PERMIT# 2022-033

CITY OF Springfield

Special Event
Downtown Mall Use & Amplified Sound Permit

Issued by the City of Springfield, MO

Prayer in the Square

Approved event scheduled for:

Date:	April 3, 2022
Time:	4:30 – 6:00 p.m.
Location:	Park Central Square
Est. Attendance:	100
Approved by	*Sharon Spain* Special Event Permit Coordinator
Date Approved:	4/1/2022

CONDITIONS:

- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at jprior@springfieldmo.gov

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

Spain, Sharon

From: noreply@civicplus.com
Sent: Wednesday, March 30, 2022 11:05 AM
To: Spain, Sharon; Plowman, Nichole
Subject: Online Form Submittal: Special Event Permit Application

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	According to Ordinance
Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	As required by Ordinance
Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	Yes
Organization Name	Prayer in the Square - Springfield
Street Address	3559 East Delmar St

City	Springfield
State	MO
Zip	65809
Contact Name	Carley M. Touchstone
E-mail Address	cmtouch@gmail.com
Home or Desk Phone	4178823938
Cell Phone	417 882 3938
Fax	*Field not completed.*
Additional Contact Person?	No
E-mail Address	*Field not completed.*
Home or Desk Phone	*Field not completed.*
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	Prayer in the Square
Event Description	Other
Please upload 501(c)(3) documentation if required.	*Field not completed.*
If you checked Other above, please describe.	Prayer and worship
Event Date(s)	April 3, 2022
Alternate Event Date(s)	*Field not completed.*
Event Location	Park

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	Park Central Square
Event Address & Zip	downtown

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	*Field not completed.*
% of proceeds being donated	0
Is this a first-time event?	No
If no, what was the last year the event was held?	March 27, 2022
Please list any variations from the last year the event was held.	No. But this will be last of the consecutive events

Event Operations

Event Set Up Starts:	4/3/2022 4:00 PM
Event Set Up Complete By:	4/3/2022 4:30 PM
Event Start:	4/3/2022 4:30 PM
Event Close:	4/3/2022 6:00 PM
Event Teardown Starts:	4/3/2022 5:45 PM
Event Teardown Complete By:	4/3/2022 6:00 PM
Estimated Attendance Per Day	100+

Will this event be open to the public?	Yes
Will you be charging admission?	No
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.	*Field not completed.*
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	*Field not completed.*
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?	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	*Field not completed.*

sold, given away and/or consumed.	
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 amplified sound at your event?	Yes
If so, will stages be built?	*Field not completed.*
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?	Utility power

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.	Church ushered

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.

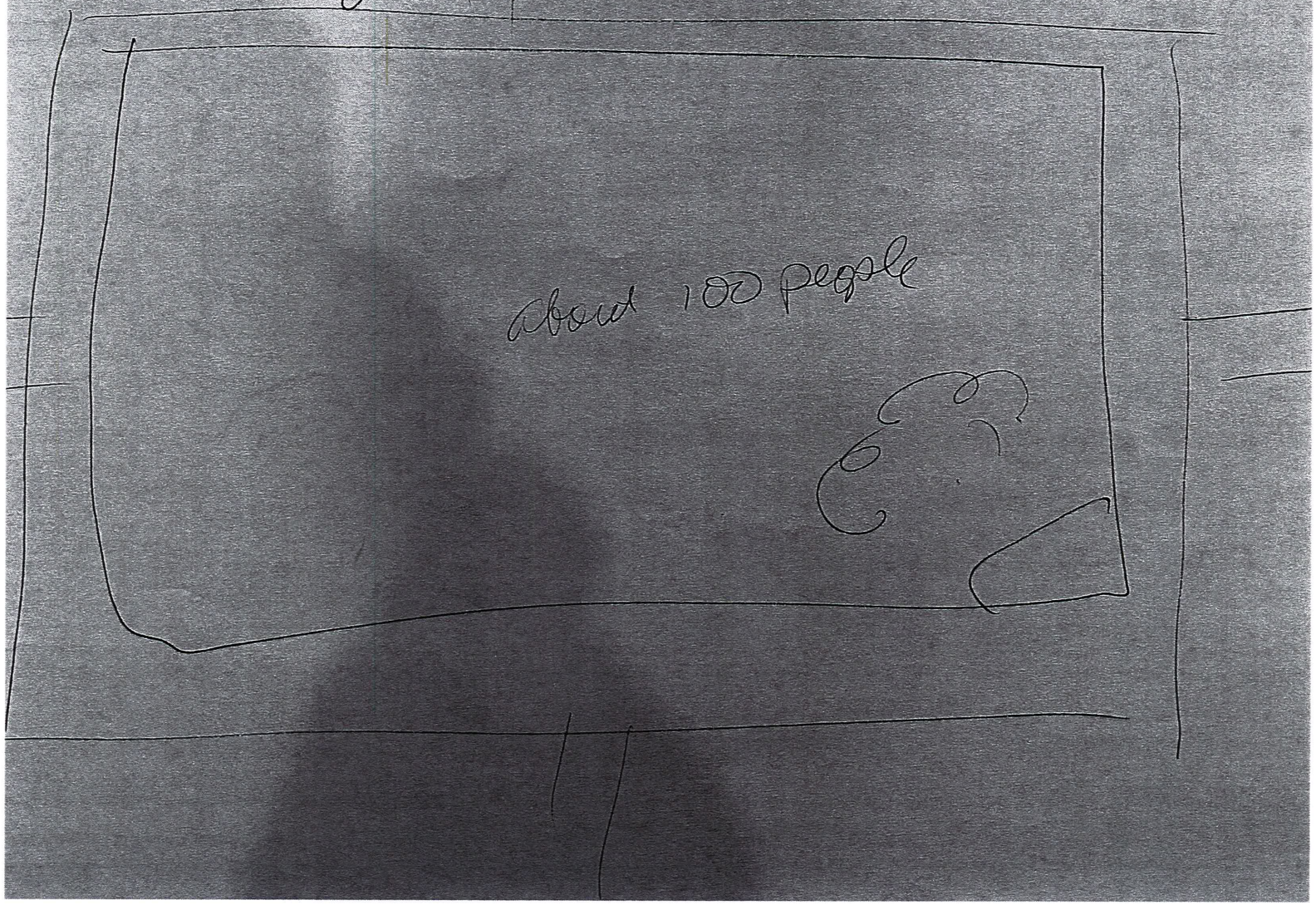
Describe your plans for Emergency Medical Services.	As required by Ordinance
Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event.	As required by Ordinace
Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.	none

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	Read more about TULIP and how to get a policy.

user and the facility against claims by guests who may be injured as a result of attending an event.	
UPLOAD Certificate of Insurance	Square.jpg
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)	Square_1.jpg
Signature	By checking this box and typing my name below, I am electronically submitting my signature.
First Name	Carley
MIddle Initial	M.
Last Name	Touchstone

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.

Prayer || on the Square