



## CITY OF JACKSON - SPECIAL EVENT PERMIT APPLICATION

All Special Event Permit Applications for events are to be filed at least fourteen (14) days prior to initial advertisement of the event. Events requesting use of the band shell or pyrotechnics must be submitted at least thirty (30) days prior to initial advertisement of the event. Submission of the application does not constitute approval of the permit. A permit will be issued to the applicant upon City approval. Applications for events are to be filed with:

City Clerk  
101 Court St., Jackson, MO 63755  
573-243-3568

### I. APPLICANT INFORMATION

Applicant Name:	Lawrence D. (Larry) Koehler	
Business or Organization Name:	Altenthal - Joerns Post 158, the American Legion	
Mailing Address:	PO Box 276, Jackson, MO 63755	
Contact Person for Event Organization: Larry Koehler	Address: 207 E. Monroe St. Jackson, MO 63755 (city, state, zip)	Phone: 573 986 8740 Email: taxman520@gmail.com
Contact Person Available at Event: Larry Koehler	Address: 207 E. Monroe St. Jackson, MO 63755 (city, state, zip)	Phone: 573 986 8740 Email: taxman520@gmail.com

### II. EVENT INFORMATION

Event Name:	Homecomers	
Is this a New Event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, specify previous event location: _____	
Type of Event:	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input checked="" type="checkbox"/> Concert <input checked="" type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Party <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> Picnic <input type="checkbox"/> Block Party <input type="checkbox"/> Other	
Purpose/description of event (be specific):	Five day event including: carnival rides, food vendors, and on stage entertainment. Annual event in uptown Jackson since 1907	
Anticipated number attending, including event staff:	Thousands. No admittance fee or specific admission gate. Accurate count of attendance is by estimate only.	
Time Period of Event:	Beginning & ending date of event activities: July 22, 2025 thru July 27, 2025 Beginning date & time of setup/street closure: July 21, 2025, 5:00 pm (See bottom of page 4)	Hours of operation of event activities: 5:00 pm thru 10:00 pm daily Ending date & time of setup/street closure: July 27, 2025, 8:00 am.

### III. PROPERTY/LOCATION INFORMATION:

Address or description of site:	Court St. south of Harolds Jewelry; Barton St. south of County Administration Building; Main St. from Missouri St. to Hope Street Roundabout; High Street from Main St to Madison St.. (Intersections of High and Adams St. & High and jefferson St. will be open daily until 5:00 PM.)
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4.	<b>ONLY</b> for events including the sale of alcohol, a City of Jackson Temporary Caterer's or Picnic License for the sale of intoxicating beverages is required. <b>Please submit the required \$10 license fee along with the application for this license</b> , if applicable. This license will be issued to the applicant/organization for the event.
5.	<b>ONLY</b> for event applicants/organizations selling food, beverages, merchandise, or services at the event, a current City of Jackson vendor's license is required for the organization, unless the organization is a non-profit corporation or the business already has a City of Jackson Business License. <b>Please submit a completed <u>City of Jackson Business License Application</u>, <u>Missouri Certificate of No Tax Due</u> (<a href="http://dor.mo.gov/tax/business/sales/notaxdue/">http://dor.mo.gov/tax/business/sales/notaxdue/</a>), and required license fee for application for this license.</b>
6.	<b>ONLY</b> for events with sales of food, beverages, merchandise or services by other than the applicant/organization, a complete list of all vendors (including the hosting organization, if applicable) must be submitted at least 3 business days prior to the event. All vendors must have a current City of Jackson business license.
7.	<b>FOR ALL EVENTS INVOLVING BUSINESSES, ORGANIZATIONS, OR NOT FOR PROFITS, AND FOR ALL EVENTS SELLING ALCOHOLIC BEVERAGES OR PROVIDING ALCOHOL FREE OF CHARGE:</b> attach a certificate of insurance as evidence of coverage as detailed below.
<b>VI. APPLICANT RESPONSIBILITIES</b>	
1.	The applicant is responsible for maintaining lawful use of any location and/or facilities, and must report immediately to the Jackson Police Department any illegal activity or disturbance occurring at the event.
2.	The applicant is responsible for the care of any city-provided barricades, utility equipment, and other city-provided items before, during, and after the event. Street barricades will be provided on site, and are to be set in place by the applicant no sooner than the beginning of the approved street closure time, and must be removed to the side of streets no later than the ending of the approved street closure time.
3.	The applicant is expected to contact adjacent property owners and obtain their consent to any street closure requests which temporarily restrict access to any private property.
4.	The applicant is responsible for restoring the area to a presentable appearance immediately upon the close of the event.

#### **INSURANCE REQUIREMENTS:**

1. The applicant shall purchase and maintain Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis.
2. Prior to activities commencing, the applicant shall furnish the City with certificates of insurance evidencing the coverage, conditions, and limits required by this agreement, including a separate endorsement for liquor liability if alcohol will be sold or served at the event, and have the City named as an additional insured in a separate additional insured endorsement.
3. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
4. No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.
5. If the applicant maintains higher limits than the minimums required, the member requires and shall be entitled to coverage for the higher limits maintained by the applicant.
6. Insurance required by this agreement and supported by the additional insured endorsement shall be as broad as necessary to support the hold harmless requirement in said agreement or as broad as the indemnitor's insurance coverage, whichever is broader.



Site inspections may occur prior to or during the event by City staff. Failure to obtain the required permit and/or failure to abide by the conditions of an issued permit, or to abide by City ordinances or state or federal law may result in revocation of the permit and/or closure of the event.

**HOLD HARMLESS AGREEMENT:**


To the fullest extent permitted by law, applicant agrees to indemnify, defend and hold harmless the City of Jackson, its officers, agents, volunteers, lessees, invitees, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to the use of City's facilities, buildings, equipment or infrastructure under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of applicant its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the applicant or anyone for whose acts the applicant may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

**SIGNATURE:**

I certify that the above information is correct to the best of my knowledge and belief. The applicant and/or sponsor agrees to follow the requirements of all applicable City of Jackson ordinances. The applicant and/or sponsor also agrees to the Hold Harmless Agreement stated above. The applicant and/or sponsor further agrees to be responsible for any expenses incurred by the City as a result of the special event for stolen or damaged City property, costs of materials and utilities, and for City employee overtime wages.

May 12, 2025

Date



Signature of Applicant

Lawrence D, Koehler

Printed Name of Applicant

***Last updated 8-5-2022***

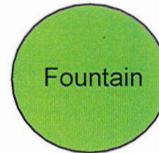
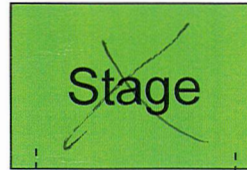
# Homecomers Booth Layout

## Electrical 2025

Plan as of 5/12/2025

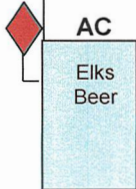
Court St

N  
Barton St



Each Red Diamond designates a pedestal location. All have 120V/240V connections Except the one marked.

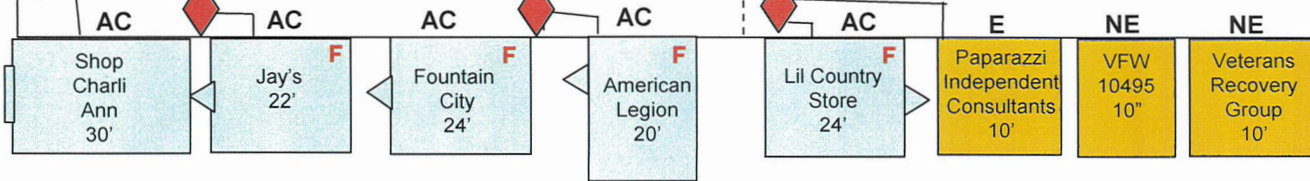
Each 120/240 pedestal has MAXIMUM load of 100 amps from all connections together.



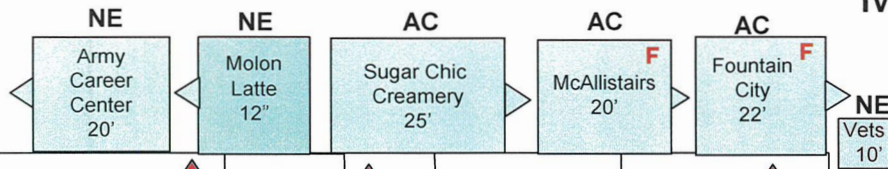
8 Spigots

80'  
74'

60'  
80'



Main St



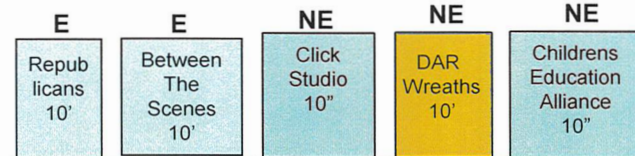
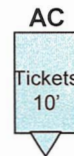
Bank Drive Thru

117'  
118'

Water  
Elect.  
Pedestal

NE No Electricity  
E Electricity  
AC Air Conditioning

High St



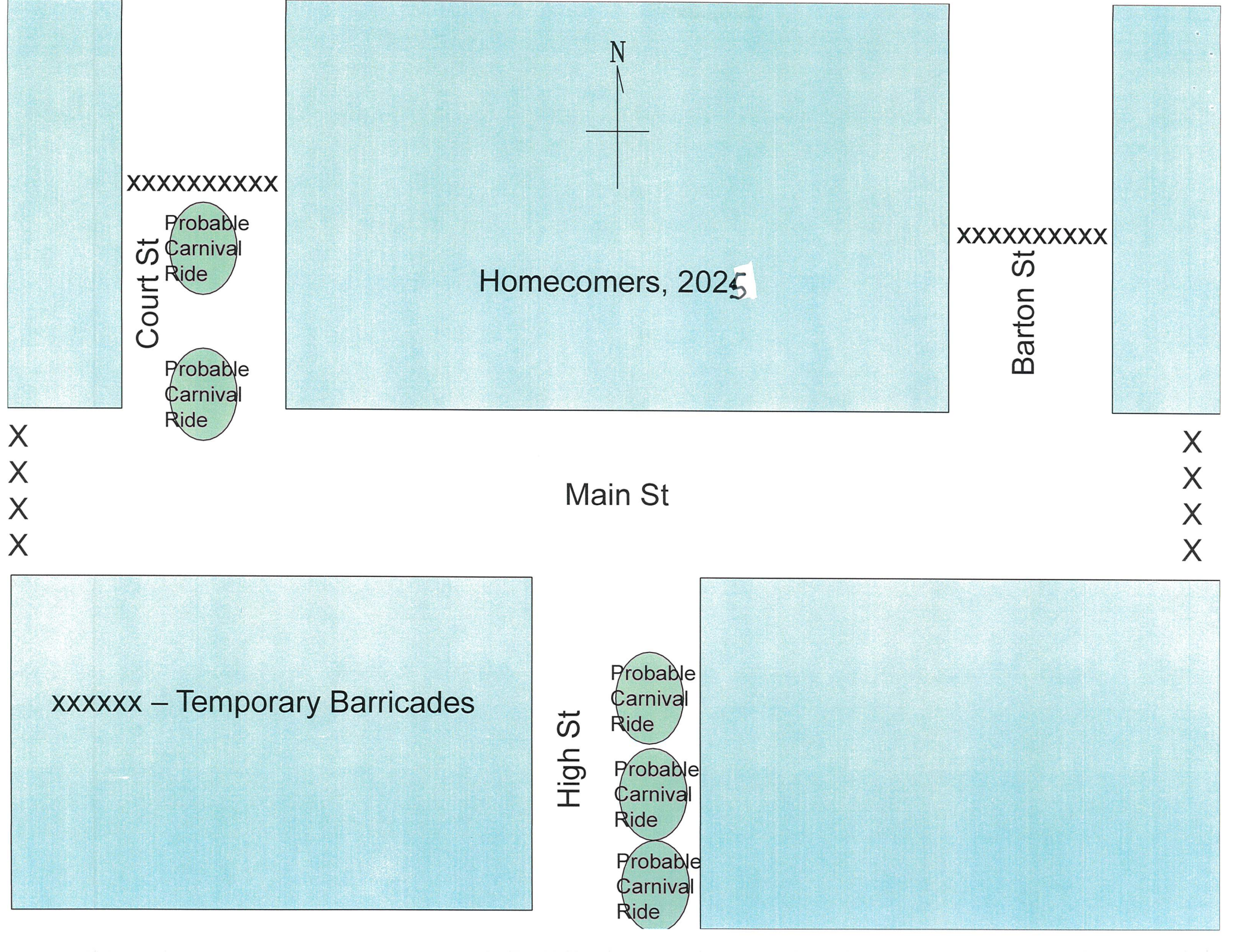
34'  
116'

F = Food

Space Used  
Space Available

Trailer Tongue





N

xxxxxxxxxx

Court St

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

xxxxxxxxxx

Barton St

X  
X  
X  
X

Main St

X  
X  
X  
X

xxxxxx – Temporary Barricades

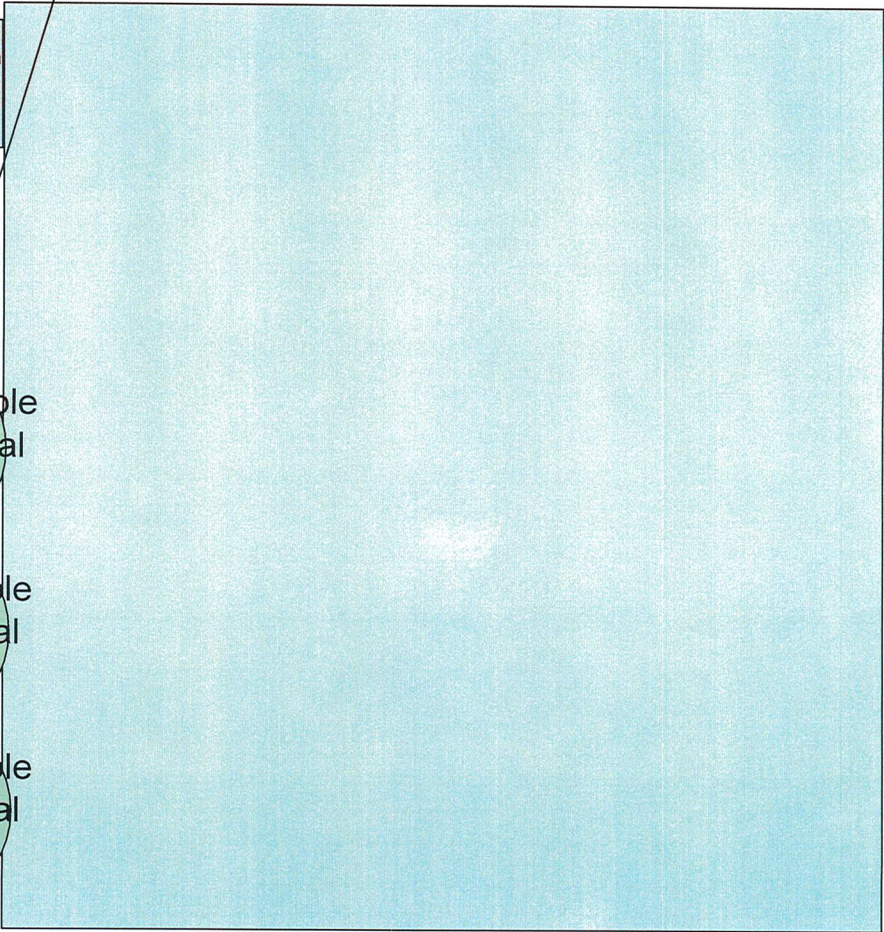
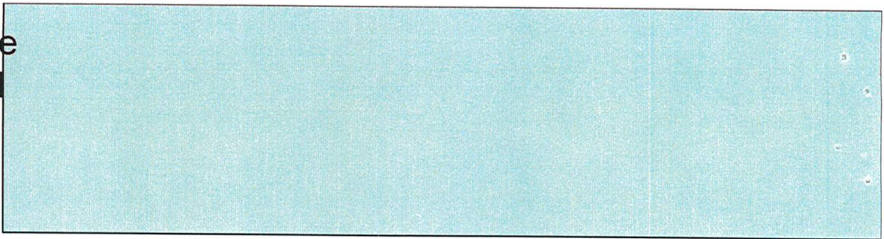
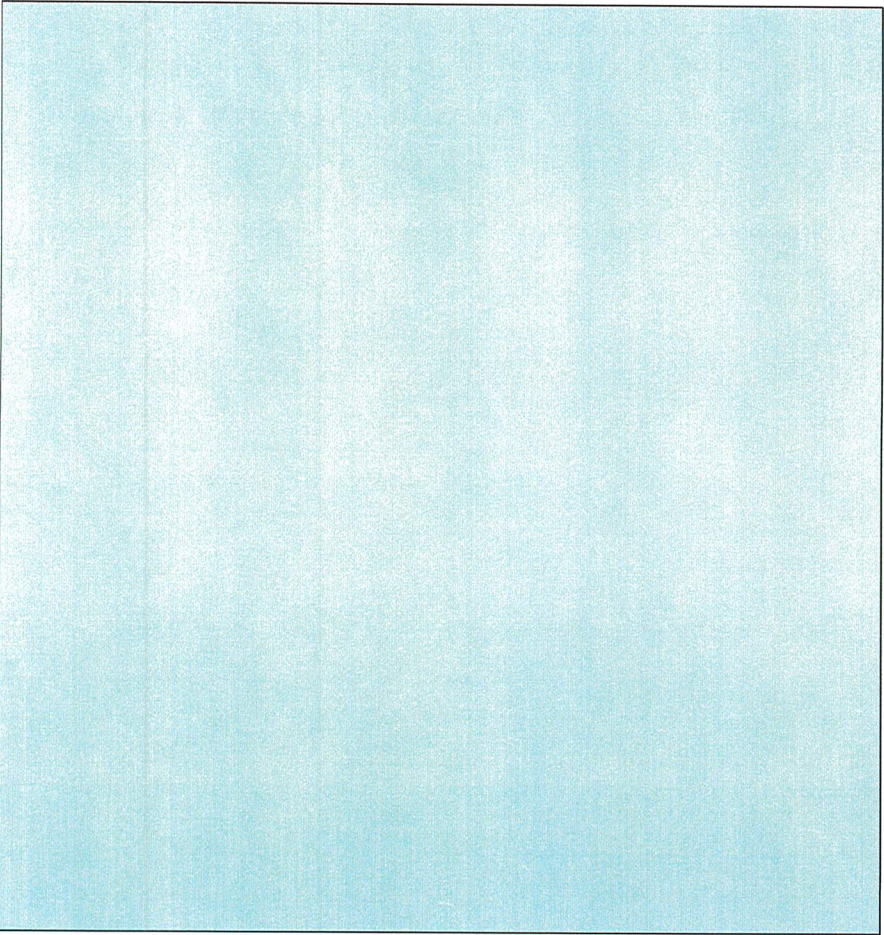
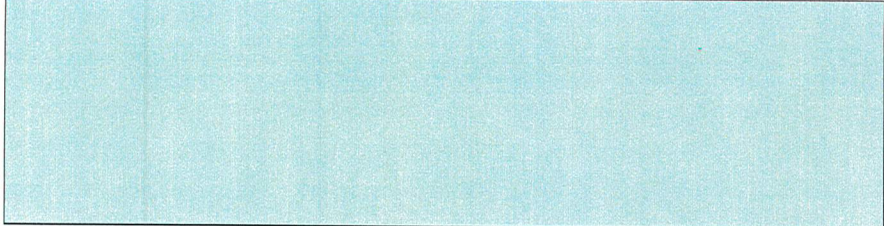
High St

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride





Adams St

Jefferson St

X  
X  
X  
X

X  
X



Probable  
Carnival  
Ride

Probable  
Carnival  
Games

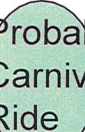
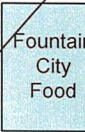
Fountain  
City  
Food

High St

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride



X  
X  
X  
X





Jefferson St

X  
X

X  
X

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

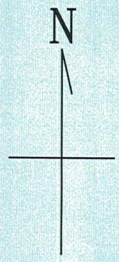
Baptist  
Church  
Parking  
West

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

Probable  
Carnival  
Ride

Baptist  
Church  
Parking  
East



XXXXXXXXX

Madison St