

## SPECIAL EVENT PERMIT APPLICATION

CITY OF BUTLER  
22 W Ohio, Butler, MO 64730  
660-679-4182 FAX 660-679-6658

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

**For parades and running/walking events, applications must be submitted 30 days prior to event. For all other events, applications must be submitted 90 days prior to event. There will be a \$100.00 event fee for use of City services/supplies. N/A for non-profit.**

### APPLICANT INFORMATION

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone where you can be reached at during the event: \_\_\_\_\_

**EVENT ORGANIZER** (*circle one*)      [Same as above]      [Professional/Hired]      [Other]

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone where you can be reached at during the event: \_\_\_\_\_

Are the Event Organizer and/or Applicant insured for this type of event? [Yes] [No]

List Names and Phone Numbers of Event Staff

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### EVENT INFORMATION

Title of Event:\_\_\_\_\_

Purpose of Event:\_\_\_\_\_

Event location:\_\_\_\_\_

Set-up Date(s):\_\_\_\_\_ Time:\_\_\_\_\_

Event Date(s):\_\_\_\_\_ Time:\_\_\_\_\_

Clean-up Dates(s):\_\_\_\_\_ Time:\_\_\_\_\_

Property Owner:\_\_\_\_\_ Do you have a contract with them?\_\_\_\_\_

Property Owners Phone: Home\_\_\_\_\_ Work\_\_\_\_\_ Cell\_\_\_\_\_

Expected Attendance (including event crew, participants and spectators):\_\_\_\_\_

Ticket Sales: (circle all that apply) [Phone] [Internet] [Business/Organizations]  
[At the Gate] [Other]

Intended Audience: (circle all that apply) [Kids] [Teenagers] [Young Adults] [Adults] [Senior Citizens]

Specialized Audience: (explain) \_\_\_\_\_

Will a fireworks or pyrotechnics permit be requested?\_\_\_\_\_

Hours of Event (explain in detail):\_\_\_\_\_

Is this an Outdoor Event? [Yes] [No] Will there be music? [Yes] [No]

Will there be provisions for disposal of sanitary waste and sewage for the event, including toilet facilities, and the disposal of garbage, trash, and refuse? [Yes] [No]

Will you be requesting any services/supplies from the City of Butler? If so, please list requested services and/or supplies:\_\_\_\_\_

Contact Person/Company(s) responsible:\_\_\_\_\_

Will there be Security? [Yes] [No] Type of Security: [Professional Company] [Off-Duty Law Enforcement]

Name of Security Agency:\_\_\_\_\_ Armed? [Yes] [No] Licensed? [Yes] [No]

Will the entrances and exits be monitored by security? [Yes] [No]

Will alcohol be served? [Yes] [No] Will alcohol be permitted on the premises? [Yes] [No]

Will there be food sales? [Yes] [No] Will food be permitted to be brought in? [Yes] [No]

EVENT SPECIFICS: (circle all that apply) [Pyrotechnics/Fireworks] [Lasers] [Other]

Will a stage be built? [Yes] [No]

Will Medical Personnel be on site? [Yes] [No]

Does the organization holding the event have a current 501 (C)3 not-for-profit registration? [Yes] [No]

Are you going to need Emergency Services to close the street(s) for this event? [Yes] [No]

Please attach a copy of a map for the event location and/or route. Note location of any streets that will be involved. Note the start and finish if a route is involved. Note any important locations that would be helpful to police, fire, medical, and EMA.

**Checklist:**

Have surrounding property owners been notified?

Has proof of insurance been provided and is the City listed as an additional insured?

Has license for alcohol been obtained?

Have security measures been identified?

Has the court been notified and coordinated with if event is being held on the Square?

Has a layout of event been provided to City Hall?

Are arrangements made for shelter in case of severe weather?

Was weather monitoring requested?

Has parking been identified and approved?

Have outside communities been notified if needed?

Are fire extinguishers needed?

**I hereby certify that the answers and other information on this application are true and correct and that I have read and understand the above procedure and requirements as they pertain to the City Special Events Regulations and by signing this form, acknowledge compliance with these rules.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

OFFICE USE ONLY:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emer Mgmnt Asst. Dir. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Public Works Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Timeline: City Staff and event coordinator will meet at these intervals:

	Date:	Signature:
90 days out for events- application turned in	_____	_____
60 days- check in	_____	_____
30 days- check in	_____	_____
30 days out for runs/walks and parades- application turn in	_____	_____
2 weeks- check in	_____	_____
72 hrs- final check in	_____	_____

**Regulations-**

- Must maintain a fire lane around the Square- 20 ft
- No permanent markings on brick
- No deviations from approved plan without approval from City Event Committee Staff
- No open fires without approval
- Parades need to follow established routes
- Alcohol area will be established

\*\*\*\*\*City Council reserves the right to deny any application or shut down any event for matters of public safety\*\*\*\*\*