



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

Issued by the City of Springfield, Missouri,

**Farmers Market of the Ozarks**  
(Not Transferable)

For approved event scheduled for:

Event Dates:

May thru October  
January thru December

Every Wednesday from 9:00 a.m. - 1:00 p.m.  
Every Saturday from 8:00 a.m. - 1:00 p.m.

Event Location: Farmers Park

Estimated Attendance: 2,000 - 8,000

**Conditions:**

- \* All participating vendors must be licensed.
- \* Catering/picnic permit will be required for the serving of alcohol.
- \* Tent permits will be required.

Signed: Sharon Spain  
Special Event Permit Coordinator

Date: 3/30/16

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



### Special Event Permit Application

- 1. Event Name: Farmers Market of the Ozarks
- 2. Event Date(s): 8am-1pm every Saturday Jan-Dec, 9am-1pm every Wednesday May-Oct  
Alternate date(s): \_\_\_\_\_
- 3. Name of Organization: Farmers Market of the Ozarks  
Street Address: 2144 E Republic Rd  
City/State/Zip: Springfield MO 65804

**First Contact Person:** Klaire Howerton, Market Manager  
 Work Phone: (417) 316 - 1557 Fax: ( ) -  
 Home Phone: ( ) - Cell Phone: ( ) -

**Second Contact Person:** Lane McConnell  
 Work Phone: (417) 766 - 8711 Fax: ( ) -  
 Home Phone: ( ) - Cell Phone: ( ) -

**Promoter, if different from Organization:** \_\_\_\_\_  
 Promoter Contact: \_\_\_\_\_  
 Promoter Phone: ( ) - Fax: ( ) -

4. Give a brief description of the event: Farmers Market

5. Is this a first time event? No if no, last year that event was held: Every year since 2012  
 Please list any variations from the previous year: \_\_\_\_\_

6. Festival Location: Park  Street  Park and Street   
 Name of Park and/or Street(s): Farmers Park Pavilion & Plaza

7. Event Type: (check all that apply)  
 Carnival  Concert  Filming  Parade  Fireworks  Run/Walk   
 Festival  Sporting Event   
 Other  (describe) Farmers Market

8. Festival Operation Schedule (specify day, date and times):  
 Indicate S for set up, E for event day, T for tear down.  
 (If more room is needed, list on a separate sheet of paper.)  
S - 6:30am to 8am  
E - 8am to 1pm  
T - 1pm to 2:30pm

9. Estimated attendance per day: 2,000 - 8,000

Charity event yes  No

If yes, please list name of organizations, contact name, phone number and address for each

Organization:

Organization                      Contact Name                      Address                      Phone No.

11. Will this event be open to the public  or by invitation only

12. Will admission be charged? Yes  No

13. Will donations be taken? Yes  No

14. List all the streets you propose to close: MA  
Street (indicate cross streets) Closing Date and Time Opening Date and Time  
(i.e: Broadway (Chestnut Exp to Brower) Close 12/14/09 10:00 am; Open 12/16/09 9:00 pm)

(If more room is needed, list on a separate sheet of paper and attach to the application)

15. Will food be served  and/or prepared  at your event?  
How many food vendors do you anticipate having about 10  
How will food be prepared: LP gas grill  Charcoal grill  Electric grill

16. Will alcoholic beverages be available at your event? Yes  No

If so, please answer all of the following:

a) What type of alcoholic beverages will be available:

Beer  Wine  Spirituous Liquor

b) Will alcoholic beverages be sold by the drink  or given away

c) Note what days, dates and times alcoholic beverages will be available:

8am-1pm every Saturday Jan-Dec

17. Will there be any live entertainment or music at your event? Yes  No

If so, please answer all of the following:

a) Will stages be built? Yes  No  If yes, how many \_\_\_\_\_

b) What time will the performances take place each day:

Date	Start Time	Finish Time
<u>Every Saturday</u>	<u>9:30am</u>	<u>12:30pm</u>

18. Will additional electrical wiring be installed for your event? Yes  No

19. Will you be using generators  and/or utility power

20. Will tents be erected for your event? Yes  No  If so, how many 1-20

21. Will you require access to water? Yes  No

22. Will your event require restroom facilities? Yes  No

23. Have you arranged for security at your event? Yes  No

If so, who will be providing security: \_\_\_\_\_

24. Describe your plans for Emergency Medical Services: all & emergency procedures detailed in our farmers market SOP manual

25. Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event: Farmers Park facilities & maintenance will remove trash

additional permits/licenses/insurance certificates required upon the issuance of this use permit.

Applicant must check and agree to abide by the following conditions to obtain this permit:

CLEAN UP - Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (bond or cash security may be required if attendance exceeds 1,000 persons).

INSURANCE - Applicant agrees to provide a policy of liability insurance in the amount of \$1,000,000 per person, \$1,000,000 in the aggregate, naming the City of Springfield as an additional named insured, with appropriate endorsements as required by the City's Risk Management Administrator.

If liquor is provided or served on City property the liquor license holder must provide liquor liability insurance in the amount of \$1,000,000 per occurrence, naming the City of Springfield as additional insured. Event sponsor will provide copies of these certificates of insurance to the City. Liquor liability must clearly be stated on all certificates of insurance.

Certificates of insurance must be submitted with application.

INDEMNITY - Applicant agrees to defend, indemnify and hold the City of Springfield harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

CITY CODES/PERMITS - Applicant has received and read a copy of Section 36-485 of the City's Zoning Ordinance pertaining to Noise Standards. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager determines necessary.

CONDUCT/NUISANCES - Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

This application will not be processed unless a **site map** is included. Indicate location of tents, stages, portable rest rooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also indicate where streets will be blocked and how (fencing, barricades, stages, tents, etc.).

The Special Event Permit Coordinator in the Department of Public Information must be informed of any changes to the information provided in this document or to the site map.

Klaire Howerton

Print Name

417-366-1557

Phone Number

Klaire Howerton

Signature

3-23-16

Date

If you have any questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, at (417) 864-1105 or [sspain@springfieldmo.gov](mailto:sspain@springfieldmo.gov).

