



City of Springfield, Missouri

***Special Event /
Amplified Sound Permit***

Issued by the City of Springfield, Missouri,

Lights & Flights at Farmers Park
(Not Transferable)

For approved event scheduled for:

Event Dates: Wednesday, November 23, 2016

Event Time: 5:00 - 8:00 p.m.

Event Location: Farmers Park
2144 E Republic Road

Estimated Attendance: 1,000 +

Conditions:

- * All participating vendors must be licensed prior to the event.
- * Vendors selling alcohol must obtain a catering/picnic permit.

Signed: Shane Spain
Special Event Permit Coordinator

Date: 10-10-16

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



Special Event Permit Application

- 1. Event Name: Light and Flights at Farmers Park
- 2. Event Date(s): November 23, 2014
Alternate date(s): _____
- 3. Name of Organization: Farmers Park
Street Address: 2144 E Republic Rd Suite B201
City/State/Zip: Springfield Mo 65804

First Contact Person: Jessica Pearson
Work Phone: (417) 414-0285 Fax: () - -
Home Phone: () - - Cell Phone: (417) 849-1333*

Second Contact Person: _____
 Work Phone: () - - Fax: () - -
 Home Phone: () - - Cell Phone: () - -

Promoter, if different from Organization: _____
 Promoter Contact: _____
 Promoter Phone: () - - Fax: () - -

- 4. Give a brief description of the event: Holiday Lighting Festival w/ live music, Farmers Market, Santa pics, Caroling, Hot chocolate and more!
- 5. Is this a first time event? NO if no, last year that event was held: 11/25/11
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

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

- 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 7A-5P
E 5-8P
T 5-10P

- 9. Estimated attendance per day: 1,000 +/-

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:

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)

None

(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 3-5

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:

11/23 5-8P

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>11/23</u>	<u>5:00P</u>	<u>8:00P</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 _____

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: 911

25. Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event: IP Facilities Team will be responsible for trash removal

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.

Jessica Pearson
Print Name
(417) 849-1333
Phone Number

Jessica Pearson
Signature
9/12/16
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.

