

→ Council

Memorandum

To: Lori Fleming

CC: Mike Hood

From: Sarah Perry

Date: 5/1/2008

Re: Insurance Requirements – P& R Ordinance Proposal, Sec. 17-134

Per the request from the City Council for additional information and options regarding proposed ordinance for Parks & Recreation Special Event Permits, attached is a discussion outlining the options considered, as well as information about coverage and exclusions by two providers of Special Events insurance coverage.

Let me know if you need anything additional.

Insurance Requirements – Parks and Recreation Ordinance Proposal, Sec. 17-134

This information is provided in response to a request from the City of Columbia City Council for discussion of insurance options as outlined in proposed ordinance 17-134.c.

The insurance option recommended in this ordinance language was provided after exploration of several other options. These options and the reasons they were not recommended are as follows:

1. Option – Not require insurance from individuals/groups requesting a Special Use Permit for high risk activities (as defined by Special Event Insurance providers)

This option exposes the City and the City's self insurance funding to potential liability exposures beyond the City's care and control. The increased exposure to the self insurance fund has not been considered by City Finance or in the Self Insurance Fund Actuarial Study provided to assist the City in setting realistic funding. While the City of Columbia has not experienced claims from activities of Special Use Park Permits, several other public entities have had some serious damages assessed because of activities permitted. If the Council desires, documentation can be provided.

2. Option – Lowering the recommended level of insurance from individuals/groups requesting Special Use Permits for high risk activities (as defined by Special Event Insurance providers) to \$1,000,000 or some other amount less than \$2,000,000.

The State of Missouri currently provides a statutory cap to the loss amounts public entities are exposed in general liability claims (specific exceptions apply). The limits at this time are \$345,499 per person/\$2,303,326 total. These limits increase each year based on the cost of living. If the City elects to allow lower limits for Special Use Permit holders involved in high risk activities, the City has the potential to become the "excess insurance" for these individuals/groups. Even if the City is not held liable for accidents or claims, allowing the Special Use Permits with what might be determined to be inadequate insurance limits has the potential to make the City liable.

3. Option – Cover Special Use Permit holder under the City's insurance.

As mentioned in Option 1, neither the City's Finance Department nor the Actuarial study have taken these kinds of exposures into account to determine the appropriate funding for the City's self-insurance fund. Additionally, the City's excess insurance carrier has not been notified of this possible exposure. This may result in denial of coverage and/or increased premiums to the City.

4. Option – Cover insurance premium costs for Special Use Permit holders of high risk activities.

The premium Special Use Permit holders would have to pay is between the individual/group and their insurance agent. The City would have difficulty budgeting for an unknown number of events and for undetermined premiums.

5. Option – Establish an insurance product for Special Use Permit holders to purchase directly from the City.

This option was explored with the City's Insurance Broker. While this has been done in some larger entities, it would require the City to function as an insurance company, meaning State licensing, competing with local insurance providers, funding in advance, and establishing realistic charges (premiums) for individual/groups interested in purchasing insurance. There is no guarantee this option, if feasible, would provide Special Use Permit holders with lower insurance premiums.

Attached are the information pages from two Special Events insurance providers. Please note the high risk activities where the City is asking for insurance are typically excluded from these coverages. Special Events insurance companies do not cover things like inflatables (bounce houses), hot air balloons and fireworks. These types of coverages must be obtained from specialized insurance carriers. Therefore, I do not recommend the City allow those kinds of activities in our parks without proof of general liability insurance.

The City is currently looking at increases in charges to the departments between 12% to 16% to develop a structure that will allow us to reduce the use of reserves and generate premiums sufficient to cover costs of claims, excess insurance and administration. Staff does not recommend increasing the City's risk exposure under these conditions.

The City of Columbia Risk Management Division's recommendation is the acceptance of the limits established in the current proposed ordinance 17-134.



SHORT TERM SPECIAL EVENTS Insurance Program and Enrollment Form



This brochure is valid for effective dates from
December 1, 2007 to November 30, 2008



K&K Insurance • 1712 Magnavox Way • Fort Wayne, IN 46804 • 1-877-648-6404 • Fax 1-260-459-5502
www.kandkinsurance.com • CA #0334819

Program Description

This insurance program has been specifically designed for the organizers of short term special events that meet the following criteria:

- Total event attendance is 12,000 or less
- Maximum number of consecutive event days (not including set-up or tear down) is 10
- Event is held at a single location
- Event location must be held in the U.S.

List of Eligible Events

This list does not encompass all events that may be included in each category. This is only a summary. If you do not meet all the criteria, please contact K&K Insurance Group, Inc. at **1-877-648-6404** for other program options available.

- Auctions (animal, property, real estate)
- Award presentations
- Banquets
- Bar mitzvah/bat mitzvah
- Bazaars
- Benefit walks
- Bingo games
- Car shows—auto static only
- Charity events (auctions, benefits, dances, walks)
- Concerts—call for approval. (no rock, rap or hip-hop)
- Conventions
- Debuts
- Debutante balls
- Dinners/luncheons/showers (anniversary, birthday, baby, wedding)
- Festivals (art, craft, ethnic, harvest)
- Flea markets
- Graduation ceremonies
- Job fairs
- Lectures
- Meetings (business, civic club, evangelistic)
- Pageants
- Parties (afterprom, graduation night, lockins, fraternity, birthday)
- Picnics (no in or on water activities)
- Poetry readings
- Political campaign rallies
- Prom (formal event)
- Quinceañera
- Recitals
- Religious assemblies
- Reunions (family, class, military)
- Rummage sales
- School band/drill team competitions
- School carnivals (no rides)
- Seminars
- Shows (animals, horses, livestock, antique, art, baby, boat, business, consumer, craft, fashion, flower, garden, home, rv, wedding)
- Social gatherings/receptions
- Speaking engagements
- Stage shows (dance, music, theatrical)
- Swap meets
- Theatrical performances/musicals
- Walks/tours (charity, garden, parade of homes, historical sites, Christmas)
- Weddings and receptions

Ineligible Events

Certain event types are **not eligible** for coverage by this program. K&K reserves the right to decline any request for coverage. The ineligible event types include, but are not limited to the following:

- Activist rallies/marches/literature distribution
- Athletic events and competitions
- Concerts—call for approval. (no rock, rap, or hip-hop)
- Historical battle reenactments
- In-or-on water activities
- Health fairs
- Events providing accommodations or camping as part of the event
- Gun and knife shows
- Cinematography and photography for commercial use
- Parades
- Rodeos (activities including, but not limited to, bull or bronco riding, steer roping, team roping, or barrel racing)
- Overnight retreat
- Events requiring liquor liability coverage (host liquor situations are not excluded)

Coverage for ineligible events or excluded coverage(s) may be considered with separate application. Contact K&K Insurance to obtain additional information regarding a tailor-made policy for your insurance needs.

Liability Coverage and Limits

Commercial general liability coverage protects the insured against any liability claims for bodily injury and property damage arising out of the premises, operations, products and completed operations, personal and advertising injury. There is no deductible that applies to liability claims.

<u>Coverage</u>	<u>Option I (\$1,000,000)</u>	<u>Option II - (\$2,000,000)</u>
General Aggregate	\$2,000,000	\$2,000,000
Products-completed Operations Aggregate	\$1,000,000	\$2,000,000
Each Occurrence	\$1,000,000	\$2,000,000
Personal and Advertising Injury	\$1,000,000	\$2,000,000
Medical Expense	\$ 5,000	\$ 5,000
Damage to Premises Rented to You	\$ 300,000	\$ 300,000

Notable Exclusions

- Abuse or molestation
- Aircraft/hot air balloon
- Airport
- Amusement devices, including but not limited to, any mechanical or non-mechanical ride, slide, water slide, pony rides, moonwalk or moon bounce, bungee (does not include video arcade or computer game)
- Animals (injury or death to any animal)
- Asbestos
- Claims arising out of the operations of concessionaires, exhibitors and vendors at your event
- Employment-related practices
- Fireworks
- Designated operations exclusion—those events listed as ineligible
- Fungi or bacteria
- Lead
- Motorized vehicle/motorcycle/watercraft/powerboat practicing for, qualifying for or testing for any racing speed, demolition or stunting activity
- Nuclear energy
- Performers
- Rodeo activity

Liability coverage for concessionaires, exhibitors and vendors is available through the Concessionaires/Exhibitors and Vendors Program at K&K Insurance Group. Call 1-800-328-2317 for more information or go to our web site at www.kandkinsurance.com.

Carrier

Coverage is provided by a carrier rated A+ (Superior) by A.M. Best.



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Special Events Liability Program

Designed for both the single event as well as companies organizing many events over the course of a year, our Special Events Liability Program caters to a wide variety of special events. As you can see, there is very little we are not able to accommodate.

Search



Eligible Businesses:

- Art or Craft Festivals
- Artists
- Auctions
- Auto Shows
- Banquets
- Beauty Pageants
- Boat Shows
- Boxing
- Business Meetings
- Caterers
- Chambers of Commerce
- Charity Benefits
- Concerts
- Conferences
- Consumer Shows
- Conventions
- Cultural Festivals
- Dance Studios
- Entertainers
- Farmers Markets
- Fashion Shows
- Fairs & Festivals
- Graduations
- Haunted Houses
- Home & Garden Shows
- Job Fairs
- Kickboxing
- Lectures
- Martial Arts
- Meetings
- Musicians
- Nightclub Shows
- Parades
- Parties
- Performers
- Picnics
- Political Campaigns
- Proms
- Reunions
- Soap Box Derbies
- Social Gatherings
- Sporting Events
- Stage Shows
- Swap Meets
- Face Painters
- Game Booths
- Telethons
- Theater
- Toughman
- Trade Shows
- Triathlons
- Weddings
- Wrestling
- Plus Many Others

Program Highlights:

- In-House Binding Authority on most Classes
- \$2,000,000 Aggregate Limit / \$1,000,000 Per Occurrence Limit (Higher

Limits Available Upon Request)

- Coverage from 1 day to 1 year is available
- Available in all States
- Low Minimum Premiums
- Additional Insureds Can Be Added
- Contractual Liability
- Personal & Advertising Injury
- Products Liability
- \$50,000 Fire Damage Legal Liability

Risks Not Eligible:

- Rap or Punk Concerts
- Motorsports
- Hazardous Activities

Notable Exclusions:

- Injuries to Yourself or Your Employees
- Damage to Property You Own
- Fireworks / Pyrotechnics
- Automobile Liability
- Amusement Devices
- Stunts/Hazardous Activities
- Medical payments (See Accident Medical Option below)
- Athletic Participants (See our Sports Program)

Options:

- Excess Liability Limits
- Liquor Liability
- Hired & Non-Owned Auto Liability
- Accident Medical
- Third Party Property Damage Liability
- Property - Both Owned or Rented/Borrowed (Contents, Equipment, etc.)
- Commercial Automobile Coverage
- Event Cancellation Insurance (Terrorism Optional)
- Adverse Weather Protection
- Workers' Compensation
- Prize Reimbursement (Contests, Hole-In-Ones, etc.)

How to Apply:

1. Click on the Apply Online Button below, complete and submit our application.
2. Normally within 1 business day, we will email or fax you a written quotation.
3. Remit payment and your Certificate of Insurance will be delivered via email or fax.

APPLY ONLINE

Last Updated: July 18, 2007

ATOP

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Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 116-08

AN ORDINANCE

amending Chapter 17 of the City Code as it relates to insurance requirements for permits for special use or activities; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 17 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended as follows:

Material to be deleted in ~~strikeout~~; material to be added underlined.

Sec. 17-134. Permit.

(a) *Required.* A permit shall be obtained from the director before participating in any special use or activity in a park. A list of such uses and activities shall be kept on file in the office of the parks and recreation department.

...

(c) *Standards for issuance.* The director shall issue a permit hereunder when he finds:

- (1) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park.
- (2) That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- (3) That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- (4) That the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by city.

- (5) That the facilities desired have not been reserved for other use at the day and hour required in the application.
- (6) That, if public liability insurance is required, the applicant has provided the director with a certificate of public liability insurance covering the proposed use or activity in the amount of two million dollars (\$2,000,000.00) for all claims arising out of a single accident or occurrence and three hundred fifty thousand dollars (\$350,000.00) for any one person in a single accident or occurrence, naming the city as co-insured. Public liability insurance shall be required:
- a. For events involving animals for show, display or rides;
 - b. For events involving hot air balloon rides;
 - c. For events involving devices that entail risk of injury including, but not limited to, inflatables (such as a moon walk), climbing walls, amusement rides or battery or gas powered toys;
 - d. For festivals, concerts, contests, exhibitions and celebrations to which the general public is invited;
 - e. Events at which fireworks or pyrotechnics will be displayed; and
 - f. For any other event or activity deemed by the director to involve the risk of injury.

...

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2008.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

Source

Mike Hood
MH

TO: City Council
FROM: City Manager and Staff 
DATE: April 14, 2008
RE: Liability Insurance Requirements – Park Special Use Events

Fiscal Impact

YES x
NO

Other Info.

Summary: At the December 21, 2007, City Council meeting, staff presented Council with a detailed report (see attached) regarding the Park and Recreation Department's current policy that require sponsors of certain park special use events to provide public liability insurance naming the City of Columbia as co-insured. Following a review of that report, the Council instructed staff to prepare an ordinance which would establish guidelines defining the type of park special use which would require the provision of liability insurance and which would specify the amount of liability insurance required. Such an ordinance has been drafted by the City's Legal Department and reviewed by both the Park and Recreation Department and the City's Finance Department (Office of Risk Management). The ordinance is presented for Council review and possible adoption.

Discussion: As currently drafted, the ordinance would require that sponsors of the following activities in the City's public parks provide evidence of public liability insurance naming the City of Columbia as co-insured:

- 1.) Events involving animals for show, display, or rides.
- 2.) Events involving hot air balloon rides.
- 3.) Events involving devices that entail risk of injury including, but not limited to, inflatables (such as a moon walk), climbing walls, amusement rides, or battery or gas powered toys.
- 4.) Festivals, concerts, contests, exhibitions, and celebrations to which the public is invited.
- 5.) Events at which fireworks or pyrotechnics will be displayed.
- 6.) Any other event or activity deemed by the Director to involve the risk of injury.

The draft ordinance also establishes the amount of liability insurance required as two

million dollars (\$2,000,000) for all claims arising out of a single accident or occurrence and three hundred fifty thousand (\$350,000) for any one person in a single accident or occurrence. State Statutes, with respect to public liability for condition of property, currently set the City's liability exposure limits at \$2,418,992 per occurrence. While staff is recommending the two million dollar requirement for the liability insurance coverage, Council may wish to consider establishing either higher or lower requirements than that recommended.

Suggested Council Action: If the Council concurs that liability insurance should be provided by sponsors of certain special events occurring in the City's public parks, the ordinance which establishes guidelines for the types of events requiring such coverage and which sets the amount of such insurance should be adopted.

Source:

Mike Hood ~~MA~~
Fred Boeckmann
Lori Fleming

TO: City Council
FROM: City Manager and Staff
DATE: December 7, 2007
RE: Liability Insurance Requirements – Park Special Events

SUMMARY: At the October 1, 2007 City Council Meeting, the Council requested a report regarding the requirement that sponsors of certain park special use events provide public liability insurance naming the City of Columbia as co-insured. With respect to public liability for condition of property, state statutes establish the City's liability exposure limits at \$2,369,306 per occurrence. Based on that legislation, the liability insurance requirement for certain park special use events has been set at the \$2 million per occurrence level.

Fiscal Impact

YES

NO

Other Info.

It has been a long-term Department of Parks and Recreation policy to require certain events being held in our City parks that are planned, staffed, and operated by non-city staff to have sufficient liability insurance to protect the City in the event of a serious accident. Events requiring such insurance include community festivals of significant size, private outings that bring into the park recreational equipment/facilities such as dunking booths, bounce houses, hot air balloons, pony rides, etc., or other events which appear to involve considerable liability risk/exposure to the City. This operational policy has been strongly supported by the City's Risk Management Division, but as noted by the Legal Department, is not required by City ordinance.

DISCUSSION: The City Parks and Recreation Department processes between two and three hundred park special use event requests annually. Because of the number and extremely varied nature of these requests, the Park and Recreation Department developed an in-depth policy for review and approval of these requests (See attached Park Special Use Permit Criteria and Park Special Use Application). Events that are either small in size, private (public not invited), co-sponsored by the Park and Recreation Department, or do not involve the use of the park or park facilities in any manner other than for which it was designed have not been required to provide liability insurance naming the City as co-insured. Such events primarily require coordination and scheduling to insure availability of facilities and lack of conflict with other scheduled events

However, there are certain events which, in staff's judgment, expose the City to significant risk in the event of a serious accident. Examples of these events include larger community festivals to which the general public is invited (generally those with an expected attendance of several hundred or more), concerts, or private outings (company

picnics, birthday parties, class reunions, etc) which plan to bring into the park portable recreational facilities/equipment (dunking booths, bounce houses, hot air balloons, animal rides, etc). Organizers of such events have been required to provide liability insurance naming the City as co-insured. In FY 2007, twenty six different events were required to provide liability insurance coverage. A key concern regarding these events is that they involve bringing into the park various facilities/devices that have not been designed, built, or reviewed for safety issues by City staff. In addition, the event is planned, staffed, and operated by non-city staff. Therefore the City has no oversight as to whether the equipment/facilities/activity is properly used and/or supervised with respect to operational and safety guidelines.

For many years, the amount of liability insurance required was \$1 million per occurrence. That amount reflected the amount of exposure for dangerous condition of property the City could have with respect to any single occurrence as set by State Statutes. In 1999, the Missouri State Legislature revised the legislation regarding public liability and set the new exposure limit at \$2 million per occurrence. Under that legislation, the amount is adjusted annually. The current liability cap for operation of motor vehicles and dangerous condition of property is \$2,369,306.

As a result of the 1999 legislation and based upon the recommendation of the City's Risk Management Office, the Park and Recreation Department increased the required amount of liability insurance to the \$2 million level. Feedback from the public has indicated that the increase from \$1 million to \$2 million in required coverage has made it significantly more difficult and expensive for individuals and organizations to obtain the required coverage.

With respect to the LBG Coalition (which raised the question as to whether their event should be required to provide such liability coverage), Park and Recreation staff has worked with the Coalition to plan and schedule their event since 2003. Attendance at their first event in 2003 was estimated to be 40 people and was held at Antimi Shelter in Cosmo Park. The event has grown in size and complexity each year since. In 2006, the event was moved to Stephens Lake Park. In 2007, the event's projected attendance (1200) exceeded the one thousand estimate for the first time. The event has grown to include a number of outside food vendors, a performance stage, and a variety of games and activities. It was staff's judgment that the event had grown to the magnitude that liability insurance should be required to adequately protect the City. Staff can certainly appreciate the concern of the LBG Coalition with respect to having their insurance premium increase from \$600 to \$2,200 to provide the \$2 million per occurrence coverage. The question that must be addressed is at what point should the City expect outside organizations to provide coverage to protect

against any liability exposure the City might have by allowing the organization's event to occur on City property.

Staff has looked at numerous different communities' policies with respect to liability coverage. Virtually every community reviewed has established policies for park special use permits and also requirements for which type of event requires additional liability coverage (see attached policies from Louisville, Lake Oswego, and Johnson County as examples). Requirements vary from community to community but most seem to require \$1 million in coverage rather than \$2 million.

An issue that has been noted by Legal is that our current guidelines are based on Department policy not City ordinance. It is the recommendation of Legal that the City policy regarding requirements for liability insurance be formalized as a City ordinance. It is the staff's recommendation that a list of guidelines or criteria be developed with respect to what type of park special use events require the provision of liability insurance and that those requirements be formally adopted by City ordinance.

A draft set of such guidelines is presented below:

1. Events, concerts, or festivals to which the general public is invited with an expected attendance of 200 or more.
2. Events at which portable food/concession vendors will be selling food, beverage, or souvenirs.
3. Events which will have amusement rides, inflatables, dunk tanks, hot air balloons, or other portable recreation facilities.
4. Events at which animals will be present for show, display, or rides.
5. Events at which fireworks or pyrotechnics will be displayed.
6. Non-sanctioned sporting events or tournaments.
7. Any event which in the judgment of the Director of Parks and Recreation and/or the City's Risk Manager represents a significant exposure of risk to the City.

As noted earlier, the amount of insurance required has been set at the \$2 million level to cover most of the City's potential liability exposure as determined by State Statute. If the Council believes that amount of coverage is not needed or that such coverage results in unreasonable costs for groups to obtain such insurance, Council could direct staff to include in the proposed ordinance an amount

less than the \$2 million per occurrence limit. Staff's recommendation would be to retain the \$2 million amount based on the potential liability exposure of the City.

SUGGESTED COUNCIL ACTION: If the Council concurs with the above recommendations, direct staff to draft an ordinance which:
1.) Establishes guidelines defining those park special use events that require the provision of liability insurance with the City named as co-insured; and 2.) Establishes the amount of liability insurance required.

Park Special Use Permit Criteria

Special events are of great value to the City of Columbia as they contribute to the cultural and ethnicity of the City. A number of these events also have significant economic benefit through increased tourism, and many events also serve as major fund raisers for various non-profit organizations.

Special events are those activities which require the designation of exclusive use of an area and/or require the approval of conditions of use as outlined under the Park Special Use Permit guidelines. Many of the City's special events are sponsored by non-profit organizations that organize and conduct these activities. Often, the City's role with some special events is primarily limited to providing the facility or park. Since the City does not directly provide staffing or direction during these events, it requires a mechanism to delegate the control of a site to an event organizer/sponsor. This is accomplished through the Park Special Use Permit approval process. **City policies require that no person or organization shall advertise, organize, hold, or conduct any special event or activity in or on City park or recreation property without first having received a valid Park Special Use Permit.**

Park Special Use Permits are required if any of the following criteria associated with the activity apply:

1. Any event or activity that is expected to attract 200 or more people at a park shelter.
2. Any event or activity that is expected to attract 50 or more people other than at a park shelter.
3. Any event or activity involving a disc jockey or live musical entertainment with amplified sound.
 - a. Will also require a Police Department Sound Permit if it may be heard from 100 feet or more from the source (573-442-6131).
 - b. The human speech and music amplified shall not be profane, lewd, indecent or slanderous.
 - c. Sound shall be controlled so that it will not be audible for a distance in excess of three hundred (300) feet from the sound amplifying equipment.
4. Any event or activity involving amplifying equipment or devices that can be heard 100 feet or more from the source NOT in conjunction with a reserved shelter.
5. Any event or activity that would collect fees on City property (i.e., donations, admissions, concessions, or merchandise sales). This may also require a separate business license (573-874-7378) and/or health permit (573-874-7346). *Note: Permission to collect fees may be granted only to non-profit agencies registered with the State of Missouri. Confirmation of your agency or organization's non-profit status may be found at the Missouri Secretary of State's web site - www.sos.mo.gov/BusinessEntity/soskb/csearch.asp. (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 statements.)*
6. Any event requiring the use of temporary structures or facilities, including, but not limited to:
 - a. Tents, canopies, gazebos, or other temporary shade structures greater than 100 square feet in size and/or staging structures. *Note: This also requires a temporary building permit from the Public Works, Projective Inspection Department (573-874-7474).*

- b. Trailers (including large charcoal grill trailers), stages, concession facilities, or booths of any sort.
 - c. Amusement devices (bounce house, dunking booth) NOT in conjunction with a shelter reservation.
7. Interior park roads and/or city street closings are necessary due to the activity. *Note: City streets or roads outside of parks require City Manager or City Council approval. A separate Street Closure Request Application is required (573-874-7219).*
 8. Any event or activity in which the general public is invited or notified by the media.
 9. Gas grills, propane stoves, portable charcoal grills, or other fires outside the designated picnic grills (exception: fire pit at Collins Shelter, Stephens Lake Park).
 10. Any event or activity that includes animals for show, display, or rides.
 11. The ascent or descent within a park, any apparatus for aviation (i.e., hot air balloons).
 12. Any wedding held at a park location other than at a reservable shelter.
 13. Any event or activity necessitating the use of grounds or facilities in a manner other than their specified recreational use.

Note: If your event needs include a picnic shelter, 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.

COST

The cost of holding a special event at a park or shelter depends on several factors. Below is a list of the various fees and deposits that may be charged depending on the event type.

When facilities are used semi-exclusively by the renter and the renter charges participation fees, the renter will be charged per participant as outlined in the chart below. A \$75 per day reservation fee is due at the time of the reservation. The balance of the fees (over \$75) based upon actual usage is due 10 days after the event.

Fees		Deposits	
Shelter Reservation	\$30	Performance, cleanup, and damage bond	\$200
Large Shelter Reservation	\$40	Gate key	\$20
Tent Fee	\$25	Water spigot key	\$50
Wedding Fee	\$25	Other	TBD
Water Fee	\$10		
Concession Permit Fee	\$50		
Special Park Use Fee	\$25		
Participant Fee - Adult	\$1.85 per participant/per game or event/per day		
Participant Fee	\$1.70 per participant/per game or event/per day		
Other	TBD		

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information, or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

EXAMPLES OF EVENTS THAT REQUIRE PERMITS	
Type of Event	Description
Activities at a park shelter consisting of 200 or more people	Private functions with or without food services, generally restricted to larger picnic shelters.
Type of Event	Description
Sporting Events	Tournaments are restricted to designated athletic facilities. <i>Note: All softball, baseball, soccer, football and lacrosse tournaments and games are to be scheduled through the Department's Sports Programmer. Special Event Permits may be needed for supplemental items such as the erection of tents, sales of tournament related items or food and beverages. First contact is with the Sports Programmer Supervisor (573-874-7466) to determine field availability.</i>
Amplified Sound -Concerts -Weddings -Political Rallies -Picnics -Festivals	Amplified sound may consist of a radio, phonograph, tape player, compact disc player, musical instrument or any similar device for producing or amplifying sound. Permits are required if the sound may be heard 100 feet or more from the source.
Weddings	Any wedding held at a park location other than at a reservable shelter.
Concerts & Theatrical Plays	Musical or theater events, consisting of live performers. Participation is open the general public. May be restricted to designated areas.
Celebrations -Community Events -Cultural Events -Religious Events -Baptisms	Community, cultural, or religious events. Participation may be open to the general public or to a targeted group. May focus on fund raising and/or "cause" awareness. May involve entertainment, food and beverage service, staging, public address sound systems, sale of event-related items, etc.
Festivals	Multi-faceted events, participation open to the public. Usually involve booths, staging, tents, public address sound systems, sale of event related items, etc. May involve food and beverage services. Large festivals have extensive set up and take down requirements.
Bonfires or Portable Cooking Grills	Includes the burning of logs, charcoal or other fires outside of the designated picnic grills. This includes large grills that are pulled behind vehicles. <i>Note: Small bonfires are only allowed at the designated fire pit at Collins Shelter, Stephens Lake Park.</i>
Pony Rides	Pony or horse rides either operated by a commercial vendor or by a private owner. <i>Note: only non-profit organizations may be authorized to collect funds.</i>
Hot Air Balloons or Apparatus for Aviation	Includes hot air balloons that either want to land or lift off from a park. <i>Note: All radio-controlled planes and self-propelled rockets are not permitted.</i>

PROOF OF INSURANCE

In addition to a Special Use Permit, some events will also require proof of \$2 million dollar public liability insurance coverage and a certificate of insurance naming the City of Columbia as an additional insured:

- Animals for show, display or rides.
- Ascent or descent within a park, any apparatus for aviation.
- Use of inflatables (such as a moonwalk), climbing wall, amusement rides, battery or gas powered toys.
- Festivals, concerts, or celebrations open to the general public.
- Competitive races, contests, exhibitions, or athletic events.
- Other event types as deemed by the Director of Parks and Recreation.

EVALUATION CRITERIA

A key component in the application process is evaluating a proposed event's compatibility with the Department's mission as well as determining the suitability of a site to accommodate the event.

Compatibility with Department's Mission

The mission of the Columbia Parks & Recreation Department is stated as follows:

"The Columbia Parks and Recreation Department is committed to delivering effective, courteous, and responsible leisure services. In order to assist all citizens in the proper use of leisure time, we strive to provide adequate type, quantity, and quality of leisure opportunities. In delivery of these services, participants shall be treated with fairness, dignity, and respect. It is our commitment to be accountable for the maintenance, preservation and development of the natural resources which have been entrusted to us."

As previously mentioned, the Department works in partnership with event organizers and sponsors in order to provide an event that will provide recreational value to the participants, and at the same time, preserve the natural resource. Thus, the Department gives priority in the allocation of park space to those special events which are compatible with the Department's mission.

For the purposes of special event approval, compatible events can be defined as those which focus on recreational activities which are physical, social, cultural, artistic and/or environmental in nature. Events whose primary purpose is not compatible with the Department's mission are generally not approved although they may be considered on a case-by-case basis. On occasion, the Department does approve events which are not compatible with its mission, but have a significant interest to the city. Examples include events of economic or tourism interest and/or civic, provincial, national or international events. It should be noted that these events may have additional special conditions of use placed on them.

Site Suitability

It is important to recognize that sites which accommodate special events are for public recreational use first, thus the regular use of a park must be respected. Most of Columbia's parks accommodate a variety of uses including both active and passive recreational opportunities which may occur on a casual and/or organized level. The majority of parks have not been designed to accommodate large scale-events, as many lack the necessary amenities, such as, washrooms, parking, and/or access to water or power to support major special events. In

addition, most parks have differing features and requirements; thus, what is appropriate in one park may not be appropriate in another. With this in mind, the objective for the Department is to match events to an appropriate park site. This is accomplished by evaluating the event and the site using the following criteria:

SITE SUITABILITY CRITERIA	EVALUATION DESCRIPTION
Compatibility of the event with existing uses/users of the park including public safety	Compatibility refers to regular park use in the general sense - passive, active or natural as well as the impact the event on other's enjoyment of the park, etc. The evaluation will be based on: whether the area is appropriate for the event; whether other uses of the park can continue during the event; whether the event impacts more the immediate site (e.g., noise, trash, traffic); and whether there are any safety concerns regarding the scheduling of the event in the area.
Intensity and frequency of other park uses/users	Intensity and frequency refers to the level of both scheduled and casual park use. It is recognized that parks do have limits on the frequency and number of events. Thus, efforts are made to distribute events across the park system as well as regulate the frequency on a specific site.
Park condition - protection and preservation	The scheduling of an event can not be at the expense of the park's regular use, especially with regard to environmental sensitive areas. It should be noted that parks differ in the level of programming that they can accommodate. Thus, the intensity of programming may differ from park to park. The evaluation will focus on whether the area's current condition can withstand the activity, as well as whether the scheduling of an event could possibly damage the park beyond immediate repair. The event will be evaluated based on impact on the natural environment, including natural and cultural resources, riparian areas, wetlands, and sensitive species. The season, time, intensity, duration of the event will also be evaluated.
Availability of amenities on site	To lessen their impact on the immediate surroundings, large events are scheduled at parks with the necessary support amenities, such as, washrooms, parking, access to alternate transportation, waste receptacles, etc.

PARK SPECIAL USE PERMIT CHECKLIST

All event organizers are required to complete a Park Special Use Application Form. Application forms can be downloaded from the Department's web site at www.GoColumbiaMo.com (GoWord: GoParkPermit).

In addition to the Park Special Use Application Form, the following items may be required depending on your event.

1. Copy of Certificate of Insurance for your event – Applicants must obtain Comprehensive General Liability Insurance protecting the City of Columbia.
2. Acquire City Health Department permit for an public catered event - Please call City Health Department, 573 874-7345.
http://www.gocolumbiamo.com/Health/Food_Safety/index.html
3. Acquire Business License for the sale of food or merchandise. These forms are available at the Business License Office, please call 573-874-7378.
<http://www.gocolumbiamo.com/Finance/Services/blord.html>
4. Acquire City Building Development Permit for tents and staging - All tents larger than 10 x 10 and staging structures require a building permit, please call 573-874-7474.
<http://www.gocolumbiamo.com/PublicWorks/Inspection/index.html>
5. List of food vendors and /or event related items which will be sold at your event subject to Department approval.
6. List of event sponsors and promotional banners for your event.
7. Press package or promotional material for your event.
8. Copy of Street Closure Form. Contact City Manager's office at 573-874-6338. Include map of road closure & directional signs and/or barricades.
http://www.gocolumbiamo.com/Council/About_Us/city_manager.html
9. Documentation of tax-exempt status (for religious organizations and educational institutions not registered with the State of Missouri as a non-profit agency).
10. Detailed site map and/or route map.
11. Detailed schedule of event activities.
12. Payment of Park Permit fees.

Mailing Address:

Parks & Recreation
P.O. Box 6015
Columbia, MO 65205-6015

Physical Address:

Parks & Recreation
One S. 7th Street
Columbia, MO 65201

Telephone Number:

573-874-7460

Fax Number:

573-874-7640

As a recipient of federal funds from the U.S. Department of Interior, the Columbia Parks and Recreation Department operates programs subject to the nondiscrimination requirements of Title VI of the 1964 Civil Rights Act Under Title VI; the U.S. Department of Interior strictly prohibits discrimination because of race, color, or national origin in its federally assisted programs. This Department is also committed in both policy and practice to enforce and implement all required provisions of the Americans with Disabilities Act.



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. Driver License #	
	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 #
	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. Driver License #
	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. Describe your event or activity: _____ _____				
	34. 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				
	35. Event Start Time (include set-up)		36. Event End Time (include clean-up)		
	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				
	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.				
	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 or flyer, if available.

Answer all questions completely.

Event Information	42. Will any signs, banners, or flyers be hung or posted for this event? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No a. Street Name(s): _____ Note: If "yes," applicant must obtain a Street Closure Request Form from the City Manager's Office, 701 E. Broadway, 5th Floor, Daniel Boone Building, 573-874-7219.									
	44. Do you plan to erect temporary structures , such as, STAGES, BOOTHS, TABLES, TENTS, DISPLAYS, AMUSEMENTS (dunking booth, bounce house, kiddy rides) ETC., for this event? <input type="checkbox"/> Yes <input type="checkbox"/> 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 border="1" style="width: 100%;"><thead><tr><th style="width: 40%;">Item</th><th style="width: 30%;">How Many</th><th style="width: 30%;">Size/Capacity</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</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 devises (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? <input type="checkbox"/> Yes <input type="checkbox"/> No Note: If "yes," applicant must complete a Sound Amplification Equipment Registration Form (requires two weeks advance notice) with the Columbia Police Department, 600 E. Walnut, 573-442-6131. No profane, lewd, indecent, or slanderous human speech or music allowed.									
	46. Do you plan to provide live musical entertainment for this event? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No a. If "yes," please explain: _____ _____ b. Are you providing a generator as a power source? <input type="checkbox"/> Yes <input type="checkbox"/> No									
	49. Do you need access to a water source (other than a water fountain)? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 style="margin-left: 20px;">a. If "yes," please explain how these donations will be generated or solicited: _____</p> <p style="margin-left: 20px;">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</p> <p>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 style="margin-left: 20px;">a. If "yes," please explain: _____</p> <p style="margin-left: 20px;">b. If "yes," how many food booths/tables will be set up? _____</p> <p style="margin-left: 20px;">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 style="margin-left: 20px;">a. If "yes," please describe grill type and proposed location: _____</p> <p>Note: Applicant must provide appropriate safety equipment (fire extinguishers).</p> <p><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 style="margin-left: 20px;">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 style="margin-left: 20px;">a. If "yes," please explain the type of item/service: _____</p> <p style="margin-left: 20px;">b. If "yes," how many merchandise booths/tables will be set up? _____</p> <p>Note: Selling requires a Business License (Office: 573-874-7378).</p> <p>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>

Answer all questions completely.

Other Info	<p>63. Are there any special provisions or information pertaining to your event which have not been addressed on this application?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Please indicate all items attached to this application.

Attachments	<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>
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Applicant acknowledges agreement with terms by initialing each item and signing application. On line applications - please type in initials.

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.
	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	Application is:
	<input type="checkbox"/> Approved As Is
	<input type="checkbox"/> Disapproved
	Explanation: _____

	Application status is pending further information on item # _____
	Specifically: _____

	Application is approved under the following conditions/restrictions:

- The following items must be obtained (no paperwork required to be turned in to the Parks & Rec Dept.):*
- Sound Amplification Equipment Registration (Must have on hand at event site.)
 - Public Catered Event - Caterers must have appropriate Permit from the City Health Department (573-874-7346) (Must have on hand at event site.)
 - Sale of food or merchandise - Business License (573-874-7378) (Must have on hand at event site.)
 - Refuse dumpster required (requires 48 hrs. advance notice & additional fee, contact Solid Waste, 573-874-6291)
 - Employment of Columbia Reserve Police for parking, crowd control, security & safety
 - Number of Officers Needed _____
 - Supplementary port-a-johns _____
 - First aid personnel and stations _____
 - Building permit from Public Works Department for tents larger than 10' x 10' and/or staging structures, 573-874-7474. (Must have on hand at event site.)
- Need the following items turned in to the Parks & Recreation Department:*
- Publicity plan or flyer
 - Approved Street Closure Form
 - Site plan for temporary structures
 - \$2 million Certificate of Public Liability Insurance w/City of Columbia as co-insured
 - Documentation of tax-exempt status
 - Shelter reservation required
 - Payment of fees/deposits

Other conditions/restrictions:

Fees & Deposits	Applicable Fees:	Applicable Deposits:
	<input type="checkbox"/> Shelter Reservation Fee - \$30	<input type="checkbox"/> Performance, clean-up and damage deposit and/or bond - \$200
	<input type="checkbox"/> Large Shelter Reservation Fee - \$40	<input type="checkbox"/> Gate key deposit - \$20
	<input type="checkbox"/> Tent Fee - \$25	<input type="checkbox"/> Water spigot key deposit - \$50
	<input type="checkbox"/> Wedding Fee - \$25	<input type="checkbox"/> Other deposit _____
	<input type="checkbox"/> Water Fee - \$10	
	<input type="checkbox"/> Concession Permit Fee - \$50	
	<input type="checkbox"/> Special Park Use Fee - \$25	
	<input type="checkbox"/> Participant Fee - _____	
	<input type="checkbox"/> Other Fee - _____	
TOTAL FEES DUE: _____	TOTAL DEPOSITS DUE: _____	

By: _____ Date: _____

Director of Parks and Recreation (or Designated Agent)


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[Visitors](#)
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→ 12. Insurance Requirements

If a festival or event is going to be held on public property and has one or all of the following features:

- Expected attendance of 500 or more people;
- Fireworks or pyrotechnics will be displayed;
- Alcoholic beverages will be served or sold;
- Carnival rides or inflatables will be part of the event.

The event producer must comply with the insurance requirements below to be able to obtain a Special Event Permit from IPL.

Event producers and any vendors who enter into contracts with them must purchase and maintain throughout the event, including setup and dismantling, the following types of liability insurance at their own expense:

1. **General Liability Insurance:** If the event producer is a business or group and/or intends to serve or sell food or alcoholic beverages at the event, they must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence.

If the applicant/event producer intends to display fireworks or pyrotechnics and obtains a Fireworks or Pyrotechnics Permit from the Fire Department or Fire District having jurisdiction, or contracts with a fireworks/pyrotechnic vendor who obtains the required permit, the minimum combined single limit of liability for all displayers is \$1,000,000 per occurrence. This amount may be increased at the discretion of Louisville Metro officials based on potential risk associated with the event. The firm that actually launches the fireworks must provide Certificate of Liability Insurance for \$1,000,000 per occurrence, listing the date(s) of the event, and including Louisville Metro and any Louisville Metro-owned venue's name where the fireworks or pyrotechnics will be displayed, as additionally insureds.

2. **Personal Liability Insurance:** If the applicant/event producer is not a business or group, but is an individual who expects more than 500 attendees at the event and/or intends to serve or sell alcoholic beverages at the event, the applicant/event producer must submit a Certificate of Insurance providing proof of personal liability insurance, through either a homeowners policy or other liability insurance policy, in an amount not less than \$500,000 combined single limit per occurrence.

If alcohol is going to be served or sold by an individual event producer, a Certificate of Insurance must specify that Incidental/Host Liquor Liability coverage for that particular event

and specify the date of the event, unless the individual event producer contracts with a Louisville Metro-approved alcohol vendor to serve or sell alcoholic beverages at the event.

1. **Liquor Legal Liability Insurance:** If the event producer is a business or group and intends to serve or sell alcoholic beverages at an event and is in the business of manufacturing, distributing, selling or serving alcoholic beverages or uses a Louisville Metro-approved alcohol vendor to serve alcoholic beverages, liquor legal liability coverage must be purchased by the actual firm which serves or sells the alcohol. It can be endorsed to the commercial general liability insurance policy or purchased separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.
2. **Host Liquor Liability Coverage:** If the event producer is a business that will serve or sell alcoholic beverages at the event and is not in the business of manufacturing, distributing, selling or serving alcoholic beverages, the event producer's commercial general liability policy (on previous page) should not include the ISO Form CG 21500989 liquor liability exclusion amendatory endorsement, or similar exclusion limiting coverage for serving or selling alcoholic beverages.

All event-related insurance policies must state that Louisville Metro and any Louisville Metro-owned venues hosting an event will be notified at least 30 days in advance of any intent by an insurance company to cancel or not renew an applicant/event producer's insurance coverage.

All event producers and vendors must list Louisville Metro and any Louisville Metro-owned venues hosting an event, as additional insureds on all commercial general liability and liquor legal liability insurance policies.

With reasonable notice to event producers, Louisville Metro reserves the right to require insurance of event producers and/or vendors for activities other than those specifically mentioned, or to increase the minimum acceptable limits of liability.

All Certificates of Insurance required for an event must be submitted to IPL by event producers, along with the event's application for a Special Event Permit.

Approval of insurance by Louisville Metro does not in any way relieve or decrease the insurance liability of an event producer or vendor. Louisville Metro does not represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the event producer or vendor.

All insurance must be placed with insurance companies with an AM Best rating of no less than B+VI, unless special approval is obtained from Louisville Metro's Risk Management Division.

For further information, contact:

Louisville Metro Inspections,
Permits and Licenses
444 S. 5th Street, Suite 101
Louisville, KY 40202

Louisville Metro Risk Management
Division
City Hall Annex - Room 22
611 W. Jefferson Street
Louisville, KY 40202



GENERAL RENTAL INFORMATION

Millennium Plaza Park

RENTAL INFORMATION

- Handicap accessible.
- Available daily, year-round. *(No Sunday reservations during the months of July and August)*
- Available rental hours are between 4 pm - 10 pm.
- Reservations may be made up to 1 year in advance but no less than 30 days prior to use, unless they do not require supplemental documents.

THE FACILITY OFFERS THE FOLLOWING AMENITIES:

- 10 electrical outlets throughout Pergola (110v)
 - 2 drinking fountains
 - Accessible restrooms
 - 500 capacity limit
 - 2 Recycling & 4 Garbage receptacles
 - Wood burning fireplace (must be contained, Please let the fire burn out)
 - 12 overhead lights in the Pergola
 - 20 outside lamps on lamp posts
 - 190 chairs *(available upon request)*
 - 42 round tables, 31 ½ inch diameter *(available upon request)*
 - A refrigerator inside kitchen
 - Kitchen *(available upon request, refundable key deposit required)*
 - 1 hand washing sink, 1 food preparation sink, 3 faucets
 - 4 lights in kitchen
 - 10 electrical outlets inside kitchen (110v)
 - A portable 8 foot table in kitchen
- Note: Applicant is required to set-up tables and chairs.*

FEES AND REFUND POLICY

The Reservation Fee is determined by the "Facility Rental Rate" chart located below. All groups pay a **Non-Refundable Processing Fee of \$25.00, a Non-Refundable Cleaning Fee of \$100, and a Refundable Deposit of \$500.00.** The Refundable Deposit is to offset potential damage costs. If there is no damage, the deposit will be automatically refunded within 5 working days after your reservation. To hold a reservation date, the Processing Fee, Cleaning Fee, and Refundable Deposit (\$625.00) must be paid at the time of request. Applicants requesting use of the Kitchen will be required to pay a \$5.00 Refundable Key Deposit. **The Reservation Fee must be paid 30 days from the date the application is submitted.**

Facility Rental Rate

	TYPE I	TYPE II	TYPE III
Type of Event:	<ul style="list-style-type: none"> • Open or closed to public • Generates NO sales • NO Admission/Entry fees • NO Concessions • NO Sponsor signage allowed 	<ul style="list-style-type: none"> • Open to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed 	<ul style="list-style-type: none"> • Closed to public • Generates sales • Admission/Entry fees • Concessions • Sponsor signage allowed
Reservation Fee: * 2 hour minimum	\$75.00 per hour*	\$150.00 per hour*	\$450.00 per hour*

Cancellations received more than 30 days before the reservation date will receive a refund of all fees, minus the non-refundable \$25.00 Processing Fee. If the applicant fails to provide at least 30 days cancellation notice, 20% of the Reservation Fee will be deducted before the refund is issued. Changes made to a reservation, 30 days or less from the original reservation date, will be charged 10% of the original reservation fee.



INSURANCE POLICY

If the Applicant is using Millennium Plaza Park for any of the activities listed below, and/or the activity includes more than 100 people, the applicant shall submit a Certificate of Liability Insurance in the amount of at least \$500,000 with an endorsement naming the City of Lake Oswego as an additional named insured before the application is approved.

1. Sale of alcohol, food, beverages or souvenirs.
2. Event open to the general public.
3. Conducting business *(trade shows)*.
4. Involving animals or water in any way *(i.e., dog show or dunk tank)*.
5. Non-sanctioned sporting event or tournament.

3.13. SPECIAL USE PERMIT POLICY

Individuals or groups requesting special use or reservation of areas, roadways, or facilities not normally reserved in accordance with this policy may make application within the following guidelines for consideration by the Superintendent of Parks & Golf Courses and the Johnson County Park and Recreation District Board.

3.13.1. PROCEDURES

- A. All requests must be submitted in writing no less than 45 days prior to the date requested. Any requests that are received that do not provide a workable timeframe for review and processing will not be considered.
- B. All requests shall contain the following information:
 - 1. Name, address, phone number, and fax number of individual making request. In the case of an organization, the name, address, phone number, and fax number of the organization shall also be submitted.
 - 2. Detail of location or facility(ies) being requested, including dates and times desired.
 - 3. Purpose of the request.
 - 4. Number of participants involved in the Special Use activity
 - 5. Percentage of Johnson County residents attending and/or participating in the Special Use activity.
 - 6. A statement addressing whether or not the planned activity or use is for commercial or profit purposes. Carnivals and gambling will not be allowed.
 - 7. A statement addressing whether or not fees will be collected on site for the Special Use activity. Any proposed fees for participation shall have prior District approval.
 - 8. A statement addressing whether or not the existing facility(ies) will be adequate for the planned usage and, if not, what additional facilities or areas will be needed (i.e., restrooms, parking, tents, electricity, etc.).
- C. Permits will be issued or denied to organizations or individuals based on an appraisal of the information provided and the impact to the area, facility, and adjacent property owners.
- D. All current District Rules and Regulations are to be observed.
- E. The District has authority to cancel the Special Use Permit for any violations of permit requirements or District Rules and Regulations.
- F. The District reserves the right to cancel any permit due to severe or potentially dangerous weather conditions.
- G. Should Park Ranger services be required, a fee shall be assessed for each Park Ranger as per the Fees and Charges/Permits section of this manual.
-  H. The sponsoring individual or agency shall obtain and continuously maintain comprehensive general liability coverage covering the sponsor and the Johnson County Park and Recreation District from liability that may arise from the special event or from any activities or actions pursuant to the special event. Said policy shall be issued by a company duly authorized to do business in the State of Kansas and, if mutual, shall be non-assessable. Said policy shall provide for a liability limit of not less than \$500,000 per accident or occurrence with an aggregate limit of not less than \$1,000,000. The form of the policy shall be acceptable to the District and the sponsor shall provide the District with a copy of the proposed policy for review as soon as possible. The sponsor shall provide the District with a certificate evidencing the issuance of such policy not later than

12 noon two weeks before the event. Failure to provide such insurance coverage shall be grounds for the immediate termination of event approval by the District. Johnson County Park and Recreation District shall be named as a "Certificate Holder," as well as an additionally insured party for the event(s), which shall be noted within the "Description" portion of the Certificate of Insurance.

- I. The District Board will not approve more than a total of one special event per park, per day, utilizing weekdays or weekend days. Priority will be given to events held on weekdays and events that will be completed by 10 a.m. on either weekdays or weekends.
- J. A fee will be charged for each Special Use Permit as per the Fees and Charges/Permits section of this Manual.

The above guidelines apply to all requests other than District-sponsored events. Unusual requests, upon District staff review, may be forwarded to the District Board.

3.13.2. DISTRICT-SPONSORED EVENTS

It is the policy of the Johnson County Park and Recreation District Board to allow exceptions to the Facility Use Policy and the Special Event Area Use Policy when the District is sponsoring or promoting an event. All District-sponsored events will be presented to the District Board for approval. Exceptions for nonprofit groups affiliated with the District by activity or sponsorship will also be approved by the Board following staff review and recommendations.

3.13.3. HELEN S. CUDDY MEMORIAL ROSE GARDEN

Use of the Helen S. Cuddy Memorial Rose Garden is by reservation only. It is the policy of the Johnson County Park and Recreation District that all requests for Special Use Permits for the Rose Garden be submitted in writing to the District Reservationist at 6501 Antioch Road, Shawnee Mission, Kansas 66202.

The guidelines for this area are as follows:

- A. A fee will be charged for each reservation as per the Fees and Charges Permits section of this manual.
- B. All current Johnson County Park and Recreation District Rules and Regulations must be observed.
- C. Each request must include the number of people attending, time of day and date, and the request must be submitted forty-five (45) days prior to the planned event. Any requests that are received that do not provide a workable timeframe for review and processing will not be considered.
- D. The Johnson County Park and Recreation District has authority to cancel the special permit for any violations of permit requirements or District Rules and Regulations.
- E. The District reserves the right to cancel any permit due to severe or potentially dangerous weather conditions. Wedding parties with concerns about inclement weather should be asked to consider reserving a shelter or providing a tent, with the location of tent to be approved by the appropriate Park Manager.
- F. The time frame for each reservation will consist of no more than three (3) hours in length with one (1) hour between reservations.
- G. Park patrons cannot be excluded from the area during the reservation.
- H. The fee does not include the shelter reservation fee (see Fees and Charges Reservations section of this manual). Shelter reservations can be made by calling the District Reservations Office at 913-831-3355, Monday through Friday, 8:30 a.m. to 4:00 p.m. The request for a shelter reservation should not be made until after the Rose Garden reservation has been approved.