



***City of Springfield, Missouri***  
***Special Event/Street Closure***  
***Amplified Sound Permit***

Issued by the City of Springfield, Missouri,

***Walk to End Alzheimer's***

For approved event scheduled for:

Event Dates: Saturday, September 15, 2018

Event Time: 8:15 – 11:45 a.m.

Event Location: Jordan Valley Park  
635 E Trafficway

Estimated Attendance: 1,500

**Condition:**

\*All vendors must be licensed prior to the event date.

\*A non-profit solicitation license must be obtained prior to the event date by the Alzheimer's Association.

\*3 Extra-duty officers are required for traffic/pedestrian safety.

Signed: Sharon Spain  
Special Event Permit Coordinator

Date Approved: 9/13/18

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

## Spain, Sharon

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 15, 2018 11:29 AM  
**To:** Spain, Sharon  
**Subject:** Online Form Submittal: Special Event Permit Application

### Special Event Permit Application

#### City of Springfield Special Event Permit Application

Organization Name ~~Alzheimer's Association, Greater Missouri Chapter~~ *Disease of Related Disorders Association, Inc.* *STC2*

Address 3645 South Avenue Springfield, MO 65807

Contact Name ~~Nate Reed~~ *Amy Temple*

E-mail Address ~~nreed@alz.org~~ *atemple@alz.org*

Home or Desk Phone ~~417-420-0348~~ *417-886-2199*

Cell Phone ~~417-396-1013~~ *417-522-9684*

Fax 417-886-0337

Second Contact Person Jordan Brennan

E-mail Address jbrennan@alz.org

Home or Desk Phone 314.801.0444

Cell Phone *Field not completed.*

Fax *Field not completed.*

Promoter, if different from Organization, & Address *Field not completed.*

E-mail Address *Field not completed.*

Home or Desk Phone *Field not completed.*

Cell Phone *Field not completed.*

Fax *Field not completed.*

#### Event Information

Event Name Walk to End Alzheimer's

Event Description Charity (501(c)3 documentation required), Run/Walk/Bicycle

Please upload 501(c)(3) documentation if required. [IRS Tax Exemption 501c3 Proof.pdf](#)

If you checked Other above, please describe. *Field not completed.*

Event Date(s) 09/15/2018

Alternate Event Date(s) *Field not completed.*

Event Location Park and Street

*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 Jordan Valley Park

Event Address & Zip 635 E Trafficway St, Springfield, MO 65802

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 Alzheimer's Association

% of proceeds being donated 100

Is this a first-time event? No

If no, what was the last year the event was held? 2017

Please list any variations from the last year the event was held. We would like to change the route of the event.

### Event Operations

Event Set Up Starts: 9/15/2018 6:15 AM

Event Set Up Complete By:	9/15/2018 8:00 AM
Event Start:	9/15/2018 8:15 AM
Event Close:	9/15/2018 11:45 AM
Event Teardown Starts:	9/15/2018 11:45 AM
Event Teardown Complete By:	9/15/2018 1:30 PM
Estimated Attendance Per Day	1500
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	Yes
Are you wanting to close a City street for your event?	Yes
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	Depends on route and all closures would be temporary between 10:20 and 11:30 as Walkers cross intersections.
From:	9/15/2018 10:15 AM
To:	9/15/2018 11:30 AM
Upload Event Route	<i>Field not completed.</i>
Food will be	Served, Prepared
How will food be prepared?	LP gas grill, Electric grill
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	The Neighborhoods at Quail Creek
Contact name	Jennifer Pike
Mobile phone number	(417) 889-1275
E-mail address	quailcreek.mkt@americareusa.net

Will more than one food vendor be serving food at the event?	<i>Field not completed.</i>
Will electricity be provided to the food vendors?	Yes
If yes, please describe contingency plan for additional power if needed.	Power supplied by venue. Generators can be provided if absolutely necessary
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	<i>Field not completed.</i>
Alcohol Will Be Served From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>

**City of Springfield Noise Standards**

*(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.*

Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	No
How many?	<i>Field not completed.</i>
Performances will start	9/15/2018 8:30 AM
and conclude	9/15/2018 12:00 PM
Will tents be erected for your event?	Yes
If you checked Yes,	<a href="#"><u>click here to view tent permits and guidelines and to fill out an application for a tent permit.</u></a>
Will additional electrical wiring be installed for the event?	No
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.	In progress. Looking at Highway Patrol as used in 2017
<p>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.</p>	
Describe your plans for Emergency Medical Services.	Nurses on hand from a variety of care facilities in the community. Have ambulance station nearby.
Describe your plans for trash removal, as well as any organizations or	Jordan Valley Park/Mediacom Ice Park staff handle trash removal.

persons directly involved with this aspect of the event.

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 WAIVER**

*Most events taking place on City property or right of way require liability insurance. However, there are some exceptions. To find out if your event qualifies for a waiver for the liability insurance requirement, click [here](#).*

INSURANCE  I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to “third party” users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Insurance Policy (if required) [ALZ CitySpringfield - COI.PDF](#)

INDEMNITY  I agree

CITY CODES/PERMITS  I agree

CONDUCT/NUISANCES  I agree

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

HOLD HARMLESS AGREEMENT [Download](#)

UPLOAD signed Hold Harmless Agreement (if required) [DOC051518-05152018113208.pdf](#)

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

First Name Nathan

Middle Initial *Field not completed.*

Last Name Reed

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](mailto:sspain@springfieldmo.gov).

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



**Alzheimer's Walk**

**9/15/18**

