



City of Springfield, Missouri
Special Event Permit

Issued by the City of Springfield, Missouri,

Walk for the Poor

For approved event scheduled for:

Event Dates: Saturday, September 29, 2018

Event Time: 8:30 – 11:00 a.m.

Event Location: Downtown Springfield Vicinity

Estimated Attendance: 70

Conditions:

*Participants must obey traffic/pedestrian laws.

*No traffic is allowed to be stopped or detoured.

Signed: Shaw Spai
Special Event Permit Coordinator

Date Approved: 9/20/18

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

Spain, Sharon

From: noreply@civicplus.com
Sent: Wednesday, September 12, 2018 1:53 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	Saint Vincent DePaul at St. Agnes
Address	533 S Jefferson, Springfield, Mo 65806
Contact Name	Ron Enos
E-mail Address	Rfenos@sbcglobal.net
Home or Desk Phone	417-742-3358
Cell Phone	417-619-9827
Fax	<i>Field not completed.</i>
Second Contact Person	Rick Garand
E-mail Address	garand@gmail.com
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	417-818-6003
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	Walk for the Poor

Event Description Run/Walk/Bicycle

Please upload 501(c)(3) documentation if required. *Field not completed.*

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

Event Date(s) 9/29/18

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

Event Location 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 Jefferson

Event Address & Zip 533 S Jefferson Springfield, MO 65806

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 Saint Vincent DePaul, Saint Agnes

% of proceeds being donated 100

Is this a first-time event? No

If no, what was the last year the event was held? *Field not completed.*

Please list any variations from the last year the event was held. *Field not completed.*

Event Operations

Event Set Up Starts:	9/29/2018 8:00 AM
Event Set Up Complete By:	9/29/2018 8:30 AM
Event Start:	9/29/2018 8:30 AM
Event Close:	9/29/2018 11:00 AM
Event Teardown Starts:	9/29/2018 11:30 AM
Event Teardown Complete By:	9/29/2018 12:00 PM
Estimated Attendance Per Day	70
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?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	Will be walking on the sidewalks. Will obey all traffic safety rules, crossing at crosswalks, etc. This is not a timed event.
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	Walk for the Poor - Route.pdf
Food will be	Neither
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>

E-mail address *Field not completed.*

Will more than one food vendor be serving food at the event? No

Will electricity be provided to the food vendors? No

Will alcoholic beverages be available at your event? No

Alcoholic beverages will be *Field not completed.*

What type of alcoholic beverages? *Field not completed.*

Please provide the address at which alcohol will be sold, given away and/or consumed. *Field not completed.*

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. *Field not completed.*

Alcohol Will Be Served From: *Field not completed.*

To: *Field not completed.*

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 No

amplified sound at your event?

If so, will stages be built? No

How many? *Field not completed.*

Performances will start *Field not completed.*

and conclude *Field not completed.*

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? No electricity needed

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. *Field not completed.*

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 911 if necessary.

Describe your plans for trash removal, as well as any organizations or persons directly involved No trash will be generated.

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 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) [Walk for the Poor COI.pdf](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. [Walk for the Poor - Route.pdf](#)

HOLD HARMLESS AGREEMENT [Download](#)

UPLOAD signed Hold Harmless Agreement (if required) [Walk for the Poor - HHA.pdf](#)

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

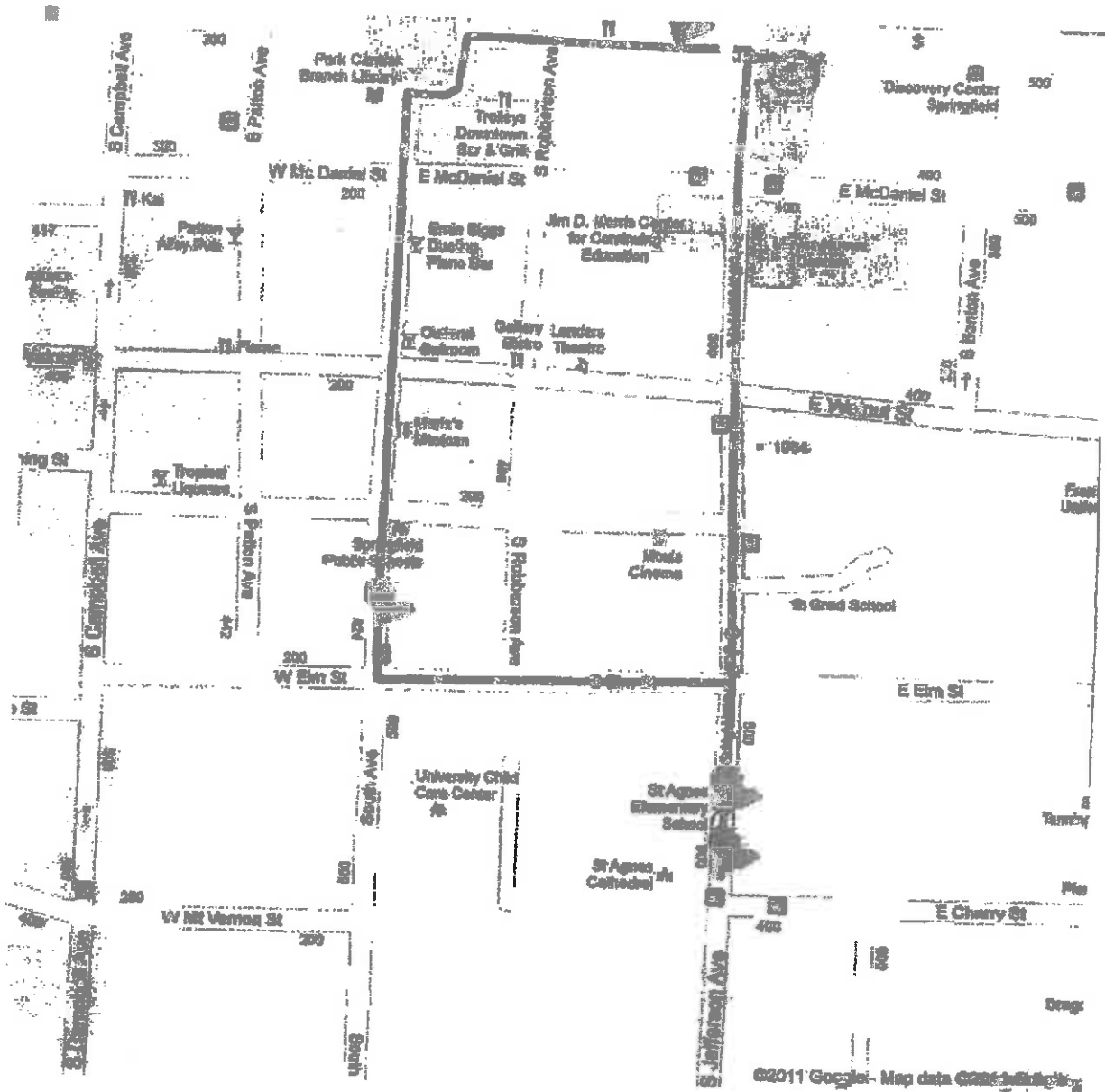
First Name Ron

Middle Initial *Field not completed.*

Last Name Enos

Friends of the Poor® Walk

One Mile Route

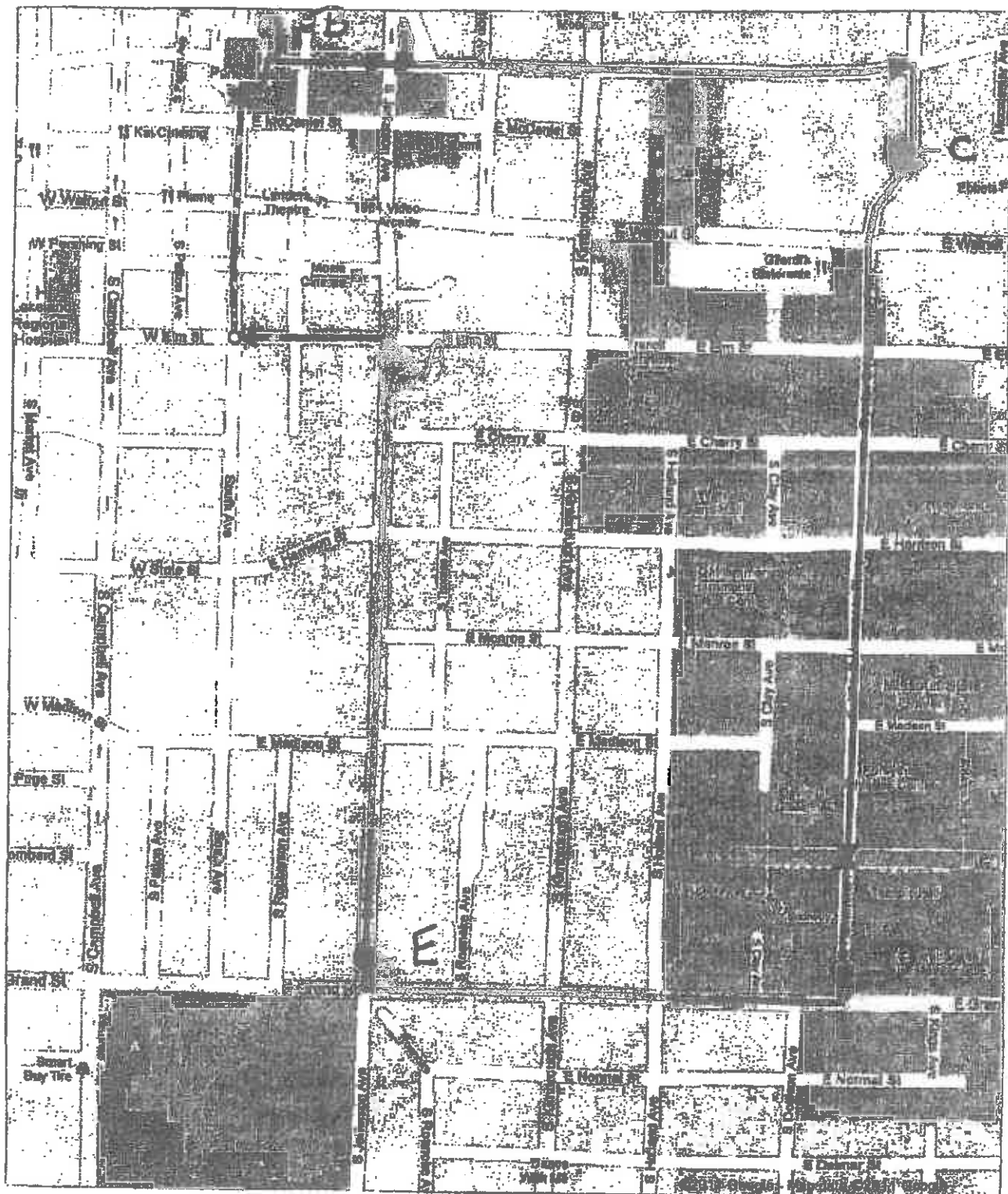


A - St. Agnes Cathedral
 C - Park Central East and Jefferson Avenue

B - Elm Street and South Avenue
 D - St. Agnes Cathedral

Friends of the Poor® Walk

Three Mile Route



A - St. Agnes Cathedral

B - Park Central Square

C - Hammons Parkway near St. Louis Street

D - Hammons Parkway at Grand Street

E - Grand Street and Jefferson Avenue