2017

Event Time: 6:00 - 11:00 p.m.

Event Location: Farmer's Park
2144 E Republic Road

Estimated Attendance: 1,200

Conditions:

- Applicant must have a non-profit solicitation registration.
- Any for-profit businesses must be licensed prior to the event.
- A catering letter will be required.

Signed: Sharon Spain
Special Event Permit Coordinator

Date: February 3, 2017

This is a permit only, and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Thursday, January 26, 2017 5:30 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

Special Event Permit Application

City of Springfield Special Event Permit Application

Organization Name	Queen City Sertoma Club PO Box 11434 Springfield, MO 65808
Address	<i>Field not completed.</i>
Contact Name	Melissa Rea
E-mail Address	email.melissa.rea@gmail.com
Home or Desk Phone	417-880-6269
Cell Phone	417-880-6269
Fax	<i>Field not completed.</i>
Second Contact Person	Tina Kucera
E-mail Address	whitebeachislandgirl@yahoo.com
Home or Desk Phone	417-300-5368
Cell Phone	417-300-5368
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Event Information	
Event Name	Cajun Cookoff and Carnivale

Event Description Charity (501(c)3 documentation required), Concert, Other

Please upload 501(c)(3) documentation if required. [QC Sertoma Tax Exempt Letter.pdf](#)

If you checked Other above, please describe. Cajun food sampling and other food/beverage vendors.

Event Date(s) April 8, 2017

Alternate Event Date(s) Field not completed.

Event Location Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance) Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Farmers Park

Event Address & Zip 2144 E Republic Road 65804

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from proceeds The Boys and Girls Clubs of Springfield and other local children's charities.

% of proceeds being donated 100% of net proceeds

Is this a first-time event? No

If no, what was the last year the event was held? 2016

Please list any variations from the last year the event was held. Same location and format as 2016.

Event Operations

Event Set Up Starts: 4/8/2017 2:00 PM

Event Set Up Complete By: 4/8/2017 6:00 PM

Event Start: 4/8/2017 6:00 PM

Event Close: 4/8/2017 11:00 PM

Event Teardown Starts: 4/8/2017 11:00 PM

Event Teardown Complete By: 4/9/2017 1:00 AM

Estimated Attendance Per Day 1200

Will this event be open to the public? Yes

Will you be charging admission? Yes

Will you be accepting donations? Yes

Are you wanting to close a City street for your event? No

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. *Field not completed.*

From: *Field not completed.*

To: *Field not completed.*

Upload Event Route *Field not completed.*

Food will be Served, Prepared

How many food vendors do you anticipate having? 2-4

How will food be prepared? LP gas grill, Electric grill

Name of Food Vendor	TBD - can send at a later date
Upload (PDF) list of food vendors here.	<i>Field not completed.</i>
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink
What type of alcoholic beverages?	Beer, Wine, Spiritous (hard) liquor
Alcohol Will Be Served From:	4/8/2017 5:00 PM
To:	4/8/2017 11:00 PM
<p>City of Springfield Noise Standards <i>(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.</i></p>	
Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	Yes
How many?	1
Performances will start	4/8/2017 6:00 PM
and conclude	4/8/2017 11:00 PM
Will tents be erected for your event?	No
Will additional electrical wiring be installed for the event?	Yes

How will you get electricity to your event?	Utility power
Will access to water be required for the event?	Yes
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	Yes
If so, who will be providing security? Please provide Organization, Address and Phone.	Greene Co. Sheriff's Department - 1010 N. Boonville 65802 - 417-868-4040 Event Services Group - 3030 E Cherry Ste 100 65804 - 832-229-3007

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services.	Call if needed.
Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event.	Use trash bins onsite, supplement with trash bin sponsorship.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP	I agree
INSURANCE	I agree
UPLOAD Insurance Policy (if required)	Insurance Note.docx
INDEMNITY	I agree
CITY CODES/PERMITS	I agree
CONDUCT/NUISANCES	I agree

UPLOAD Event Site Map or Sketch here. *Field not completed.*

Signature By checking this box and typing my name below, I am electronically submitting my signature.

First Name

Middle Initial

Last Name

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)