



SPECIAL EVENT APPLICATION

Please complete all information;
Incomplete applications will not be processed.

APPLICANT INFORMATION

Company/Organization: _____ Nonprofit*: ☐ Yes ☐ No

Mailing Address: _____

City: _____ State: _____ Zip: _____

**A certificate of 501 (c) status from the IRS must accompany this application form.*

EVENT CHAIRPERSON

Name: _____ Phone: _____

Email: _____ Event Website: _____

GENERAL EVENT INFORMATION

Name of Event: _____

Event Date(s): _____ Event Start and End Times: _____

Type of Event: ☐ Festival ☐ Parade/Walk/Run (A Parade Permit is required – *Attachment A*)
☐ Concert/Performance/Live Music Other: _____

Proposed location* of Event: _____

**If the event location includes Frontier Park, please read (Attachment- B)*

Description of Event: _____

Anticipated Attendance: _____

Event History: ☐ New ☐ Re-occurring* **If re-occurring, how many years has the event taken place: _____*

Is this an Annual Event? ☐ Yes* ☐ No **If yes, what are the proposed dates for next year: _____*

EVENT DETAILS

Set Up - Date/Times: _____ Tear Down - Date/Times: _____

Contact Person for media/citizen information: _____

Phone: _____ Email: _____

ILLUSTRATIVE SITE MAP – A site map of the event including location(s) of all tents, equipment, and activities must be submitted with this application. _____ Site Map Attached

VENDOR INFORMATION

FOOD AND BEVERAGE VENDORS

Food or Beverages: ____ Yes* ____ No *If Yes: ____ Sold ____ Free ____ Caterer ____ Served

Will food be prepared on site? (please describe) _____

Number of anticipated vendors: _____

Will alcohol be served? ____ Yes* ____ No

*If Yes, a liquor license is required. A Liquor License Packet is available from the City Finance Department at City Hall (*Attachment C*)

- ☐ All food vendors must have a temporary food establishment permit through the St. Charles County Health Department
- ☐ All food vendors must be given the Tourism Tax documents and form (*Attachment D*)

INFORMATIONAL / CRAFT VENDORS ____ Yes ____ No

SPONSOR BOOTHS ____ Yes ____ No

- ☐ Fill out a Promoters Business License Application (*Attachment E*)
- ☐ Fill out the Vendor Information Form (*Attachment F*)

FIRE SERVICES

MEDICAL

Will there be a first aid station on site? ____ Yes ____ No

Are Fire/EMS services requested? ____ Yes* ____ No *If yes, read (*Attachment G*)

Upon receipt of the completed Special Event Packet, the St. Charles Fire Department's EMS Division will determine the appropriate level of EMS coverage required for the event. Recommendations for coverage and associated costs will be provided in writing. All fees are due upon receipt of the invoice and must be paid in full 30 days before the event or the event will be cancelled.

STRUCTURES

Will tents be used? ____ Yes ____ No Will any tents used be greater than 400 Square Feet? ____ Yes* ____ No

Will any tents be used for the sale of goods or services? ____ Yes* ____ No

*A Tent Permit Application Form must be filled out if you have a tent greater than 400 sq. ft. or tents for the sale of goods or services (*Attachment H*)

OPEN FLAMES

Will there be open flames? ____ Yes* ____ No *If yes, what will open flame usage be? (check all that apply)

____ Grilling/BBQ ____ Deep Fryer ____ Activity/ Entertainment Other: _____

STREET CLOSURES

Any street closing, traffic changes, or parking restriction changes require the approval of the Director of Administration and we will submit the request upon receipt of the completed Special Event Packet.

Will this event require any street closures? ☐ Yes* ☐ No

*If yes, provide a detailed description of all requested traffic closures for this event (include location, times, and barricade type)

The City rents a limited number of barricades for daytime use on public streets.

Rental Fees:	Type I Barricades - \$3.50 each	Type III Barricades - \$20.00 each
	Channelizers - \$5.95 each	Signs - \$17.50 each
	Changeable Message Signs - \$600.00	

PUBLIC SAFETY

Upon receipt of the completed Special Event Packet, the St. Charles Police Department & St. Charles Parks Ranger Division will determine if additional police coverage is required for the event. Recommendations for coverage and associated costs will be provided. All fees are due upon receipt of the invoice and must be paid in full 30 days before the event or the event will be cancelled.

AUXILLARY EVENT INFORMATION

SIGNAGE Signs for temporary public interest events such as carnivals, festivals, concerts, parades or similar events are exempt from the City's General Sign Regulations. Signage may not be displayed more than thirty (30) days prior to the event, and must be removed within five (5) days following the event. Signs may not be located to interfere with traffic safety or be located within right-of-way without the approval of the Public Works Department.

ELECTRICAL Are City supplied electrical outlets needed? ☐ Yes ☐ No

WATER REQUIREMENTS Are City supplied water outlets needed? ☐ Yes ☐ No

RESTROOM FACILITIES Are City restroom facilities going to be used? ☐ Yes ☐ No

Are Portable Restroom Facilities going to be provided? ☐ Yes* ☐ No

*If yes, name of company providing services: _____

_____ # of standard units _____ # of ADA units _____ # of handwashing stations

EVENT MAINTENANCE/CLEAN-UP *It is the responsibility of the event organizer to ensure trash is picked up during and at the conclusion of the event. Event organizer is responsible for all trash on the event site and any trash associated with the event or event patrons or spectators that impact the surrounding area, adjacent streets, and right-of-way.*

MISCELLANEOUS

How and where will this event be promoted? _____

INSURANCE REQUIREMENTS

In consideration of holding the event and using City property, the applicant agrees to provide general liability insurance and indemnify, defend, and hold the City of Saint Charles harmless as set forth in the Insurance Requirement Policy. A copy of the insurance policy with all required endorsements must be provided to the Greater St. Charles Convention & Visitors Bureau thirty (30) days before the date of the event. (*Attachment I*)

_____ (INITIALS)

AGREEMENT

Name of Event: _____

Date(s) of Event: _____

As coordinator(s) of this event, I (we) have reviewed all regulations and guidelines and, on behalf of the Organization hosting the event agree to comply with City Ordinances and the requirements of this SPECIAL EVENT PACKET and below as they apply to this event.

SAFETY:

- 1 Shall allow adequate space for emergency lanes (fire, ambulance and police throughout the designated area)
- 2 Shall comply with regulations provide by departments of the City
- 3 Shall comply with parking restrictions and permits
- 4 Shall provide adequate security
- 5 Shall provide detailed event site map

SANITATION AND HEALTH:

1. Shall provide port-a-lets in sufficient quantity, type and locations to service the event
2. Shall be responsible for arranging general cleanup of designated event area and areas adjoining event area
3. Shall monitor food booths regarding perishable foods//Restaurant licenses

TAXES, LICENSES, FEES AND PERMITS:

1. Shall distribute guidelines/requirements to all vendors
2. Shall be responsible for informing vendors of their sales tax and Tourism Tax obligations
3. Shall be responsible for informing vendors of need for liquor license(s) prior to event and provide appropriate control measure and supervision during event

INSURANCE:

You are required to provide the City with a Certificate of Liability Insurance. The Certificate must be provided to the City of St. Charles, Greater Convention and Visitor's Bureau thirty (30) days before the date of the event.

1. The Certificate must name the City of St. Charles, Missouri, its elected and appointed officials and employees as:
 - a. **The certificate holder** with the correct address of 200 North Second Street, St. Charles, Missouri, 63301; and
 - b. **An additional primary insured** and include the substantially the following words on the Certificate:
"This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory."
2. You are required to obtain an **Additional Insured Endorsement** to the liability insurance policy. The Endorsement shall name the City of St. Charles, Missouri as an additional insured and contain substantially the following words: "This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory."

INDEMNIFICATION AGREEMENT:

To the fullest extent permitted by law, _____ (hereinafter, "Organization") shall undertake to indemnify, defend and hold harmless City of and from any all claims, suits, rights of action and demands, including all costs, expenses and reasonable attorney fees associated therewith, in any way connected with or arising out of Organization or its employees, representatives, invitees negligence or willful acts or omissions arising from or in connection with _____ (hereinafter, "Event") and agrees to maintain during the term of the Event Commercial General Liability Insurance for personal injury, property damage and death as required. Organization hereby assumes responsibility for the negligence and willful acts or misconduct of its employees, representatives, and invitees and will indemnify, defend and hold harmless the City against any claims or judgments made by Organization's employees, representatives, and invitees against City arising from the Event. The terms of this provision shall survive the expiration, completion of the Event or earlier termination of this Agreement.

I/we understand that by signing below, I/we represent and warrant to the City that I/we have full and lawful authority to execute and deliver this Agreement and to perform the terms and obligations of this Agreement, and that this Agreement constitutes the legal, valid and binding obligation of Organization, enforceable in accordance with its terms.

I/we are entering into a binding agreement with the City of Saint Charles to comply with all City Ordinances and Special Event Policies and that non-compliance may result in cancellation of the event or denial of permission for future events.

Signature(s): _____

Date: _____

RESOURCES

CITY OF SAINT CHARLES

1. City of Saint Charles: www.stcharlescitymo.gov
2. Greater Saint Charles Convention & Visitors Bureau: www.discoverstcharles.com
3. St. Charles City Parks: <http://www.stcharlesparks.com>
<http://www.stcharlesparks.com/254/specialevents/planning-your-special-event.php>
4. Greywater Emission: City of St. Charles Water Department - 636-949-3366
5. Republic Services/Large Dumpsters: Jeaton@republicservices.com

SAINT CHARLES COUNTY

Health Department (food vendor guidelines, inspections, permits, etc.):

<http://www.sccmo.org/1152/Temporary-Food><http://www.sccmo.org/1152/Temporary-Food-Events-Farmers-MarketEvents-Farmers-Market>

STATE OF MISSOURI

Missouri Department of Transportation: <https://www.modot.org/form/county-planned-event-form>



ATTACHMENT A

City of St. Charles Police Department
1781 Zumbuhl Road | St. Charles, MO 63303 | 636-949-3300

PARADE/WALK/RUN *General Information*

PARADE PERMITS ARE ISSUED BY THE POLICE DEPARTMENT

City Ordinances applicable to parades:

Code Section 370.010: A parade is defined as any parade, march, or procession comprising of more than 6 vehicles or group of pedestrians, more than 8 feet in width or more than 40 feet in length.

Code Section 370.020: A parade permit is required before a person shall engage or participate in a parade.

Code Section 370.050: A parade permit may be rejected if:

1. The parade may substantially interrupt the safe and orderly movement of traffic.
2. The parade requires utilization of police resources that result in a shortage of police resources to protect the City.
3. The conduct of the parade is likely to cause injury to persons or property.
4. The parade would likely provoke disorderly conduct or create a disturbance.
5. The parade does not move from its point of origin to its point of termination expeditiously and without delay.

Code Section 370.080: If a parade permit is rejected due to the proposed route, an alternate route may be mandated by the Police Department and shall conform to the requirements of the Police Department.

Code Section 370.100: The Parade Chairperson shall possess the parade permit during the conduct of the parade.

IF A PARADE REQUIRES POLICE ASSISTANCE I TO CONDUCT THE PARADE, THE ORGANIZATION IS RESPONSIBLE FOR THE COST OF THE ASSISTANCE.

If the parade route uses any portion of Missouri Highway 94, permission must be obtained from the Missouri Department of Transportation.

Contact: <https://www.modot.org/form/county-planned-event-form> or call 314-565-6717 for permission.



City of St. Charles Police Department
1781 Zumbuhl Road | St. Charles, MO 63303 | 636-949-3300

PARADE PERMIT APPLICATION

Parade Chairperson: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____

Email: _____

Organization Name: _____

Address, City, State: _____

Parade information:

Date: _____ Staging area and time of arrival: _____

Route: please attach a map of the route and written turn by turn directions.

Start time: _____ End time: _____

Will the parade occupy all or part of the street: _____ All _____ Part

Approximate number of participants: People: _____ Vehicles: _____ Animals: _____

What type of animals? _____

Cellular telephone number of parade chairperson that will be on site during event: _____

POLICE DEPARTMENT:

☐ APPROVED W/NO STREET CLOSURE ☐ ROLLING STREET CLOSURES ☐ PARTIAL (LANE) CLOSURE

☐ ON-DUTY OFFICER ASSISTANCE ☐ NO ASSISTANCE REQUIRED

APPROVED ON CONDITION THAT _____ OFF-DUTY OFFICER(S) IS/ARE HIRED BY THE ORGANIZATION TO ASSIST AT THIS (THESE) LOCATION(S): *CHAIRPERSON MUST CONTACT OFFICER IN CHARGE OF COORDINATING OFF-DUTY OFFICER(S) Contact information will be provided* _____

APPROVED: _____ APPROVED: _____

(TRAFFIC SUPERVISOR)

(CHIEF OF POLICE)

DATE: _____

DATE: _____



ATTACHMENT B

City of St. Charles Parks & Recreation Department
1900 Randolph Street | St. Charles, MO 63301 | 636-949-3372

ITEMS FOR CONSIDERATION

Regarding Patron/Organization Requests for Park Area/Facility Use for Special Events

All Patron/Organization Special Event requests in City Parks are processed by the Parks & Recreation Department. If required, Special Event requests are submitted to the City of St. Charles Parks & Recreation Board (hereinafter, the “Board”) for approval. All requests must be submitted in writing to the Department of Parks & Recreation Administration at least sixty (60) days before the event date, unless approved by the Board. Special Events conducted in City Parks must comply with the *Special Event Use Policy Manual* and all City and State requirements. The Manual is available at: <http://www.stcharlesparks.com/events/planning-your-special-event/>

Required Information: A preliminary Special Event Application must be completed and include the following information:

1. description of the event
2. schedule of all activities
3. site plan of the event area
4. estimated attendance
5. complete description of entertainment planned for the event
6. safety plan and security requirements
7. vehicular traffic pattern plan

Information Which May be Applicable:

1. A Certificate of Insurance (minimum policy limits per City “General Guidelines-Insurance Policy Requirements for Special Events”, combined policy limits –Bodily Injury/Property Damage) and an Indemnification and Hold Harmless Agreement.
2. If security is requested or required, the security officers shall be uniformed City police officers or POST certified security personnel as approved by the Chief Park Ranger.
3. Activities at a Special Event may be prohibited by City ordinance. In order to obtain permission for the prohibited activity, a request must be made at least sixty (60) days before the Event date to the Parks & Recreation Board and applicable City officials. Permission may be granted by the Parks & Recreation Board and applicable City official in their discretion.

Information Pertinent to Area/Facility Accommodations:

1. Additional trash containers can be provided by the Parks Department. Exceptional requests or additional trash pick-up may be considered for approval at the organization's expense.
2. Utility services (electric and water) are limited and maybe considered for approval at the organization's expense.
3. Restroom facilities are an exceptional request and are at the organization's expense.
3. In Frontier Park, vehicular traffic is restricted to public roads and parking areas. Exceptions to this restriction may be considered by the Parks Department. Any damage caused by vehicular traffic is the responsibility of the organization. In Frontier Park, vehicle parking is prohibited. Any exception to this policy requires Board approval.
4. Any vehicular traffic proposed for areas other than public roads and parking areas must be identified on the Event site plan. The site plan requires Department approval. The traffic route shall be designed to minimize turf damage and contact with pedestrian traffic.
5. If the Event requires use of equipment that is not normally required, approval of the request to use the equipment is at the discretion of the Department and at the organization's expense.
6. Amusement activities such as inflatable attractions, petting zoos and amusement rides require a separate permitting procedure administered by the Parks & Recreation Department Administrative Office. Amusement activity permits must be obtained at least thirty (30) days before the Event date.
7. A permit is required to camp in a City Park during an Event. The permit must be obtained at least thirty (30) days before the Event date.
8. Placement of advertising copy on the fence at Frontier Park requires approval from the Director of Parks & Recreation. Advertising may only be posted for the fifteen (15) days before the Event date or as approved by the Director.
9. Concession operations require approval from the Director of Parks & Recreation. Concession operations must be mutually beneficial to the Parks & Recreation Department and the organization.
10. Damage to City property resulting from or consequential to the Event activity shall be at the organization's expense.

Alcohol within City Parks, Code Section 255.170:

A City liquor license and approval from the Director of Parks and Recreation is required to serve alcoholic beverages at an Event and is subject to the following restrictions:

1. Alcohol content may not exceed 14% by weight.
2. Alcoholic beverages may not be brought into or removed from the Event area.

3. The Event must have a designated alcoholic beverage service and consumption area surrounded by a fence that is not less than 36 inches in height with specified entry and exit points.
4. The organization must provide personnel to monitor entry and exit points to insure alcoholic beverages are not being brought into or removed from the service and consumption area.
5. The hours of alcoholic beverage sales must be approved by the Director of Parks & Recreation.

Animals in City Parks during Special Events

For any special event held in Frontier Park, the organization must post the following statement on its website: “Domesticated animals are prohibited in Frontier Park during special events.”

City ordinance makes it unlawful for a person to permit entry of a dog or other domesticated animal, unless the animal is restrained at all times by a leash not greater than six (6) feet in length. No person shall permit entry of a dog or other domesticated animal whether or not restrained by a leash during any special events at the Frontier Park, including the Festival of the Little Hills, Fourth (4th) of July Celebration and the St. Louis Symphony Concert. These prohibitions shall not apply to service animals, K-9 Corps dogs or to parade animals and horses being ridden as part of crowd control at special events. The words “*service animals*” mean dogs that are individually trained to do work or perform tasks for people with disabilities as those words are defined in the regulations or any amendment thereto implementing the Americans with Disabilities Act.

The Special Event Use Policy Manual can be found at:

<http://www.stcharlesparks.com/254/special-events/planning-your-special-event.php>



ATTACHMENT C

City of St. Charles Finance Department
200 N. Second Street | St. Charles, MO 63303 | 636-949-3212

LIQUOR LICENSE

Instructions of Application:

1. Obtain a Liquor License packet from the Finance Department at City Hall (200 N. Second Street)
2. Complete all forms.
3. Mail the complete Missouri State Highway Patrol Request for Criminal Record Check along with the required fee to the State of Missouri as indicated. Allow up to three weeks for results to be returned to the Collections Department.
4. Return other remaining forms to the Finance Department with:
 - a. Your fee payment
 - b. A copy of the applicant's driver's license
 - c. A recent photograph of the applicant
 - d. A photograph of the outside of the building
 - e. A Diagram of the inside floor plan showing the floor(s) for which the license is desired and a description of the rooms(s) by square footage
 - f. Proof of the right to possess the premises (deed, bona fide sales contract or option duly executed)
 - g. A "No Sales Tax" letter issued from the Missouri Department of Revenue dated within the last 90 days.
5. The Completed forms, along with the above mentioned items and the Criminal Record Check must be filed with the Director of Finance at least 10 days before the next City Council meeting in order for the City Council to consider the application.

Other Important Requirements:

- Applicant must have paid all taxes and fees due the City. All licenses, permits, zoning information, building and fire code requirements must be met before the license can be issued.
- All applicants must comply with Chapter 115 of the Saint Charles Code of Ordinances as well as other State laws and regulations.
- If a full liquor license is applied for at a location where a full liquor license was previously issued and the original business is no longer in operation, a letter of relinquishment from the previous owner/applicant must be received or the previous owner's certificate must be surrendered prior to issuing a new license.
- For location applying as a restaurant, proof of at least 50% of gross income being derived from sale of food may be required after 90 days of operation.
- Zoning requirements and off-street parking requirements must be met depending on the type of business and the amount of floor area of the building used for the business.



City of St. Charles Police Department
1781 Zumbuhl Road | St. Charles, MO 63303 | 636-949-3300

BEER GARDEN RULES & REGULATIONS

Under ordinance 115.27 the Chief of Police of the Saint Charles Police Department may authorize the issuance of a license for the sale of intoxicating liquor for consumption on the premises where sold to any church, school, civic service, fraternal, veteran, political or charitable club or organization for the sale of intoxicating liquor at a picnic, bazaar, fair or similar gathering. The license is only issued for the days named therein. The grant and issuance of the license is conditioned upon the completion of construction of the premises upon which the sale is made within a time period prescribed, and upon compliance with all fire and building codes and regulations (Ord. 115.24). Upon submission of your application it will be processed by the Police Department and your past records will be investigated, provided you have any record in any law enforcement agency. The Chief of Police has the final authority to approve or not approve your application.

Know Your Liquor Laws. The Police will not accept Any Excuses.

The Saint Charles Police Department has developed and established certain rules and regulations for the sale, serving and consumption of alcoholic beverages at a picnic, bazaar, fair, festival or similar gathering. These Rules and regulations are in addition to liquor laws of the State, County and City.

Size of the Beer Garden: The size of the premises and the location that you will be selling and serving alcoholic beverages for consumption is important to you and the police. Remember it must be manageable for you and your organization and to limit your liquor law liability. The location and size must meet the approval of the Police Department. A site diagram and a scale drawing to include all measurements from a fixed reference point shall be submitted.

Fencing of Beer Garden: The premises where you or your organization are serving alcoholic beverages must be clearly defined. The area shall be adequately fenced with fencing no less than 36 inches in height and securely fastened to prevent entry from other than the designated location(s) and its integrity must be maintained during operation of the beer garden. The fence material shall be a heavy construction grade plastic which shall meet the Police

Department's approval. No natural barriers may be utilized. The area must be completely fenced with only two entry/exit points.

Security of Beer Garden: As the licensee, you and your organization are responsible for everything that occurs upon the premises which the license is issued. This includes underage persons, intoxicated individuals, disturbances, removal of alcohol from your premises and anything else that might occur. The Police Department requires that the beer garden licensee contract with a Licensed Security Agency by the City of Saint Charles to provide uniformed security officers to monitor the entrance/exit beer garden gates and your premises. Each security officer must be individually licensed by the Count of Saint Charles as well. A minimum of one (1) uniformed security office is required for each gate opening during the operating hours. Additional uniformed security officers may be required based on the size of the premises, the number of patrons can exceed 150 persons, number of beer tappers and alcoholic beverage distribution points, type of event and the type of music and/or entertainer. Please consult your Police Representative for more information. A copy of their City Business License and of the security contract state the number of security personnel to be employed at what times shall be forwarded to the Police Department at least two weeks prior to the event.

Entertainment: If you are offering entertainment within the beer garden, it must be approved by the City, the Parks Department and the Police Department. Entertainment that is disruptive, disturbs the peace, incites violence, or is in violation of any other City ordinance or will require the Police Department to deploy a number of officers that would impair normal police services within the community is prohibited. Amplified sound shall comply with the laws pertaining to noise and authorized maximum levels.

Serving Beverages: The serving and consumption of alcoholic beverages shall be upon the designated premises and is the sole responsibility of the licensee. Checking proof of ages is a must. You are responsible for underage person on your premises, so be aware of others making purchases for them. It is unlawful for you to allow any persons less than 21 years to remain on such premises. Remember, individuals attending will likely be younger, so adjust your policies. All persons serving alcoholic beverages for the licensee shall be 21 years of age or older.

Hours of Operation: Operating hours of the beer garden area shall be approved by the Police Department. Sales of the alcoholic beverages are to cease one half hour before the official closing time of the event or festival. The licensee shall have the operating times clearly posted for patron's knowledge. After closing of the beer garden, no alcoholic beverage may be dispensed and all connections to alcoholic containers shall be disconnected and secured. The

drawing of any alcoholic beverage by the licensee or persons for the licensee is a violation of the liquor license and may cause the seizure of such license.

Additional Rules: The Police Department shall have the right to introduce and implement any new rules or regulations pertaining to the liquor license at any time and the licensee is required to comply with those or forfeit their license if the health and safety of the general public is threatened.

Inspection Required: The Saint Charles Police Department is the issuer of the City Liquor License and shall inspect the premises for compliance of rules, regulations, City and State laws before any alcoholic beverages may be sold or consumed.

Violations of Liquor Laws:

1st Violation: Written warning and summons issued naming violation. The person whose name appears on the liquor license or their designee shall be notified of the violation.

2nd Violation: The liquor license shall be suspended for two (2) hours, by closing early or for the first two (2) hours on the next opening day. The determination shall be made by the Police Special Event Supervisor. In addition, a summons for the violation shall be issued. The person whose name appears on the liquor license or their designee shall be notified of the violation and shut down.

3rd Violation: A third violation will result in the immediate suspension of the liquor license for said premises for the remainder of the event and may result in the denial of a liquor license for the next year. A summons will again be issued for the violation. The person whose name appears on the liquor license or their designee shall be notified of the violation and the closure of the premises.



ATTACHMENT D

City of St. Charles Finance Department
200 N. Second Street | St. Charles, MO 63303 | 636-949-3212

SPECIAL EVENT TOURISM TAX

Special Events that sell prepared food or meals are required to pay a one-percent (1%) business license tax that supports tourism (Tourism Tax). Code Section 600.020. Attached is an example of a completed Tourism Tax return and a blank tax return for your use.

Tourism Tax is due by 20th day of the month after the month of the Special Event. For example, Event in May: Tax and return due by June 20.

Tourism Tax returns and payments may be made on-line at:

<https://www.stcharlescitymo.gov/FormCenter/Finance-11/Restaurant-Tourism-Tax-Return-62>

If you have questions, please send your questions to:

tourismtaxinquiries@stcharlescitymo.gov

[NB: PLEASE FORMAT THE BLANK RETURN TO FIT ON THE PAGE]

EXAMPLE

City of St. Charles, Missouri

Restaurant Tourism Tax Return



Return for the month ended: _____

TAXPAYER INFORMATION	
Restaurant Name:	BUSINESS NAME
Business Location:	BUSINESS ADDRESS
Sales Tax ID:	SALES TAX ID #
TAX CALCULATION	
1. Taxable* Receipts – Food Sales	100,000.00
2. Taxable* Receipts – Liquor Sales	50,000.00
3. Taxable* Receipts – Other Sales	+
4. Total Taxable* Retail Sales (Add Lines 1, 2, 3)	150,000.00
5. Sales Tax Receipts (Line 4 x 0.0795)	11,925.00
6. Non-Taxable Sales	+
7. Total Gross Receipts (Add Lines 4, 5, 6)	161,925.00
8. Tourism Tax Due (Line 7 x 0.01) Sales	1,619.25
9. Penalty (10% 1 st month, 2% Each Additional Month, Max 30%)	+
10. GROSS AMOUNT DUE (Line 8 + Line 9)	1,619.25

*Taxable sales are sales subject to Missouri sales tax.

Tax Preparer: _____ Date: _____

Address: _____

Email Contact: _____ Phone Number (Daytime): _____

MAKE CHECKS PAYABLE TO CITY OF ST. CHARLES

REMIT "GROSS AMOUNT DUE" BY THE 20TH DAY OF THE MONTH FOLLOWING TAX MONTH TO:

CITY OF ST. CHARLES COLLECTIONS
TOURISM TAX SECTION
200 NORTH SECOND STREET
ST. CHARLES, MO 63301

DIRECT ALL INQUIRES TO: tourismtaxinquiries@stcharlescitymo.gov

Restaurant Tourism Tax Return – version 17.01



CITY OF SAINT CHARLES, MO

Restaurant Tourism Tax Return

TAXPAYER INFORMATION	
Restaurant /Business Name:	
Business Address Location:	
Sales Tax ID Number:	
TAX CALCULATION	
1.Taxable* Receipts – Food Sales	
2.Taxable* Receipts – Liquor Sales	
3.Taxable* Receipts – Other Sales	+
4.Total Taxable* Retail Sales (Add Lines 1, 2, 3)	
5.Sales Tax Receipts (Line 4 x 0.0795)	
6.Non-Taxable Sales	+
7.Total Gross Receipts (Add Lines 4, 5, 6)	
8.Tourism Tax Due (Line 7 x 0.01) Sales	
9.Penalty (10% 1 st month, 2% Each Additional Month, Max 30%)	+
10. GROSS AMOUNT DUE (Line 8 + Line 9)	

**Taxable sales are sales subject to Missouri sales tax.*

Tax Preparer: _____ Date: _____

Address: _____

Email Contact: _____ Phone Number (Daytime): _____

MAKE CHECKS PAYABLE TO **CITY OF ST. CHARLES**

REMIT "GROSS AMOUNT DUE" BY THE 20TH DAY OF THE MONTH FOLLOWING TAX MONTH TO:

CITY OF ST. CHARLES COLLECTIONS, TOURISM TAX SECTION, 200 NORTH SECOND STREET ST. CHARLES, MO 63301

DIRECT ALL INQUIRES TO: tourismtaxinquiries@stcharlescitymo.gov

Restaurant Tourism Tax Return – version 17.01 Remit "GROSS AMOUNT DUE" BY THE DAY OF THE MONTH FOLLOWING TAX MONTH TO
CITY OF SAINT CHARLES COLLECTIONS



ATTACHMENT E

City of St. Charles Finance Department
200 N. Second Street | St. Charles, MO 63303 | 636-949-3212

PROMOTER'S BUSINESS LICENSE APPLICATION

DATE OF APPLICATION: _____

Section I:

Name of Business: _____

Limited Liability Company, or Corporation, Name: _____

Promoter Name: _____

Promoter Address: _____

Promoter Telephone Number: _____

Address of the physical location of event: _____

Start date and time: _____ end date and time: _____

Section II: Applicant Information

Applicant name: _____

Home address: _____

Last four digits of Social Security Number: _____

Contact telephone: _____

E- Mail: _____

<u>Number of vendors</u>	<u>License Fee</u>
1-25	\$125.00
26-50	\$225.00
51-100	\$300.00
101-150	\$375.00
151 or more	\$450.00

TOTAL AMOUNT DUE: _____

Applicant name: (please print) _____

Signature of applicant: _____



ATTACHMENT F

City of St. Charles Finance Department
200 N. Second Street | St. Charles, MO 63303 | 636-949-3212

VENDOR NAME	ADDRESS	CITY, STATE, ZIP	PHONE	E-MAIL	FEDERAL TAX ID OR SOCIAL SECURITY NUMBER



ATTACHMENT G

City of St. Charles Fire Department/EMS Division
3201 Boschertown Road | St. Charles, MO 63301 | 636-949-3250

FOR ADDITIONAL AMBULANCE and/or MEDICAL COVERAGE

Event organizers concerned about the public health; or any event held within the City that because of its nature or the activities performed therein may adversely impact public health or the administration of timely and/or adequate emergency medical services to the event attendees, spectators, or surrounding public, may file a request with their Permit Application for additional EMS coverage with the City of St. Charles Fire Department at least fourteen (14) days prior to the first day of the event.

Upon receipt of the completed Permit Application, the St. Charles Fire Department's EMS Division will work with the event organizer to determine the appropriate level of EMS coverage required for the event. Recommendations for coverage and associated costs (based upon the current fee schedule) will be provided in writing. All fees shall be due upon receipt of the invoice and paid in full ____ days before the event or the event is cancelled.

If the event or any portion of the additional EMS coverage is cancelled, the event organizer must notify the City of St. Charles Fire Department by telephone at 636-949-3380 at least one (1) business day before the event.

2019 SPECIAL EVENT MEDICAL COVERAGE FEE SCHEDULE

# Personnel	Resource	Unit Cost
1	Single FF/EMT	\$ 45.00 per hour
1	Single FF/Paramedic	\$50.00 per hour
2	ALS Ambulance	\$120.00 per hour
2	ALS Medical Response Cart	\$120.00 per hour
3	Medical Station (ALS) Tent	\$190.00 per hour

All resources utilized require a four-hour minimum booking. Total cost incurred will include a ½ hour before and ½ hour after time on site for logistical set-up and tear down.



ATTACHMENT H

City of St. Charles Community Development Department
200 N. Second Street | St. Charles, MO 63301 | 636-949-3222

LAND USE TENT PERMIT APPLICATION FORM

PERMIT FEE: \$20

PLEASE SUBMIT A SITE PLAN OR AERIAL PHOTOGRAPH OF WHERE THE TENT WILL BE LOCATED

DATE: _____ PERMIT NUMBER: _____

NAME OF BUSINESS/ORGANIZATION: _____

LOCATION OF TENT (ADDRESS): _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

NUMBER OF TENTS: _____ TENT PERMIT REQUESTED FOR HOW MANY DAYS? _____

TENT(S) WILL BE UP FROM (DATE): _____ THROUGH: _____

SIZE OF TENT(S): _____ WILL TENT BE WIRED FOR ELECTRICITY: ____ YES ____ NO

**IF TENT IS LARGER THAN 400 SQ. FT., A FIRE INSPECTION IS REQUIRED. PLEASE CONTACT
DEPARTMENT OF COMMUNITY DEVELOPMENT AT 636-949-3222 FOR INSPECTION**

PROPOSED USE: _____

By signing, you hereby certify that you understand the temporary tent requirements and all applicable City Codes.

SIGNATURE OF APPLICANT: _____ DATE: _____

-OFFICE USE ONLY-

APPROVED BY: _____ DATE: _____

NOTES:

Date Received Stamp



**City of St. Charles Community Development Department
200 N. Second Street | St. Charles, MO 63301 | 636-949-3222**

TEMPORARY TENT FIRE DEPARTMENT REQUIREMENTS

(FOR TENTS GREATER THAN 400 SQUARE FEET IN SIZE)

Tent requirements include, but are not limited to, the following:

1. A detailed site and floor plan shall be submitted with the permit application for an area with an occupancy load of 50 or more persons. The plan shall include means of egress, seating arrangement (if applicable) and any heating and electrical equipment.
2. All portions of tents shall be within 150 feet of a fire department access roadway (all weather road surface – minimum 20 feet wide).
3. Illuminated exit signs shall be provided for areas with an occupancy load of 50 or more persons.
4. A certificate or label shall be provided showing approved flame retardant treatment of tent fabric.
5. “No Smoking” signs shall be posted.

ALL TENTS MUST HAVE APPROVED FIRE EXTINGUISHERS, WITH CURRENT INSPECTION TAGS.
(Minimum size 5lb ABC – minimum rated 2A 10B)



ATTACHMENT I

SPECIAL EVENT LIABILITY INSURANCE REQUIREMENT POLICY

All Special Events are required to have liability insurance in the amount and form set forth in this Policy for an event that will occur on property owned by the City of St. Charles, Missouri. The liability insurance must be in place thirty (30) days before the event date.

MINIMUM LIABILITY INSURANCE

The minimum liability insurance policy limit is the Sovereign Immunity limit established by the State of Missouri for the calendar year in which the event will take place. The limits are adjusted by the State of Missouri each year for inflation and can be found on the Missouri Director of Insurance website at <https://insurance.mo.gov/industry/sovimunity.php>. These liability limits, as well as the risk inherent in an activity and other factors, form the basis for requiring certain dollar amounts of insurance coverage for events/activities that occur on City property. Because insurance policies may not be issued in the exact dollar amount of the liability limit established by the State of Missouri, the policy amount may need to be rounded up to the next available amount that will adequately cover ~~\$3,000,000.00 for all claims arising out of a single accident or occurrence~~ the State Sovereign Immunity limits. The required minimum policy limit can be provided by commercial general liability insurance or by such policy in combination with an umbrella excess policy.

Category I, High Risk Events/Activities

Commercial General Liability policy limit of at least \$3,000,000 per occurrence is required, except fireworks which requires a \$5,000,000 per occurrence and \$6,000,000 per general aggregate policy limit. The events/activities include:

1. amusement rides
2. aquatic facility rentals open to the general public
3. alcoholic beverage dispensing
4. activities or events on any body of water in or adjacent to City property (Missouri River or lakes in parks). These activities include: canoeing, kayaking, fishing, swimming, etc.)
5. Bicycling events
6. any race or walk on a City street including full and half marathons, 5K's and walks
7. sports tournaments/leagues/camps
8. skate Park competition/exhibition

9. concerts
10. animal related show/exhibition
11. food vendors cooking with hot oil or open flame
12. parades
13. rock climbing walls
14. inflatables (more than 2)

Category II, Medium Risk Activities or Events:

Commercial General Liability policy limit of at least \$2,000,000 per occurrence is required. These events/activities include:

1. re-enactments of historical events utilizing gunpowder or blank firing with historic weapons
2. caterers or food service
3. 5K runs/walks within a park (not on a City street)
4. instructional classes (for example: boot camp, yoga, etc.)
5. inflatables (one to two)
6. animal (pony) rides
7. car show
8. motion picture production
9. dance recitals/exhibitions

Category III, Low Risk Activities or Events:

Commercial General Liability policy limit of at least \$1,000,000 per occurrence is required. These events/activities include:

1. re-enactment of historical events, with historic weapons present but without gunpowder or blank firing
2. vendor selling goods (nontoxic, not explosive or flammable)
3. trivia night

Additional Coverage and Policy limits for Special Risks:

1. Festivals or events dispensing alcoholic beverages (wine tastings, beer festivals, or other liquor specific events) should obtain host liquor liability coverage in addition to liability insurance.
2. Auto races, car show, or activities using motor vehicles should obtain automobile liability insurance in addition to liability insurance.

CERTIFICATE OF LIABILITY INSURANCE AND POLICY ENDORSEMENTS

The Certificate of Liability Insurance and policy endorsements must be provided to the City of St. Charles, Convention and Visitor's Bureau thirty (30) days before the event date.

The endorsement and certificate must name the City of Saint Charles, Missouri as:

1. The certificate holder with the correct address of:
**City of Saint Charles, 200 North Second Street,
St. Charles, Missouri, 63301;**
2. An Additional Insured; and
3. An additional primary insured which includes the following words on the Certificate and Endorsement:
"This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory."

FAILURE TO SUBMIT THE REQUIRED CERTIFICATE OF LIABILITY INSURANCE AND ENDORSEMENT 30 DAYS BEFORE THE START DATE OF THE EVENT WILL RESULT IN CANCELLATION OF THE EVENT.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)

PRODUCER

Your company name and address

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

Vendor Name and Address

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY				
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	Your policy Number	date	date	EACH OCCURRENCE \$ 3,000,000.0
<input type="checkbox"/>	CLAIMS MADE <input type="checkbox"/> OCCUR				FIRE DAMAGE (Any one fire) \$
					MED EXP (Any one person) \$
					PERSONAL & ADV INJURY \$
					GENERAL AGGREGATE \$ 3,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG \$
<input checked="" type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
	AUTOMOBILE LIABILITY				
<input type="checkbox"/>	ANY AUTO				COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY (Per person) \$
<input type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/>	HIRED AUTOS				PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/>	NON-OWNED AUTOS				
	GARAGE LIABILITY				
<input type="checkbox"/>	ANY AUTO				AUTO ONLY - EA ACCIDENT \$
					OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	EXCESS LIABILITY				
<input type="checkbox"/>	OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
<input type="checkbox"/>	DEDUCTIBLE				AGGREGATE \$
<input type="checkbox"/>	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				
					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
					E.L. EACH ACCIDENT \$
					E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

(YOUR EVENT NAME AND DATES)

"This insurance is primary to the insurance held by the City of Saint Charles, Missouri which shall be non contributory."

CERTIFICATE HOLDER

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

City of Saint Charles
200 North Second Street
Saint Charles MO 63301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

If on your policy has a \$1,000,000 per occurrence or \$1,000,000.00 per general aggregate, you can obtain the required coverage for the City of Saint Charles by increasing your umbrella. As long as both general aggregate and per occurrence reach \$3,000,000.00 your coverage will meet the City of Saint Charles requested coverage.

Sample

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

Policy Number:
Insured:

YOUR COMPANY
POLICY # + NAME

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Saint Charles, Missouri 200 North Second Street St. Charles, MO 63301
Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

To the extent that any of the additional insureds named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.

Sample