

CHRISTIAN COUNTY EMERGENCY MANAGEMENT
100 W. Church Room 100 Ozark, MO 65721
(417) 582-5400 Email: philamtower@christiancountymo.gov

SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Date Submitted

Name:

E-mail:

Company/Organization:

Address:

City/State/Zip:

APPLICANT CONTACT INFO

Daytime:

Evening:

Cell:

Fax:

Phone that you can be reached at during the event:

EVENT ORGANIZER

Same as above

Professional/Hired Organizer

Other

Name:

E-mail:

Company/Organization:

Address:

City/State/Zip:

EVENT ORGANIZER CONTACT INFO

Daytime:

Evening:

Cell:

Fax:

Phone that you can be reached at during the event:

Set-up Date(s):

Time:

Event Date(s): _____ Time:

Event Date(s):

Time:

EVENT INFORMATION

Title of Event:

Purpose of the Event:

Sporting event
Competitive road-race
 Foot
 Bicycle
 Motor vehicle
Convention
Outdoor Festival / Concert
Parade
Political rally
Religious Rally-Service
Sales
Speaker
Family Reunion

Detailed Description of Event:

Is this a Benefit? Yes No Name of beneficiary? % donated

Event Location:

Is property within City Limits? Yes No Which City?

How is the property zoned? (*Commercial, Residential, etc.*)

Property Owner: Do you have a contract with them? Yes No

Property Owners Phone: Home Work Cell

ATTENDANCE

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

Public Access: Open Event Private Event Tickets Required Tickets at the Door

Ticket Sales: Phone Internet thru Businesses/Organizations At the gate

Outside source (example: Ticketmaster) Other

Are ticket sales intended for: Local Regional Midwest National International

Intended Audience: Kids Teenagers Young Adults Adults Senior Citizens

Specialized Audience: (*explain*)

EVENT SPECIFICS

Hours of Event (*explain in detail*):

Is this an Outdoor Event?	Yes	No	Will there be amplified music:	Yes	No
Will there be Camping on site?	Yes	No			
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 entrance and exits be monitored by security?					
	Yes	No			
Will there be Alcohol served onsite?	Yes	No			
Will Alcohol be permitted to be brought in to the event?	Yes	No			
Have you applied for the appropriate alcohol sales license?	Yes	No			
Will there be food sales?	Yes	No	Will food be permitted to be brought in?	Yes	No
Food Service: Multiple Vendors Single concessionaire					
Have you applied for the appropriate Health Department licenses/permits?					
	Yes	No			
What is your plan for sanitation/waste water: Porta-Potties Onsite Facilities					
Will there be: pyrotechnics lasers Bon-Fire Aircraft					
Other					
Will a stage be built?	Yes	No	Will Medical Personnel be on site?	Yes	No
Is the Event Organizer and/or Applicant insured for this type of event?					
	Yes	No			
Does your insurance require an Ambulance Standby?					
	Yes	No			
Will this event encroach on any county, city or state roadway (marathons, 5k runs, etc.)?					
	Yes	No			
Will Event affect traffic flow or require street closures?					
	Yes	No			
Require traffic direction and control restrictions?					
	Yes	No			
Do you have a Traffic Plan for arrival/departure?					
	Yes	No			(Please show on site plan)
Does the organization that holds the event possess a current 501(c)3 not-for-profit registration?					
	Yes	No			

Has this event taken place previously? Yes No

If yes: When:

Where:

Attendance:

Site Plan:

Please include a "site plan" of the event. Include: traffic flow, locations of booths, concessions, displays, stages, tents, canopies. Locations of generators and any type of cooking appliances. Fire hydrant locations, any flammable or combustible liquids. Location and capacity of event parking and event egress and ingress.

See the Christian County GIS viewer for a printable map to use for your site plan:

<https://christiangis.integritygis.com/H5/Index.html?viewer=christian>

Click "Tasks" tab to draw shapes. Once complete, click "Export" on far the left, select format and the Create Image.

Do not write below this line

Approved

Not Approved

Signature

Zoned accordingly?

Yes

No

P&D Approval?

Yes

No

Agency / Office	Approval	Contingencies / Special Conditions
Sheriff	Yes No	
Local Fire Dept	Yes No	
EMS	Yes No	
Local Law Enforcement	Yes No	
Health Dept	Yes No	
Planning Dept	Yes No	
EMA	Yes No	
Highway Patrol	Yes No	
County Commission	Yes No	

Special Requirements / Stipulations set forth from agencies above:
