



Park Special Use Application

Parks and Recreation Department
 1 S. 7th Street
 Columbia, MO 65201
 573-874-7460
 Fax: 573-874-7640
 www.GoColumbiaMo.com

Applicant Information	1. Name		2. Today's Date	
	3. Address		4. E-mail Address	
	5. City	State	Zip Code	6. Age
				____ Under 21 ____ 21 or Over
	7. Day Phone #	8. Evening Phone #	9. Cell/Pager #	10. Fax #
	11. Company/Organization Name (if applicable)		12. Is this a company sponsored event?	
			____ Yes ____ No	
	13. Company Address/City/State/Zip		14. Company Phone #	15. Web Address
16. Name of Alternate Contact Person		17. Alternate's Day & Cell Phone #		

Answer all questions completely.

Responsible Party	18. Will applicant be in attendance at this event? ____ Yes ____ No		19. Is applicant the responsible party for this event? ____ Yes ____ No	
	If applicant is NOT the responsible party for this event, please complete items #20-29. If so, go to #30.			
	20. Responsible Party's Name (on-site event supervisor)		21. Company/Organization Name	
	22. Address		23. E-mail Address	
	24. City	State	Zip Code	25. Age
				____ Under 21 ____ 21 or Over
26. Day Phone #	27. Evening Phone #	28. Cell/Pager #	29. Fax #	

Answer all questions completely.

Event Information	30. Type of Event	31. Event Date(s) (include setup & cleanup):	32. Expected attendance per day	
	33. Event Start Time (include set-up)		34. Event End Time (include clean-up) (NO later than 11pm)	
	35. Describe your event or activity:			
	36. Will the majority of the participants be under the age of 21? ____ Yes ____ No a. If "yes," how many adult supervisors will be in attendance? ____ adult for every ____ youth			
	37. Park/Facility		38. Specific Area of Park/Facility	
	39. Do you wish to reserve a park shelter with this event? ____ Yes ____ No a. If "yes," please list the name of the shelter: _____ b. If "yes," have you already reserved the shelter? ____ Yes (Receipt # _____) ____ No <i>It is strongly recommended that you go ahead and reserve the shelter to ensure its availability while your application is being processed. In the event your application is denied, your shelter reservation fee can be refunded.</i>			
	40. Is this a first time event for you (or your organization) at this location? ____ Yes ____ No a. If "no," how does this event differ from previous years? _____ _____ _____ b. Attendance totals for last event : Largest Daily Total _____ Overall Total _____			
	41. Is this event open to the public? ____ Yes ____ No a. If "yes," how will this event be publicized? _____ _____			
	Note: Please attach a copy of publicity plan, flyer or registration form.			

Event Information	42. Will any signs, banners, or flyers be hung or posted for this event? ____ Yes ____ No a. If "yes," when and where? _____ b. Wording on banners or signs: _____ Note: Attach a copy of any flyers that will be posted.												
	43. Will any public street(s) need to be partially closed or blocked off in conjunction with this event? ____ Yes ____ No a. Street Name(s): _____ Note: If "yes," applicant must complete a Special Event Permit Application; this can be completed on the City website https://www.gocolumbiamo.com/special_events/. For questions, please contact the Event Services Specialist at 573-817-5052.												
	44. Do you plan to erect temporary structures , such as, STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, AMUSEMENTS (dunking booth, bounce house, kiddie rides) ETC., for this event? ____ Yes ____ No a. If "yes," please describe below - include size(s), how many, capacity, etc. Note: A site plan and/or drawing must be included with this application showing the location of all items. Park maps (PDF files) are available on the City of Columbia's website at www.GoColumbiaMo.com (Go Word: GoParks) <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Item</th> <th style="text-align: left; border-bottom: 1px solid black;">How Many</th> <th style="text-align: left; border-bottom: 1px solid black;">Size/Capacity</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </tbody> </table> b. If tent(s) or amusement devices will be erected, fill in the following information: Contact person's name: _____ Name of tent company: _____ Address: _____ Contact person: _____ Telephone: _____ Note: A Certificate of Public Liability Insurance is required in the amount of \$2 million with the City of Columbia as co-insured when amusement devices (i.e., dunking booth, bounce house, rides, etc.) are part of an event (or other event types as deemed by the Parks and Recreation Director). Shade structures (i.e., tents) larger than 100 sq. ft. (10' x 10') and/or staging structures require a building permit from Public Works Dept., 573-874-7474.	Item	How Many	Size/Capacity	_____	_____	_____	_____	_____	_____	_____	_____	_____
	Item	How Many	Size/Capacity										
	_____	_____	_____										
	_____	_____	_____										
	_____	_____	_____										
	45. Will any type of sound amplifying equipment or devices (other than small personal radios, tape players, etc.) be used in conjunction with this event? ____ Yes ____ No Note: Amplified music is permitted but must be kept to a reasonable level so as not to disturb the peace, quiet or comfort of the neighboring inhabitants. Sound shall not exceed the distance of 100 feet from the building, structure or outdoor area in which the device is located.												
	46. Do you plan to provide live musical entertainment for this event? ____ Yes ____ No a. If "yes," please describe below (i.e., reggae, rap, folk, rock, C&W, big band, etc.) _____												
	47. Do you plan to have animals on site during this event? ____ Yes ____ No a. If "yes," please list how many, the type of each animal, and what provisions have been made for the care, containment, and removal of these animals? Please give contact person's name and phone #. _____ _____ b. Contact Person: _____ c. Daytime Phone: _____												
	48. Are you requesting the use of electricity other than at a shelter? ____ Yes ____ No a. If "yes," please explain: _____ _____ b. Are you providing a generator as a power source? ____ Yes ____ No												
	49. Do you need access to a water source (other than a water fountain)? ____ Yes ____ No a. If "yes," for what purpose is water needed? (Other fees will apply.) _____												
	50. Do you need access through a locked gate for loading and unloading? ____ Yes ____ No a. If "yes," describe location of gate: _____												
51. How many port-a-johns are you providing for your event? _____ a. Where will they be set up? _____ Note: This service is not provided by the City of Columbia. Placement to be on hard surface only.													
52. What are your plans for providing emergency medical /services for your event? _____													
53. How many parking spaces will you use for your event? _____ Note: All vehicles must be parked in designated parking spaces or they will be ticketed and/or towed.													

Answer all questions completely.

Collection of Monies/Sales/Fees	<p>Note: Columbia Code of Ordinance, Chapter 17, Division 7, Sec 17-122 prohibits sales in City parks except by any regular licensed concessionaire acting by and under the authority of the Parks and Recreation Director. Permission may be granted ONLY to non-profit agencies, with a Concession Permit Fee charged. Collection of monies is restricted to approved event area ONLY. Absolutely no solicitation of funds from general park users allowed. Collection of funds by for-profit agencies is not permitted.</p> <p>54. Will any money be collected on site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>55. Will a registration, membership, or admission fee be required in order to attend or participate in the event activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," estimate number of participants: _____</p> <p>56. Will donations/contributions be accepted or solicited during this event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If "yes," please explain how these donations will be generated or solicited: _____</p> <p>b. List all parties who will receive the proceeds from the donations or contributions: _____</p> <p>57. Are you a non-profit agency? <input type="checkbox"/> Yes (State Charter # _____) <input type="checkbox"/> No Note: Non-profit agencies must be registered with the State of Missouri. Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status (IRS determination, articles of incorporation, or audited financial statement).</p>
Food/ Refreshments/ Merchandise	<p>58. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY refreshments in conjunction with this event? <input type="checkbox"/> Yes (selling) <input type="checkbox"/> Yes (give away) <input type="checkbox"/> No</p> <p>a. If "yes," please explain: _____</p> <p>b. If "yes," how many food booths/tables will be set up? _____</p> <p>c. If your event is catered, who is your caterer? _____</p> <p>Note: Any public catered event requires caterer to have appropriate permit from the City Health Department (573-874-7346). Selling requires a Business License (Office: 573-874-7378).</p> <p>59. Will there be gas grills, propane stoves, portable charcoal grills, or other fires outside the designated picnic grills? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If "yes," please describe grill type and proposed location: _____</p> <p>Note: Applicant must provide appropriate safety equipment (fire extinguishers). <i>Note: Liquor sales are not permitted.</i></p> <p>60. Will alcohol be consumed at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If "yes," will it be consumed ONLY by those who are age 21 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>61. Do you plan to SELL, DISTRIBUTE, OR GIVE AWAY merchandise (non-food items) or services in conjunction with this event? <input type="checkbox"/> Yes (selling) <input type="checkbox"/> Yes (give away) <input type="checkbox"/> No</p> <p>a. If "yes," please explain the type of item/service: _____</p> <p>b. If "yes," how many merchandise booths/tables will be set up? Note: Selling requires a Business License (Office: 573-874-7378). Note: Food service for 200 or more requires a dumpster. Contact Solid Waste (573-874-6291). Requires 48 hours advance notice and additional fee payable to Solid Waste.</p> <p>62. Does your event involve food service for more than 200 people? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Other Info	<p>63. Are there any special provisions or information pertaining to your event which have not been addressed on this application?</p>
Attachments	<p>Please indicate all items attached to this application.</p> <p><input type="checkbox"/> Publicity plan or flyer</p> <p><input type="checkbox"/> Approved Street Closure Form</p> <p><input type="checkbox"/> Site plan for temporary structures</p> <p><input type="checkbox"/> \$2 million Certificate of Public Liability Insurance w/City of Columbia as co-insured</p> <p><input type="checkbox"/> Documentation of tax-exempt status</p> <p><input type="checkbox"/> Shelter Reservation Fee</p>

Applicant Acknowledgment	Initial _____	I understand that in the case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. In case of general maintenance or vandalism, the picnic tables, BBQ grills, or other amenities may be removed at anytime prior to the reservation date. Restrooms are closed from October 15 to April 15.
	Initial _____	I understand that this is only an application and not a guarantee that a permit will be issued. If a permit is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State, or Federal rules, regulations, codes or laws be violated, any reservations issued shall automatically become null and void and any activity associated with this application will immediately cease.
	Initial _____	I agree to indemnify, defend and hold harmless the City of Columbia from any and all liability claims arising from the actions of myself, or my agents, employees, or clients while conducting activities under this permit on City of Columbia park lands or waters.
	Initial _____	I agree that I: (1) am financially responsible for any costs incurred by the City of damages to City property; (2) forfeit all fees and deposits if it is determined that false information was provided on the application; (3) am financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application for reservation.
	Initial _____	I agree that I am responsible to see that all debris and trash is picked up from the event site and placed in appropriate refuse containers immediately after the event. Failure to do so may require the City to do so. Any trash removal expenses (for debris left at event site not placed in appropriate refuse containers) incurred by the City as a result of this event are my responsibility.
	Initial _____	I understand that permission to hold this event/activity does not grant exclusive use of any park or trail. The park or trail is to remain open for public use, including any citizen's ability to exercise their free speech, distribution of literature, collection of signatures, etc.
	Initial _____	I understand that this permit, if granted, may not be assigned without written approval and acceptance of the assignee by the Director of Parks and Recreation (or designated agent). I also understand that if the responsible party is other than myself, I am responsible to notify the responsible party of all rules, regulations, requirements, and conditions related to this application/permit.
Initial _____	I understand that I am responsible to obtain the necessary permits/approvals granted by agencies or City departments other than the Parks and Recreation Department needed to hold this event. Permission granted by the Parks and Recreation Department to hold this event does not imply approval of items under other agencies' jurisdictions.	

I hereby attest that to the best of my knowledge the information contained in this application is true and correct.

Signature of Applicant: _____

Date: _____

Note: Application is not valid without initials and signature of applicant.

Parks and Recreation Department Use Only

Application Status	<p>Application is:</p> <p><input type="checkbox"/> Approved As Is</p> <p><input type="checkbox"/> Disapproved</p> <p>Explanation: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Application is approved under the following conditions/restrictions: <i>The following items must be obtained (no paperwork required to be turned in to the Parks & Rec Dept.):</i></p> <p><input type="checkbox"/> Public Catered Event - Caterers must have appropriate Permit from the City Health Department (573-874-7346) (Must have on hand at event site.)</p> <p><input type="checkbox"/> Sale of food or merchandise - Business License (573-874-7378) (Must have on hand at event site.)</p> <p><input type="checkbox"/> Refuse dumpster required (requires 48 hrs. advance notice & additional fee, contact Solid Waste, 573-874-6291)</p> <p><input type="checkbox"/> Employment of Columbia Reserve Police for parking, crowd control, security & safety</p> <p><input type="checkbox"/> Number of Officers Needed - Columbia Police Dept. (573-442-6131)</p> <p><input type="checkbox"/> Supplementary port-a-johns</p> <p><input type="checkbox"/> First aid personnel and stations</p> <p><input type="checkbox"/> Building permit from Public Works Department for 20' x 20' enclosed tents; tents larger than 20' x 20' enclosed/not enclosed; and/or staging structures, 573-874-7474. (Must have on hand at event site.)</p> <p><i>Need the following items turned in to the Parks & Recreation Department:</i></p> <p><input type="checkbox"/> Publicity plan, flyer, registration form</p> <p><input type="checkbox"/> Approved Street Closure Form</p> <p><input type="checkbox"/> Site plan for temporary structures and/or race route</p> <p><input type="checkbox"/> \$ _____ million Certificate of Public Liability Insurance w/City of Columbia as co-insured</p> <p><input type="checkbox"/> Documentation of tax-exempt status or non-profit agency</p> <p><input type="checkbox"/> Shelter reservation required</p> <p><input type="checkbox"/> Payment of fees/deposits</p> <p><input type="checkbox"/> Traffic Plan</p> <p><input type="checkbox"/> Parking Plan</p> <p><input type="checkbox"/> List of Vendors</p> <p><input type="checkbox"/> Security Plan</p> <p><input type="checkbox"/> ADA Plan</p> <p><input type="checkbox"/> Emergency Plan</p> <p><input type="checkbox"/> Trash/Recycling Plan</p> <p>Other conditions/restrictions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Fees & Deposits	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Applicable Fees:</p> <p><input type="checkbox"/> Shelter Reservation Fee - \$35</p> <p><input type="checkbox"/> Large Shelter Reservation Fee - \$45</p> <p><input type="checkbox"/> Island Shelter Fee - \$33</p> <p><input type="checkbox"/> Tent Fee - \$33</p> <p><input type="checkbox"/> Wedding Fee - \$33</p> <p><input type="checkbox"/> Water Fee - \$10</p> <p><input type="checkbox"/> Concession Permit Fee - \$ _____</p> <p><input type="checkbox"/> Special Park Use Fee - \$33</p> <p><input type="checkbox"/> Participant Fee \$2.30/participant (see chart on website)</p> <p><input type="checkbox"/> Other Fee - _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Applicable Deposits:</p> <p><input type="checkbox"/> Performance, clean-up and damage deposit and/or bond - \$ _____</p> <p><input type="checkbox"/> Island clean-up and damage deposit - \$100</p> <p><input type="checkbox"/> Gate key deposit - \$20</p> <p><input type="checkbox"/> Water spigot key deposit - \$50</p> <p><input type="checkbox"/> Other deposit _____</p> </td> </tr> </table> <p>TOTAL FEES DUE: _____</p> <p>TOTAL DEPOSITS DUE: _____</p>	<p>Applicable Fees:</p> <p><input type="checkbox"/> Shelter Reservation Fee - \$35</p> <p><input type="checkbox"/> Large Shelter Reservation Fee - \$45</p> <p><input type="checkbox"/> Island Shelter Fee - \$33</p> <p><input type="checkbox"/> Tent Fee - \$33</p> <p><input type="checkbox"/> Wedding Fee - \$33</p> <p><input type="checkbox"/> Water Fee - \$10</p> <p><input type="checkbox"/> Concession Permit Fee - \$ _____</p> <p><input type="checkbox"/> Special Park Use Fee - \$33</p> <p><input type="checkbox"/> Participant Fee \$2.30/participant (see chart on website)</p> <p><input type="checkbox"/> Other Fee - _____</p>	<p>Applicable Deposits:</p> <p><input type="checkbox"/> Performance, clean-up and damage deposit and/or bond - \$ _____</p> <p><input type="checkbox"/> Island clean-up and damage deposit - \$100</p> <p><input type="checkbox"/> Gate key deposit - \$20</p> <p><input type="checkbox"/> Water spigot key deposit - \$50</p> <p><input type="checkbox"/> Other deposit _____</p>
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By: _____ Date: _____
Director of Parks and Recreation (or Designated Agent)

Date: _____ <input type="checkbox"/> Park Office <input type="checkbox"/> Park Ranger <input type="checkbox"/> City Event Committee <input type="checkbox"/> Applicant <input type="checkbox"/> File <input type="checkbox"/> Other
PSUP logged in RecTrac _____ Staff Initials: _____