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212.001 Permit Required

Any special event held within the City of Republic shall require a special event permit and is subject to the terms and conditions of the approved plan. Obtaining a special event permit shall not relieve the applicant of the need to obtain all permits and authorizations necessary to comply with Federal, State and local rules and regulations including applicable zoning requirements. Failure to obtain required authorizations and permits may result in the denial of or suspension of the permit. No special event permit is required for an event authorized by City Council or by a City department for which the City is a primary sponsor or a governmental event approved by City Council or regularly scheduled public school activities or public school events.

[Ord. No. 11-08 §1, 4-25-2011]

212.003 Definitions

As used in this Chapter, the following terms shall have these prescribed meanings:

MUNICIPAL SERVICES ~~Services typically provided by Police, Fire, EMS, public works, parks, or other City department related to public health and safety.~~ Any activity the function of which relates to health and safety, to the protection of private or public property, or to the provision or maintenance of public or private utilities or their associated infrastructure. Any determination as to the qualification of an activity as a municipal service shall be at the discretion of the Administrator of the BUILDS Department or the designee.

SPECIAL EVENT Any public or private event held within the ~~corporate limits of the Republic~~ City Limits whether on public or private property that is reasonably expected to have ~~an more than a minimal~~ impact on municipal services as determined by the ~~City Administrator of the BUILDS Department or their designee.~~ and that is in the category of events such as ~~Such events may include, but are not limited to:~~ concerts, carnivals, fairs, festivals, markets or similar events, parades, rallies, sporting events, or events of a similar nature. ~~that by their nature will have significant impact on municipal services. No special event permit is required for an event authorized by City Council or by a City department for which the City is a primary sponsor or a governmental event approved by City Council or regularly scheduled public school activities or school events.~~

SPECIAL EVENT COMMITTEE ~~The committee shall be composed of a department representative from Police, fire, parks, community development, public works and the City Clerk office.~~

[Ord. No. 16-23 § 1, 11-28-2016]

[Ord. No. 11-08 §1, 4-25-2011]

212.005 Submission Of Special Events Application

1. An application for a special events permit must be filed with the BUILDS Department~~City~~ at least thirty (30) days prior to the event. Late applications will be subjected to a late fee and may be denied due to inadequate time to prepare City services for the event.
2. The City is to notify the applicant within four (4) business days if it is determined that the proposed event does not require a special event permit.

[Ord. No. 11-08 §1, 4-25-2011]

212.007 Plan Review Meeting Notification To Applicant

1. A planning meeting is to be held and the applicant may be required to submit information in addition to that contained in the application, including a site plan and a tentative schedule of events at least five (5) days prior to the planning meeting.
2. The ~~Special Events Committee~~BUILDS Department, with the assistance of other departments of interest, shall adopt such ~~policies~~practices as are deemed necessary to enforce this Chapter so as to ~~assure that public health and safety needs are met and to~~ ensure the best interests of the City are met. ~~The policy shall be placed on file with the City Clerk and shall be used in developing a written plan for the event.~~
3. The ~~Committee~~BUILDS Department may determine ~~at the planning meeting~~ that a special event permit is not needed. If, however, a special event permit is required, a plan will be developed to determine municipal services needed before issuance of the event permit.
4. The plan for a special event shall address:
 1. Public health and safety needs including traffic flow, security, bathroom facilities, parking, street closure, emergency access, cleanup, trash service, display or structure integrity, safety inspections, City staff/event personnel communications.
 2. The establishment of reasonable days and hours of operation and a determination that the City can adequately manage City services for the event.
 3. The impact of and reasonableness of an event that is recurring throughout the year and any special needs or conditions due to the recurring nature of the event.
 4. Any other City authorizations or permits that must be obtained by the applicant(s) before the first (1st) day of the event.
 5. Event permit fees including late submission fees and the amount of the security bond or letter of credit required pursuant to Section **212.015** herein.

[Ord. No. 11-08 §1, 4-25-2011]

212.009 Terms And Conditions

1. The City may deny a special event permit if it is determined that the activity will adversely impact neighboring businesses or residents, impose a safety hazard, create a noise disturbance that is not appropriate for the location, place the City in a position of contingent liability, or overextends the City's ability to provide services.
2. The City may initiate safety and/or compliance inspections by the Building or Fire Departments during the special event.
3. It is the responsibility of the special event permit applicant(s) to ensure that all sponsors or participants engaging in sales or advertising at the subject special event possess valid business licensing with the City of Republic. Failure to do so will constitute non-compliance with the terms and conditions of the permit.

[Ord. No. 11-08 §1, 4-25-2011]

212.011 Notifications And Appeals

1. The special event applicant(s) shall be notified of event approval, or disapproval and of plan conditions within live (5) business days after the planning meeting.
2. Non-compliance with the terms and conditions of a permit and/or plan or unsafe conditions may result in suspension of the event. A verbal warning may be given followed by a written suspension order if there is failure to come into compliance.
3. A permit denial will be in writing with the reason(s) for denial stated. The applicant(s) may, in writing, appeal the decision to the City Administrator within five (5) days. The City Administrator will render a final decision in writing within seven (7) business days of receipt of the appeal.
4. If an event is not approved, the City shall not be responsible or any costs incurred by the event applicant(s).

[Ord. No. 11-08 §1, 4-25-2011]

212.013 Special Event Permit -- Fee/Issuance

The City will issue a permit upon approval of the Special Event Committee and conditioned upon applicant(s) compliance with the terms established in the plan and payment of the permit fee(s).

[Ord. No. 11-08 §1, 4-25-2011]

212.015 Performance Bond -- Security For Damage To Public Property

Security in the form of a performance bond or letter of credit conditioned to secure restoration of any public property damaged and to assure proper cleanup of public property may be required. The unused security will be released upon payment for cleanup and property damage.

[Ord. No. 11-08 §1, 4-25-2011]

212.017 Indemnification/ Insurance

Prior to the issuance of a special event permit the applicant(s) shall execute an indemnification agreement and provide proof of liability insurance in an amount acceptable to the City. Nothing in this Section shall be construed to effect in any way the City's rights, privileges and immunities as set forth in Missouri law.

[Ord. No. 11-08 §1, 4-25-2011]

212.019 City Services For The Special Event

Unless otherwise stated in the plan, Republic Police, Fire, EMS, community development, and public works staff shall be the sole providers of their respective services.

[Ord. No. 11-08 §1, 4-25-2011; Ord. No. 16-23 § 1, 11-28-2016]

212.021 Temporary Signs/ Banners

Temporary advertisement banners may be erected as approved in the plan for the duration of the special event only. Event parking signs may be placed at approved parking areas during the duration of the event. The applicant(s) is responsible for obtaining permission from the property owner for sign placement.

[Ord. No. 11-08 §1, 4-25-2011]

212.023 Fee Schedule

The City Council may by ordinance establish such other fees as deemed appropriate to recover cost for use of City equipment and personnel for a special event. The fees shall be as provided for in the fee schedule found in Section 805.090.

[Ord. No. 11-08 §1, 4-25-2011]

HISTORY

Amended by Ord. [20-53](#) on 12/8/2020

212.025 Penalty

Any person violating any of the provisions of this Chapter or the plan requirements shall, upon conviction thereof, be punished as provided by the provisions of Section **100.220**.

[Ord. No. 11-08 §1, 4-25-2011]