

# Saint Charles Parks and Recreation Department Special Event Application

All requests for Special Events will be addressed by Parks Department Staff for review and final approval. No changes can be made to the application by the applicant without approval by the Parks Department. Please return all of the attached forms to the Parks Department. **Remember, your event will not be considered to be a definite event until this form has been completed and you have paid all fees associated with your event.**

All applications shall include the following for consideration and review:

(Please check when completed, if they do not apply to your event put n/a)

- Contacted Parks and Recreation Department for possible date, time, location
- Paid fees
- Returned completed Special Events Application Form (See Attachment A)
- Completed Items for Consideration (See Attachment B)
- Contacted Saint Charles City Conventions and Visitors Bureau (Cyndy Garrett)
- Provided a copy of Insurance (See Attachment C-3)
- Provided a site plan of the event showing proposed locations of vendors, beer gardens(s), Port-a-lets, dumpsters, entertainment, etc

Additional Insured must be named as  
*“City of Saint Charles, Missouri”*,  
*200 North Second Street, Saint Charles, MO 63301.*

- Scheduled time for vehicle entry/re-entry into park.
- Contacted Health Department and obtained a Temporary Food Establishment Permit (See Attachment C-2)
- Obtained a liquor license (See Attachment C-6)
- Approval of Beer Gardens (See Attachment C-4)
- Contacted Saint Charles Fire Department and Finance Department for vendor permits
- Approval of entertainment
- Special parking permits (specify number and location) for vehicles in the park:

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- Staffing for pedestrian gates into park.
- Obtained an inflatable permit from the Parks Department (Janet Henderson)
- Submitted a plan for the clean up of the Park, dumpsters, trash bags, etc.
- Ordered port-a-lets
- Contacted State of Missouri Department of Natural Resources for usage of the Katy Trail (only applicable to walks/runs being held on the Katy Trail)
- Contacted Missouri Department of Public Safety/Missouri State Water Patrol for marine usage (See Attachment C-1)
- Contacted Community Development for tent inspection
- Contacted Community Development for installation of temporary wiring
- Other: \_\_\_\_\_

**This information is provided to assist you in the planning and implementation of your event. It is the City’s goal to assist you in developing your event to provide a safe and enjoyable experience for you, the organizer, your participants, guests and the residents of Saint Charles.**

**If you have any questions, please contact the  
Saint Charles City Parks and Recreation Department**

**Attachment A**

**Saint Charles City  
Parks and Recreation Department  
Special Events Applicant Information**

Organization Name \_\_\_\_\_

Event Chairman Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Event Chairman E-mail \_\_\_\_\_

**Organization Officers**

Event Officer Name \_\_\_\_\_

Event Officer Telephone \_\_\_\_\_

Event Officer E-mail \_\_\_\_\_

Treasurer Name\* \_\_\_\_\_

Treasurer Telephone\* \_\_\_\_\_

Treasurer E-mail\* \_\_\_\_\_

\* If there is no treasurer please list another officer of the event.

**Event Information**

Event Type/Name \_\_\_\_\_

Date of Event & Times \_\_\_\_\_

Location in Park (be specific) \_\_\_\_\_

Date from Previous Year \_\_\_\_\_

Do you plan to drive vehicles into the park? \_\_\_\_\_

If yes, please give a detail description of the vehicles, license plate numbers and the owners name to Todd Kassabaum, Parks Dept.

Will you have inflatables? \_\_\_\_\_

If yes, contact Janet Henderson, Saint Charles Parks Department.

Who do you have insurance through (please provide a copy)? \_\_\_\_\_

Will you need electricity, if so where? \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_

Will alcoholic beverages be served? \_\_\_\_\_

## **DEPARTMENT OF PARKS AND RECREATION**

### **Items for Consideration**

#### **Regarding Patron/Organization Requests for Park Area/Facility Use for Special Events**

**All Patron/Organization requests for Special Events in the Parks will be addressed by the Park Staff and will be submitted to the Park Board for approval if necessary. All information (as follows) must be received in writing by the Park Office as least 60 days prior to the event, unless waived by the Park Board, before permission can be granted.**

#### **I. Requisite Information**

- a. A description of the activity
- b. A schedule of all activities
- c. A site plan of the activity area
- d. Estimated attendance
- e. A complete description of entertainment planned \*Note
- f. A plan of safety and security precautions \*Note
- g. A plan of vehicular traffic patterns \*Note

#### **II. Information Which May be Applicable**

- a. A copy of the certificate of insurance (minimum coverage per the City of St. Charles “General Guidelines-Insurance Policy Requirements for Special Events”, combined limits –Bodily Injury/Property Damage) and a Hold Harmless agreement.
- b. Security, if requested or determined as needed, must be duly authorized Police Officers (in uniform) or security person with law enforcement capacity. \*Note
- c. Ordinances may prohibit an activity; a waiver of such may be considered for approval (at least eight week’s notice is imperative). Such must act the initial approval of the Park Board then be granted by the appropriate City Officials.

#### **III. Information Pertinent to Area/Facility Accommodations**

- a. Additional trash containers can be provided by the Park Department; exceptional requests or additional pickup would be considered for approval and would be necessarily at your organization’s expense.
- b. Utility services (electric and water) are limited and can be considered approval and would necessarily be at your organization’s expense.
- c. Rest room facilities deemed to be an additional or exceptional request would necessarily be at your organization’s expense.
- d. Vehicular traffic within Frontier Park is restricted to the public roads and parking areas by ordinance: exceptions may be considered for approval. Damages as a result of vehicular use would necessarily be at your organization’s expense.
- e. Vehicular parking within Frontier Park is prohibited. Exclusions from this policy must be approved by formal Board action. Vehicular traffic in all parks other than on public roads and parking areas, in terms of access/egress must be defined with an appropriate plan to minimize turf damage and contact with pedestrian traffic. \*Note
- f. Use of Park equipment not normally in place may be considered for approval; exceptional requests would necessarily be at your organization’s expense.
- g. Concession operations may be considered for approval. Such requests are normally negotiated for the mutual benefit of both parties (the requesting organization and the Park Department). Negotiations would be handled by the Park Director.
- h. Any other Park property damage incident to the activity sponsored by your organization would necessarily be at your organization’s expense.

# ST. CHARLES PARKS AND RECREATION BOARD

## *Special Event Policy*

### *Relative to Patron/Organization Use of Park Area/Facility*

It is the policy of the St. Charles Parks and Recreation Board that the following policies would apply to Special Events.

- I. **LENGTH OF SPECIAL EVENTS/FESTIVALS:** That any single Special Event/Festival or "like" function held on Park premises be limited to no more than four (4) days or forty-two (42) hours; whichever is least within a consecutive seven-day period. The term "hours" would be further defined as being from the public-use activity commencement until cessation on the given day or if such activity concludes within one (1) hour of the Park closing then Park closing will be the cessation time of record. Multiple Special Events/Festivals in a given Park will be considered as sponsored by a single entity and thereby declared a single event unless otherwise so approved by the Park and Recreation Board. A Special Event/Festival relative to this policy is defined as any function that incurs or is proposed to incur sufficient activity to restrict general public use of a Park site.
- II. **TYPE AND SCHEDULING OF ENTERTAINMENT:** The Park and Recreation Board will approve the scheduling of and type deemed as appropriate of all entertainment slated for functions within the Park and will monitor such.
- III. **ALCOHOLIC BEVERAGES:** The serving and consumption of all alcoholic beverage within the Park will be contained within designated areas in the Park (i.e.: Beer Gardens) during any and all Special Events. The location and size of the designated areas will be determined by Park Staff in conjunction with pertinent factors associated with the particular event.
- IV. **SECURITY:** At all alcoholic beverage designated areas, the Special Event sponsoring individual or organization will be responsible to have at minimum one (1) police officer or security person with law enforcement capacity at those designated premises during activity within alcohol area. The Park Staff will determine adequate numbers of such law enforcement personnel in conjunction with the Public Safety Department.  
Security may be required when:
  - i. Crowd size exceeds 1,000 per day.
  - ii. The type of event could cause liability problems (i.e.: potential controversial assemblies, rock concerts, dog shows, etc).
  - iii. The time of (Day/Night) the event.
  - iv. Items to be exhibited that are expensive (i.e.: Art Exhibits, etc)
- V. **PARK ADMISSION/ENTRANCE FEES:** It shall be the policy of the Public Parks and Recreation Board that public access into all City of Saint Charles Parks shall be free of charge and that no public entry fees shall be charged by any person; organization; civic club; event organizer; private or public group; or governmental unit, agency, department or official for the purpose of granting one individual access/entry, while denying another who has not paid such fee that same access. This policy shall include any and all charges which may be construed or misconstrued as a general admission fee into a Park, whether solicited as a donation or as some other form of gate charge.
- VI. **DONATIONS:** All requests for donations to be solicited within a park and the method and manner for such solicitations and/or collections shall be subject to approval of the Parks and Recreation Board. This shall include limited areas within a park, which may be closed to the general public during a special event/function/activity.
- VII. **DAMAGES TO PARK:** In recognition of the impact of special events on the turf, shrubbery, trees and other plant life within the Park, the Board would direct Park Staff to develop a management plan to address damage assessment, rehabilitation, and maintenance of botanical life within the Park. The management plan is to include methods of revenue generation sufficient to finance the expense of sustaining a quality environment.
  - a. Clean-up, Repair, and Restoration (Time Limits & Procedures)
    - i. Litter and trash should be picked up by 10:00 am every morning after the event.
    - ii. Litter receptacles other than park property should be removed within 24 hrs. after the last day of the event.
    - iii. Everything else must be removed, repaired and restored within 7 days after the event is closed or the termination date of the insurance policy. NOTE: Restoration is subject to the standard established by the Park Department.
  - b. **FIRES**
    - i. Cooking fires are prohibited in the parks except barbecue grills. The fire box should be above the ground a minimum of 24 inches and in the proximity of picnic areas unless waived by the Park Board.
    - ii. Open fires or bonfires are prohibited in the parks as turf damage may result. Exceptions to this policy can only be determined, subject to appropriate requisite permits issued from the Park Board and appropriate fire

official from the Fire Department.

- a. Park Fire Permits will only be issued when all steps have been completed concerning Patron/Organization requests for Park Area/Facility Use for Special Events and...
- b. A permit has been issued from the Fire Department that indicated patron/organization compliance with the 1978 BOCA Fire Prevention Code - (section F-300.0 General).

VIII. **TRAFFIC PLAN:** Each Special event will have associated with it a traffic (pedestrian and vehicular) management plan within Frontier Park; which is sensitive to efforts of crowd dynamics, emergency vehicular needs, maintenance needs and set-up/take-down concerns associated with the event.

- a. Parking of vehicles (in Parks) on the turf, walkways, etc. is prohibited unless: Permits are issued; which shall be required and shall be individually justified and approved by the Park Board. The maximum number of vehicles authorized to be in Frontier Park during Official Open Hours of Special Events shall not exceed thirty-five (35).
  1. Vehicles shall include: cars, trucks, tractor/trailers, tractors, vendor trucks, and/or other motorized vehicles (that can move under their own power) except approved turf rated vehicles.
  2. The Park Department will issue and install parking permits for the event. Any vehicle without an authorized sticker will be towed and impounded.
  3. Vehicles that are permitted may not be moved within the park except during authorized loading & unloading times, except as necessary/approved by Park Staff.
- b. Loading and Unloading Policy. All Vendor Vehicles will be allowed to enter and exit the parks for the purpose of loading and unloading wares only during authorized times as follows:
  1. Regular Park opening hour through one hour before the event begins for the day.
  2. 30 minutes after the event closes or has been officially canceled for the day through the Regular Park closing hours.
  3. All service vehicles may also enter & exit the park during the aforementioned hours.
  4. Vehicle speeds may not exceed 5 m.p.h. within the parks.

IX. **No member of the Park Board, Park Personnel or Immediate Family Members** will be allowed to present Special Event Requests.

X. **Insurance** is required when liability could become a factor because of the type of event.

XI. **Animals** - Animals are prohibited in the parks. Exceptions to this are as follows: All animals are subject to an appropriate permit issued from the Park Board after compliance with regulations from the City of Saint Charles Environmental Health and Humane Office.

XII. **Park Board Approved:** August 20, 1997 - 3rd Revision (1986, 1994)

## Additional Information

1. **Missouri Department of Public Safety/Missouri State Water Patrol**

This permit application must be properly completed and submitted to the address/fax number on the application in order for the Missouri State Water Patrol to consider approval of a marine event (tournament, parade, race, exhibition, etc.) on navigable waters of the State of Missouri as required by Section 306.130 RSMo.

2. **St. Charles County Government/Department of Community Health and the Environment:**

Temporary Food Establishments:

Visit [http://scchealth.org/docs/ph/ph\\_docs/phehs/pro\\_temp\\_food.html](http://scchealth.org/docs/ph/ph_docs/phehs/pro_temp_food.html)

To read the rules regarding food handling, read FAQs and to download a permit.

3.

### **GENERAL GUIDELINES-INSURANCE POLICY**

Requirements for Special Events

*(Revised 12/5/08)*

#### **Category 1**

Any person or organization, whether profit or not-for-profit, whether charging or not charging admission, responsible for a special event held on City property or in City facilities shall be required to provide proof of insurance in the amount of at least \$363,000.00 for any one person in a single accident or occurrence and at least \$3,000,000.00 for all claims arising out of a single accident or occurrence, minimum, naming the City of Saint Charles as an additional insured when any one or more of the following criteria are met:

- A) Alcoholic beverages are offered for consumption
- B) Attendance is estimated to be greater than 1,000 people

#### **Category 2**

Any person or organizations, whether profit or not-for-profit, whether charging or not charging admission, responsible for a special event held on City property or in city facilities shall be required to provide proof of insurance in the amount of \$100,000.00 for any one person in a single accident or occurrence, and \$1,000,000.00 for all claims arising out of a single accident or occurrence, minimum, naming the City of Saint Charles as an additional insured when both A and B listed below are met:

- A) Alcoholic beverages are not offered for consumption
- B) Attendance is estimated to be between 250 and 1,000 people.

In addition, items C and D below shall be used to assist in adjusting the amount of insurance required and may be used as criteria requiring insurance coverage in the amount similar to Category 1.

- C) Consideration shall be given to the type of event. For example, events involving carnival rides, concerts or large company picnics.
- D) Consideration shall be given as to the date, time or location of the event. For example, events held during the evening hours or on holidays, or in Frontier Park.

#### **Category 3**

Any person or organization, responsible for a special event held on City property or in City facilities having an estimated attendance less than 250 people shall not be required to have insurance, but are strongly encouraged to obtain such insurance for their own protection. In addition, items A and B below shall be used as criteria requiring insurance coverage in the amount similar to Category 1 or Category 2.

- A) Consideration shall be given to the type of event. For example, events involving carnival rides, concerts or large company picnics.
- B) Consideration shall be given as to the date, time or location of the event. For example, events held during the evening hours or on holidays, or in Frontier Park.

## Category 4

All city sponsored events shall be covered under the general policy of the City.

### Administration and Enforcement

It shall be the responsibility of the Director of Administration or his designee to carry out the provisions set forth in this policy and in situations where criteria may not qualify an event for a particular category or when circumstances may not follow the above guide lines to determine the amount of insurance applicable.

4.

### **Police Department** *Festival and Special Event* *Beer Garden Rules and Regulations*

Under ordinance 115.27 the Chief of Police of the Saint Charles Police Department may authorize the issuance of a license for the sale of intoxicating liquor for consumption on the premises where sold to any church, school, civic service, fraternal, veteran, political or charitable club or organization for the sale of intoxicating liquor at a picnic, bazaar, fair or similar gathering. The license is only issued for the days named therein. The grant and issuance of the license is conditioned upon the completion of construction of the premises upon which the sale is to be made within a time period prescribed, and upon compliance with all fire and building codes and regulations (Ord. 115.24). Upon submission of your application it will be processed by the Police Department and your past records will be investigated, provided you have any record in any law enforcement agency. The Chief of Police has the final authority to approve or not approve your application.

#### **Know Your Liquor Laws. The Police will not accept Any Excuses.**

The Saint Charles Police Department has developed and established certain rules and regulations for the sale, serving and consumption of alcoholic beverages at a picnic, bazaar, fair, festival or similar gathering. These rules and regulations are in addition to liquor laws of the State, County and City.

**Size of the Beer Garden:** The size of the premises and the location that you will be selling and serving alcoholic beverages for consumption is important to you and the police. Remember it must be manageable for you and your organization and to limit your liquor law liability. The location and size must meet the approval of the Police Department. A site diagram and a scale drawing to include all measurements from a fixed reference point shall be submitted.

**Fencing of Beer Garden:** The premises which you or your organization is serving alcoholic beverages must be clearly defined. The area shall be adequately fenced with fencing no less than 36 inches in height and securely fastened to prevent entry from other than the designated location(s) and its integrity must be maintained during operation of the beer garden. The fence material shall be a heavy construction grade plastic which shall meet the Police Department's approval. No natural barriers may be utilized. The area must be completely fenced with only two entry/exit points.

**Security of Beer Garden:** As the licensee, you and your organization are responsible for everything that occurs upon the premises which the license is issued. This includes underage persons, intoxicated individuals, disturbances, removal of alcohol from your premises and anything else that might occur. The Police Department requires that the beer garden licensee contract with a Licensed Security Agency by the City of Saint Charles to provide uniformed security officers to monitor the entrance/exit beer garden gates and your premises. Each security officer must be individually licensed by the County of Saint Charles as well. A minimum of one (1) uniformed security officer is required for each gate opening during the operating hours. Additional uniformed security officers may be required based on the size of the premises, the number of patrons can exceed 150 persons, number of beer tappers and alcoholic beverage distribution points, type of event and the type of music and/or entertainer. Please consult your Police Representative for more information. A copy of their City Business License and of the security contract state the number of security personnel to be employed at what times shall be forwarded to the Police Department at least two weeks prior to the event.

**Entertainment:** If you are offering entertainment within the beer garden, it must be approved by the City, the Parks Department and the Police Department, Entertainment that would cause persons to be disruptive, disturb the peace, incite

violence, or be in violation of any other City ordinance or cause the Police Department to deploy a number of officers that would impair normal police services within the community would be prohibited. Amplified sound shall comply with the laws pertaining to noise and authorized maximum levels.

**Serving Beverages:** The serving and consumption of alcoholic beverages shall be upon the designated premises and is the sole responsibility of the licensee. Checking proof of ages is a must. You are responsible for underage person on your premises, so be aware of others making purchases for them. It is unlawful for you to allow any persons under 21 years to remain on such premises. Remember, individuals attending will likely be younger, so adjust your policies. All persons serving alcoholic beverages for the licensee shall be 21 years of age or older.

**Hours of Operation:** Operating hours of the beer garden area shall be approved by the police Department. Sales of the alcoholic beverages are to cease one half hour before the official closing time of the event or festival. The licensee shall have the operating times clearly posted for patron's knowledge. After closing of the beer garden, no alcoholic beverage may be dispensed and all connections to alcoholic containers shall be disconnected and secured. The drawing of any alcoholic beverage by the licensee or persons for the licensee is a violation of the liquor license and may cause the seizure of such license.

**Additional Rules:** The Police Department shall have the right to introduce and implement any new rules or regulations pertaining to the liquor license at anytime and the licensee is required to comply with those or forfeit their license if the health and safety of the general public is threatened.

**Inspection Required:** The Saint Charles Police Department is the issuer of the City Liquor License and shall inspect the premises for compliance of rules, regulations, City and State laws before any alcoholic beverages may be sold or consumed.

**Violations of Liquor Laws:**

**1<sup>st</sup> Violation:** Written warning and summons issued naming violation. The person whose name appears on the liquor license or their designee shall be notified of the violation.

**2<sup>nd</sup> Violation:** The liquor license shall be suspended for two (2) hours, by closing early or for the first two (2) hours on the next opening day. The determination shall be made by the Police Special Event Supervisor. In addition, a summons for the violation shall be issued. The person whose name appears on the liquor license or their designee shall be notified of the violation and shut down.

**3<sup>rd</sup> Violation:** A third violation will result in the immediate suspension of the liquor license for said premises for the remainder of the event and may result in the denial of a liquor license for the next year. A summons will again be issued for the violation. The person whose name appears on the liquor license or their designee shall be notified of the violation and the closure of the premises.

**5.**

**Community Development Department**

*Basic Guidelines for Installation of Temporary Wiring for  
Festivals, Carnivals, Fireworks Stands and Similar Activities.*

1. Temporary wiring applications are not permitted for longer than 90 days.
2. Temporary wiring is required to be located where it will not be subject to physical damage.
3. All receptacles shall be of the grounding type (breaker G.F.I. receptacle).
4. Flexible cords are required to be of continuous length (hard service cord of three wires which includes ground conductor).
5. Boxes and fitting located in damp or wet locations are to be of the weatherproof types.

**Of Special Note:** The nuisance tripping of ground-fault interrupter devices during damp or wet weather conditions can be avoided by using water tight plugs and connectors.

**Of Special Warning:** No person, firm or corporation shall do temporary electrical wiring work without first being licensed to perform the work in the City of Saint Charles and without having been issued a permit by the Community Development Department, City of Saint Charles.

The minimum standard for the City of St. Charles (from the 1996 edition of the National Electrical Code/the City's electrical code) which pertains to installation of temporary wiring, are attached. Requests for additional information or questions should be directed to the Community Development by calling 636-949-3222.

6.

## **Department of Finance** **Liquor License**

*Many different licenses related to the making, serving or selling of liquor is issued by the City's Collections Department, which is located on the first floor of City Hall, 200 N. Second Street.*

Instructions of Application:

1. Obtain a Liquor License packet from the Collections Department.
2. Complete all forms.
3. Mail the complete Missouri State Highway Patrol Request for Criminal Record Check along with the required fee to the State of Missouri as indicated. Allow up to three weeks for results to be returned to the Collections Department.
4. Return other remaining forms to the Collections Department with
  - a. Your fee payment
  - b. A copy of the applicant's driver's license
  - c. A recent photograph of the applicant
  - d. A photograph of the outside of the building
  - e. A Diagram of the inside floor plan showing the floor(s) for which the license is desired and a description of the rooms(s) by square footage
  - f. Proof of the right to possess the premises (deed, bona fide sales contract or option duly executed)
  - g. A "No Sales Tax" letter issued from the Missouri Department of Revenue dated within the last 90 days.
5. The Completed forms, along with the above mentioned items and the Criminal Record Check must be filed with the Director of Finance at least 10 days before the next City Council meeting in order for the City Council to consider the application.

### **Other Important Requirements:**

- Applicant must have paid all taxes and fees due the City. All licenses, permits, zoning information, building and fire code requirements must be met before the license can be issued.
- All applicants must comply with Chapter 115 of the Saint Charles Code of Ordinances as well as other State laws and regulations.
- If a full liquor license is applied for at a location where a full liquor license was previously issued and the original business is no longer in operation, a letter of relinquishment from the previous owner/applicant must be received or the previous owner's certificate must be surrendered prior to issuing a new license.
- For location applying as a restaurant, proof of at least 50% of gross income being derived from sale of food may be required after 90 days of operation.
- Zoning requirements and off-street parking requirements must be met depending on the type of business and the amount of floor area of the building used for the business.