



City of Springfield, Missouri
Special Event Permit

Issued by the City of Springfield, Missouri,

Queen City Pub Crawl
2018 New Year's Eve Pub Crawl

For approved event scheduled for:

Event Dates: Monday, December 31, 2018

Event Time: 9:00 p.m. 12/31/18 to 1:15 a.m. 1/1/19

Event Location: Downtown Springfield

Estimated Attendance: 2,400

Conditions:

***The Fire Department requires two fire marshals be hired per General Ordinance No. 6195 Section 2-502.**

Signed: Sharon Spain
Special Event Permit Coordinator

Date Approved: 11/29/18

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

Spain, Sharon

From: noreply@civicplus.com
Sent: Wednesday, November 28, 2018 9:30 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	Downtown Development Partnership LLC
Address	1745 S. National
Contact Name	Tom Muetzel
E-mail Address	tomuetzel@gmail.com
Home or Desk Phone	4178484360
Cell Phone	4178484360
Fax	<i>Field not completed.</i>
Second Contact Person	<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>
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	Queen City Pub Crawl 2018 New Year's Eve Pub Crawl
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Event Description	Other
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	Pub Crawl consisting of multiple venues operating independently for a 1 night event.
Event Date(s)	12-31-2018
Alternate Event Date(s)	None
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	South Avenue
Event Address & Zip	1745 S. National 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?	No
Organization benefiting from proceeds	<i>Field not completed.</i>
% of proceeds being donated	none
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.	None.

Event Operations

Event Set Up Starts: 12/31/2018 9:00 PM

Event Set Up Complete By: 12/31/2018 9:00 PM

Event Start: 12/31/2018 9:00 PM

Event Close: 1/1/2019 1:15 AM

Event Teardown Starts: 1/1/2019 1:30 AM

Event Teardown Complete By: 1/1/2019

Estimated Attendance Per Day 2,400

Will this event be open to the public? Yes

Will you be charging admission? Yes

Will you be accepting donations? No

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. 307 South Avenue

From: *Field not completed.*

To: *Field not completed.*

Upload Event Route *Field not completed.*

Food will be Neither

How will food be prepared? *Field not completed.*

Please list the contact information for each temporary food vendor that plans to serve food at the event.

Food Vendor 1: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number	4178484360
E-mail address	Field not completed.
Will more than one food vendor be serving food at the event?	Field not completed.
Will electricity be provided to the food vendors?	Field not completed.
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
Please provide the address at which alcohol will be sold, given away and/or consumed.	See Attached
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.	Missouri
Alcohol Will Be Served From:	12/31/2018 9:00 PM
To:	1/1/2019 1:15 AM

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?	No
If so, will stages be built?	No
How many?	<i>Field not completed.</i>
Performances will start and conclude	<i>Field not completed.</i>
Will tents be erected for your event?	No
If you checked Yes,	<u>click here to view tent permits and guidelines and to fill out an application for a tent permit.</u>
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?	Yes
If so, who will be providing security? Please provide Organization, Address and Phone.	Each participating venue is responsible for their own security behind their own walls according to their own protocols.
<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.	Each participating venue is responsible for their own Emergency Medical Services behind their own walls according to their own protocols.
Describe your plans for trash removal, as well as any organizations or	Each participating venue is responsible for their own trash removal in front of their property.

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 *Field not completed.*

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) *Field not completed.*

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 Tom

Middle Initial *Field not completed.*

Last Name Muetzel

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.](#)