



SPECIAL EVENTS PERMIT PROCESS

- Apply no later than thirty (30) days prior to the proposed event. A late fee of \$25.00 may be charged if the application is not timely filed.
- Applications and all related correspondence will be reviewed by the Special Events Committee of the City of Republic.
- Notification will be given within four (4) business days as to whether a permit will be required.
- If determination is made that a permit is required, a planning meeting will be scheduled with the applicant and the Committee to develop a formal plan for the event.
- Applicant may be required to submit additional information for the planning meeting. This will be due five (5) business days prior to the meeting or may be requested to be presented at the scheduled meeting.
- Denial of any special event application will be given in writing.
- Applicant may appeal the denial to the City Administrator within five (5) days following notification of denial.
- The City Administrator shall give written notification of the final decision within seven (7) business days following the appeal.

Please submit the following information for review:

- Completed/signed application
- Completed/signed Waiver of Liability
- Pedestrian traffic access plan
- Vehicular traffic control plan
- Life safety plan
- Street closure request (if applicable-obtained through Public Works)



SPECIAL EVENT PERMIT APPLICATION

TYPE OR PRINT ALL INFORMATION

EVENT:	Date(s) Requested: <u>06/28/2020</u>		Day(s): Mon Tue Wed Thu Fri Sat <u>Sun</u>	
	Name/Title of Event: <u>South Creek Church Independence Day Love Feast</u>			
	Location: Describe specific location, include a drawing/detailed site plan to include area used, entry and exits (if enclosed), parking, structure locations, bleachers, canopies, fences, displays, concessions, etc. <input checked="" type="checkbox"/> See additional attachments* <u>5274 W. Farm Road 148 Republic, MO 65802</u> 			
	Description of Event (in detail including schedule of daily events): <input checked="" type="checkbox"/> See additional attachments <u>People will start arriving around 4pm. BBQ and other food</u> <u>will be served at 5pm. Outdoor games and Bounce house will be</u> <u>available throughout the day. Once it gets dark, the fireworks show will begin</u> <u>(consumer grade fireworks) Attendees will start leaving once the show is over.</u> <u>We will also be inviting all our neighbors.</u> Admission fee/registration charged to participants? <input type="checkbox"/> Yes; amount: _____ <input checked="" type="checkbox"/> No			
	Set up to start at (date & time): <u>06/27/2020 8AM</u>		Event start time: <u>4PM</u>	
	Event end time: <u>11PM</u>		Cleanup completed (date & time): <u>06/29/2020 7PM</u>	
	Person in charge (day of event): <u>Justin Nelson</u>			
	Home/office phone: <u>417.832-9048</u>		Cell phone: <u>417.832-9048</u>	
	Estimated daily attendance: <u>100</u>		Estimated total attendance: <u>100</u>	
APPLICANT:	Organization(s): <u>South Creek church</u>		Phone: _____	
	Contact person: <u>Justin Nelson</u>		Day phone: <u>417-832-9048</u>	
	Email: <u>Justandwend@gmail.com</u>		Fax: _____	
	Mailing address: <u>3145 W Republic Rd</u> <u>Springfield, MO 65807</u>			
	Non-profit org? <input type="checkbox"/> Yes; ID Number: _____ <input type="checkbox"/> No			

Applicant declares all information submitted on this application is true and accurate. Applicant will immediately notify the Planning Department of any additions or changes that arise after application is submitted. Changes could result in denial or revocation of permit. On behalf of the above organization(s), and all members thereof, applicant agrees to abide by all policies, procedures, and instructions set forth or provided by the City of Republic, its staff, officers, and designated agents; and will also comply with all relevant local, state and federal regulations.

Justin Nelson
Applicant's Signature

5-4-2020
Date

Planning Department Use Only

- ☐ Application conditionally approved pending: ☐ Insurance documents ☐ Fees/deposits ☐ _____
☐ Application fully approved ☐ Application denied; reason: _____

EVENT NAME/TITLE, South Creek Church Independence Day Love FeastREQUESTED DATE(S), 6/28/2020

EVENT ELEMENTS: Indicate with Y/N in the left column, whether your event will include any of the following elements

YES/ NO	TYPE OF ACTIVITY	CITY DEPT	YES/ NO	TYPE OF ACTIVITY	CITY DEPT
No	Alcohol <input type="checkbox"/> beer <input type="checkbox"/> wine <input type="checkbox"/> spirits/mixed drinks		No	Live Animals	
No	Special Lighting		No	Shuttle bus/mass transportation	
No Yes	Amplified music/sound		No	Parade on city streets/in public right-of-way	
Yes	Barbecue/open flame		No	Casino games/bingo/drawing/lottery	
No	Car show		No	Food/beverage preparation/service/vendors	
No	Carnival (attach detailed description)		No	Retail sales booth(s)	
No	Circus (attach detailed description)		No	Trade/craft show	
No	Live performance/concert (attach details)		No	Tents/canopies (attach details-quantities&size)	
No	Public Dance		No	Scaffolding/temporary structures (e.g.,stage)	
No	Use of venue dumpsters/trash receptacles		No	Private security	
No	Dunk tank		No	Posting of signs/promotional banners/etc.	
No	Electrical generators		No	Skydivers/hot air balloons/aerial activities	
No	Exclusive use of city parking lot (attach details)		No	Solicitation of funds	
No	Fencing		No	Street closures (attach details & maps)	
Yes	Fireworks/pyrotechnics/lasers/rockets/etc.		No	Race: Type _____.	
Yes	Portable restrooms		No	Media coverage	
No	Vehicles driven/parked in parks			Other: _____.	
Yes	Inflatables (jumps, etc.)			Other: _____.	

CITY SERVICES REQUESTED/REQUIRED: Indicate with Y/N in the left column, whether you require/request any of the following city services. Note: Fees may be charged for city services.

YES/ NO	TYPE OF SERVICE	CITY DEPT	YES/ NO	TYPE OF SERVICE	CITY DEPT
N	Electrical hookup to City/venue power sources		N	First aid on-site	
N	Additional trash services/receptacles		N	Special park maintenance svcs (see details)	
N	Street sweeping			Other: _____.	
N	Use of City park/recreation field/shelter/building			Other: _____.	
N	Traffic control by Police			Other: _____.	
N	Crowd control/security by Police			Other: _____.	

DEPARTMENT KEY:

- | | | | |
|--------------|--------------------|-------------------|-----------------|
| 1 PARKS | 5 PW STREET | 9 EMERGENCY MGMNT | 13 FINANCE |
| 2 RECREATION | 6 PW WATER | 10 PLANNING | 14 OTHER _____. |
| 3 POLICE | 7 PW WASTEWATER | 11 BUILDING | |
| 4 FIRE | 8 RECYCLING CENTER | 12 ANIMAL CONTROL | |

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Rev. John R.
Applicant's Signature

5-4-2020
Date

Return completed Special Event Application form, plus any additional attachments and information to:

City of Republic, Planning & Development Department • 204 N. Main Street, Republic, MO 65738 • Tel: 417-732-3150 Fax: 417-732-3199
Forms must be submitted at least 30 days prior to event start date. Incomplete forms will not be processed.



GROUP/ORGANIZATION
WAIVER AND RELEASE OF LIABILITY

ORGANIZATION/GROUP NAME: South Creek Church

EVENT NAME: South Creek Church Independence Day Love Feast

EVENT DATE: 06/28/2020

ON BEHALF OF THE ABOVE ORGANIZATION/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** the City of Republic, its officers, agents, and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft, or actions, including any alleged or actual negligent act or omissions, regardless of whether such act or omission is active or passive which may accrue to myself or members of my organization/group or our heirs in connection with our participation in the above-described event. I fully understand and acknowledge that the CITY OF REPUBLIC IS relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the City of Republic, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs, and any other individuals or entities as a result of any of my/our actions in connection with my/our participation in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers, or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content, and am authorized to sign this document on behalf of all members of the group/organization I represent.

DATE: 5-4-2020

SIGNATURE: Rev. Justin Nelson

NAME: Rev. Justin Nelson

TITLE: Pastor

ADDRESS: 7276 West F.R. 136
Spfld. MO 65402

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