CITY OF ST. CHARLES, MISSOURI
PARKS AND RECREATION



Special Event Use Policy Manual

St. Charles is a city that celebrates community events. From RiverFest to Lewis and Clark Heritage Days; walks, runs and parades, the City of St Charles is proud to be the host location for a variety of events each year.

Adopted 12/4/2013; Revised 12/21/2016; 10/16/2019; 9/4/2024; 12/17/2025

The Special Event Use Permit Policy Manual is provided to assist Special Event Organizers in providing a quality event at City of St. Charles Parks. The Parks and Recreation Department's goal is to assist the Special Event Organizer in planning safe and successful events that create a minimal impact on the community surrounding the event. The Department provides this Policy Manual so that Special Event Organizers are familiar with the policies applicable to Special Events and to assist in the preparation of the Special Event Use Permit Application. On behalf of the City of St. Charles Parks and Recreation Department, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

What is a Special Event?

A Special Event is a one time, annual or intermittently occurring event that takes place within a City of St. Charles Park where the property is reserved for the exclusive use of the Special Event. A Special Event Use Permit is required when any of the following conditions exist:

1. use of a Park that obstructs the use by others;
2. the event is advertised and open to public attendance;
3. musical instruments are played or sound equipment is used;
4. alcoholic beverages are sold;
5. portable restrooms are utilized on a temporary basis;
6. vendors offer food, beverages or merchandise for sale or for free;
7. tents, canopies or stages are erected;
8. the event requires, or is reasonably likely to require, city services additional to those already provided to the public as a matter of course; or
9. any other event that is determined in the sole discretion of the Director of Parks and Recreation to require a Special Event Use Permit.

Event Organization Responsibility

A. Your responsibility as an Event Organizer is to communicate clearly with Department employees and to cooperate with other City Departments in making your event the best and safest as can be. We cannot fully assist in your creation of a successful event if communication is not clear and precise. As an Application is reviewed by all necessary City Departments, additional information requested should be

returned promptly so the application process is not delayed or stopped thereby hindering the potential approval of the Application.

B. The Parks and Recreation Department will provide all normal maintenance services to current seasonal standards which include, but are not limited to, grass cutting, normal janitorial services and supplies at regularly scheduled locations and intervals. Any additional maintenance required by the Event Organizer, vendors or participants, prior, during or after an event, is the financial responsibility of the Event Organizer.

C. It is the Event Organizer's responsibility to comply with City, County, State, and Federal laws. Additional licensing, permits or inspections, as may be required by the City of St. Charles Code of Ordinances or as stated in the Application.

How to Apply for a Special Event Permit

A. Applications are available on-line at www.stcharlesparks.com. Applications may also be picked up at the Parks Administration Office listed below.

B. Returning Events:

Applications will be mailed by November for events that are held each calendar year for the following year. Applications must be received by the Parks and Recreation Department no later than November 30 in order to be considered for the same event dates as previous years. The Department will issue preliminary approval of event dates by December 31.

C. New Events:

New Event Applications must be received by the Parks and Recreation Department no later than 180 days prior to the event date for consideration. Applications must be filed with the Parks and Recreation Department as outlined below.

D. A situation may arise for a New Event to be requested in less than 180 days before the date of the Event due to unforeseen circumstances. Please provide a letter of explanation with the Application if such circumstances arise.

E. New Events are required to complete the Preliminary Special Event Request Form, Attachment A, and submit the Preliminary Form to the Parks and Recreation Department for review prior to a

complete Application is submitted. The Preliminary Form must be submitted to the Department by no later than 180 days prior to the date of the event. After preliminary approval, the entire Event Application must be completed and submitted for further review.

F. Parks and Recreation Department Contact Information

Regular office hours are 8:00am to 5:00pm Monday through Friday.

St. Charles Parks and Recreation Department
Special Event Application
1900 Randolph Street
St. Charles, MO 63301
636-949-3372
info@stcharlesparks.com

G. Park and Recreation Board Members, Parks and Recreation employees or the family members of Board Members and employees within the third degree of consanguinity by blood or marriage are not permitted to submit Special Event Applications.

Application Process

A. New Events will complete the Preliminary Special Event Request Form, Attachment A, and submit the Form to the Parks and Recreation Department for review prior to submission of a Special Event Application. The Preliminary Form must be submitted to the Department by no later than 180 days prior to the date of the event. After preliminary approval, the entire Special Event Application must be completed and submitted for further consideration.

B. Special Event Applications will be reviewed by the Department and submitted to other applicable City Departments for review and approval. A Special Event Application must be received at least 180 days prior to the event. Submission after that date may result in the inability of the City to provide appropriate services for the event, thus requiring cancellation of the event in the sole discretion of the Department. **No changes can be made to an Application after it is approved. An Event will**

not be considered to be a definite event, nor will it receive any promotion until the Application is approved.

C. Every Special Event Organizer is required to cooperate and attend all meeting as required by the Department regarding the Application.

D. Special Event Organizers are required to describe on the Application how their Special Event benefits the City of St. Charles and the Special Event Organization.

Special Events Calendar

The City of St. Charles provides a calendar of upcoming Special Events in printed form, social media, through e-newsletters and at kiosks in the City. Information from the Application is an open public record and may be used for any purpose including developing a calendar of community events. Please complete the Application carefully and thoroughly as it may be used to assist with the promotion of the Special Event.

Length of Special Events

A. A Special Event is limited to not more than four (4) days or forty-two (42) continuous hours, whichever is less, within a consecutive seven-day period. For purposes of this paragraph, the word hours means from the time the Event starts to the time the Event ends, or if the Event concludes within one (1) hour of a Park closing then the Park closing time will be the Event ending time. The Department shall have the right to establish the length of Special Events for the protection of the public health, safety and welfare or the protection of City Park property.

B. Multiple Special Events are considered sponsored by a single Event Organizer and are treated as a single event unless otherwise approved by the Parks and Recreation Board. A Multiple Special Event is defined as any activity that incurs or is proposed to incur sufficient activity to restrict general public use of a Park. Applications requesting an Event length more than four (4) consecutive days may petition the Parks and Recreation Board for approval.

Fees

A. This Manual is effective upon approval by the St Charles Parks and Recreation Board. Special Use Fees become effective January 1, 2026. Pricing subject to change without notice.

B. Special Use Fees are for the purpose of recovering the costs associated with preparation and use of the Park for the Special Event. This Fee Schedule applies to labor, materials and equipment used specific to the Special Event.

Special Use Fees- Exhibit A
Frontier Park Special Use Description:
North: From behind Jaycee Stage to the northern end of the Park
North Middle: Jaycee Stage to the northern end of the Depot
South Middle: Northern end of the Depot to the Lewis and Clark Statue
South: From Lewis and Clark Statue to the southern end of the park

Residency rates are determined by the State of Missouri Letter of Incorporation of the event organization.

C. Fees Due Date:

Special Event Use Fees must be paid in full at the time of rental if a one day event. Multiple day events must be paid in full at least 120 calendar days prior to the Special Event start date. Special Event Use Fees for City employee personnel costs will be invoiced 5 days after the Special Event end date and are due and payable upon receipt. Event facilities will not be reserved for the following year until Special Event Use Fees are paid in full.

D. Waiting Lists:

The Department does not maintain a waiting list for Special Event reservations.

E. Special Requests:

Requests for items and services not routinely provided for Special Events will be reviewed on an individual basis. Fees will be assessed for approved requests to recover costs for providing the

additional services. The Event Organizer will be notified of the additional cost prior to goods or services being scheduled or ordered.

F. Keys:

There is a key deposit amount of $100.00. All key deposits are refundable if all required conditions for refund are satisfied. Event Organizers that require access to a secure area must pay the key deposit at the time of picking up the key. Keys shall not be picked up earlier than 48 hours in advance of the Event and during normal Department business hours.

G. Damages:

In recognition of the impact of Special Events on the grass, shrubbery, trees, other plant life and infrastructure, a management plan is established to address damage assessment, rehabilitation, maintenance and cost recovery. The management plan includes methods of cost assessment sufficient to finance the expense of sustaining a quality environment.

H Clean-up, Repair, and Restoration

1. Litter and trash shall be removed promptly during and after the event; and
2. All items related to the Event, including but not limited to, tents, trash receptacles and portable restrooms, and non-City property shall be removed within 24 hours of the Event closing.

Notification of damage cost recovery will be invoiced within 5 days of the Event end date and is payable upon receipt.

The most common types of damage in which cost are assessed are damage to underground utilities, turf damage caused by vehicle and pedestrian traffic. A pre-event site meeting with the Department is recommended to assist in reducing costs assessed for damage.

I. The Parks and Recreation Board has established a standard for the restoration of park grounds facilities. The assessment of damages is non-negotiable.

J. Cancellation of an event less than 120 days prior to the scheduled event may result in forfeiture of the first right of refusal in subsequent years for the same event and may result in forfeiture of all fees paid to date.

Hours of Operation and Set-up/Tear Down

A. Official Event hours of operation shall not start before 8:00 a.m. and shall end no later than 11:00 p.m. If circumstances exist that deem an earlier Event start time or later Event ending time, then the Department shall have the absolute discretion to adjust schedules should the change be necessary and in the best interest of the City.

B. Set-up/tear down of Events beginning earlier than the 8:00 a.m. start time or after the 11 p.m. closing time shall be in compliance with all City ordinances applicable to noise control.

C. All vendor vehicles will be allowed to enter and exit the event area for the purpose of loading and unloading wares only during the following times:

1. All vehicles must exit the Event area at least 1 hour prior to the Event start time.

2. 30 minutes after the Event end time or has been canceled for the day through the regular closing hours, or at the discretion of the Department.

3. Vehicle speeds may not exceed 5 M.P.H. in event areas.

4. Event Organizers are required to provide a minimum of 1 representative from the Organization at the Event main entrance to assist vendors.

Vehicle Access/Traffic Plan

A. Event Organizers are required to submit to the Department a detailed pedestrian and vehicular traffic at least thirty (30) days before the Event. The Event Organizer shall provide a copy of the final approved traffic plan to **ALL PARTICIPATING VENDORS AND EVENT PERSONNEL**. Event Organizers shall designate an Event representative whose responsibility shall be to determine specific vendors, entertainment and service vehicles requiring access to the Event area. Every Event Organizer shall designate and provide personnel who shall be stationed at every pre-determined entry point into the Event area in order to direct authorized vehicles to the appropriate Event area per the approved event traffic plan.

B. The parking of vehicles on turf or walkways is prohibited unless a permit is issued by the Department to permit the parking thereon. No more than thirty-five (35) vehicles shall be authorized to be in Frontier Park during the open hours of a Special Event.

C. the word "vehicle" means: cars, trucks, trailers, tractors, vendor trucks, or any other motorized vehicles, except that "vehicle" does not include a Departmental approved turf rated vehicle.

D. Parking permits may be required for an Event and will be issued if required. Any vehicle without an authorized parking permit is subject to being towed and impounded. The cost of towing and impoundment shall be the sole responsibility of the owner of the vehicle.

E. Vehicles located within the Event area shall not be moved except during designated loading and unloading times, except as authorized by the Department. Once the Department provides authorization for vehicle movement, it is the event organizer's responsibility to facilitate these movements. Safety protocols for performing these movements must be outlined in the pedestrian and vehicular traffic plan.

F. The Department shall have the authority to change any Traffic Plan in its sole and absolute discretion.

Site Plan

A. Event Organizers are required to submit a detailed Site Plan with the Special Event Application. Site Plans shall designate the location of beer gardens, booths, amusement rides, vehicles remaining on site, portable restrooms, tents, trailers, stages and all other property brought into the Event area. The site plan shall indicate all emergency lanes for fire, ambulance and police in the Event area.

B. The Event Application and Site Plan shall indicate every specific facility located in the Event area that is to be used during the Event. Specific facilities include, but are not limited to, pavilions, Jaycee Stage, the portable stage, gazebos, Gould Building, Memorial Hall, Webster Park Community Building or any conference room. Use of the Katy Depot in Frontier Park is a separate fee as described within the Fees Section based upon availability and requested use.

C. The Department shall have the authority to change any Site Plan in its sole and absolute discretion.

Security

Law enforcement services' first priority will be the safety of the event guests

A. The Event Organizer is responsible for everything that occurs in the Event area, including all areas encompassed by a liquor license. This Event Organizer responsibility includes underage persons consuming alcoholic beverages, intoxicated persons, fights, removal of alcoholic beverages from Parks and any other conduct that may occur.

B. Special Events that serve alcoholic beverages are required to provide a minimum of one uniformed Park Ranger or Police Officer who shall be present during all Event operating hours. The number of law enforcement officers required for an event shall be determined by the Chief Park Ranger or the Chief of Police in their sole and absolute discretion.

C. One Event Organizer representative is required to be stationed at every entrance point and exit point of the Event during all Event operating hours. The representative shall inform event participants that alcoholic beverages are not to be brought into or removed from designated alcoholic beverage consumption areas and that domesticated animals, except service animals, are not allowed in Frontier Park during Special Events.

D. Additional law enforcement officers may be required at the expense of the Event Organizer when:

1. the type of event exposes the City to potential liability;
2. the estimated crowd size varies depending upon the time of day during the Event;
3. property exhibited during the Event is of great monetary value; or
4. as determined as necessary in the sole authority of the Department.

Alcohol

A. The sale, serving or consumption of all alcoholic beverages during an Event shall be restricted to designated Event areas (for example, a beer garden). The location and size of a designated area for sale, serving or consumption of alcoholic beverages shall be clearly stated in the Event Application and shall be subject to review and modification by the Department. The premises where alcoholic beverages are served or sold shall be clearly identified on the Event Site Plan. Alcoholic beverages shall not be brought into or removed from designated alcoholic beverage areas as outlined in the SECURITY section of the Manual.

B. Every Event Organizer that desires to serve or sell alcoholic beverages is required to obtain a liquor license from the State of Missouri, St. Charles County, Missouri and the City of St. Charles,

Missouri. A copy of all three liquor licenses issued must be available for inspection during Event operating hours.

C. In order to obtain a liquor license for an Event in a City Park, a letter of approval must be obtained from the Chief Park Ranger for submission of all three issuing agencies listed above.

D. Event Organizers are presumed to know all applicable liquor control laws. Ignorance of the law is no excuse to law enforcement agencies whose responsibility it is to enforce liquor control laws.

E. It is unlawful to possess intoxicating beverages or to drink intoxicating beverages when the beverage has an alcohol content in excess of fourteen percent (14%) by weight, except for events held in Memorial Hall. Intoxicating beverages must be pre-packaged by the manufacturer and the alcohol weight by volume must be printed on the container. See, Code Section 255.170.

F. Frontier Park Alcoholic Beverage Area (i.e. Beer Garden) Requirements:

1. The Alcoholic Beverage Service Area shall be completely fenced with fencing that is not less than 36 inches in height and is securely constructed and fastened to prevent the entry or exit of any person from any location other than the designated entry and exit location(s). The integrity and security of the fence shall be maintained during all operating hours of the Alcoholic Beverage Service Area.

2. In the event that the consumption of alcoholic beverages is going to be permitted throughout Frontier Park in its entirety during an Event, then the existing barriers described below may be utilized. These barriers include: the black iron fencing along Riverside Drive and the Missouri River riverbank. As stated in the SECURITY section, the Event Organizer is responsible for insuring that all entry points and exit points are manned with people to inform Event participants that alcoholic beverages are prohibited from being brought in or removed from the Event area. This prohibition and the requirement for the Event Organizer to provide manpower includes, but is not limited to, all entry points and exit points along the western iron fencing, Katy Trail and the pedestrian bridge.

3. Operating hours of Alcoholic Beverage Service Area shall be approved by the Department. The sale or serving of alcoholic beverages shall end one-half hour before the official closing time of the Event. The Event Organizer shall clearly post the operating hours of the Alcoholic Beverage Service Area. Upon the closing of the Alcoholic Beverage Service Area, all connections to all

alcoholic beverage containers shall be disconnected and secured. The sale, serving or dispensing of alcoholic beverages after the Event closing time is a violation of the liquor control law.

4. The St. Charles Police Department or the Parks Department Ranger Division may at anytime inspect the Alcoholic Beverage Service Area for compliance with all applicable liquor control laws before any alcoholic beverages may be sold, served, dispensed or consumed.

Entertainment

A. Special Events are family friendly and oriented Events designed for attendance by persons of all ages. Entertainment appropriate for all ages and representing the event theme is recommended. A detailed entertainment schedule shall be submitted with the Special Event Application. Any change to the entertainment schedule shall be submitted to the Department for review.

B. All entertainment is subject to review by the Department and may be denied if determined to be inappropriate for the Event or Event venue.

C. Entertainment may be canceled by the Department at any time if the entertainment is determined to be inappropriate. Entertainment that has the propensity to cause persons to become disruptive, disturb the peace, incite violence, or be in violation of any law or ordinance or require the deployment of law enforcement officers in excess of the number of officers normally assigned to the Event is prohibited. Amplified sound shall comply with the City Code of Ordinances regarding maximum decibel levels. See, City Code of Ordinances Section 255.160, Musical Instruments and Sound Equipment.

D. It shall be the responsibility of the Event Organizer to comply with all music licensing organizations such as, but not limited to, ASCAP and BMI. Failure to obtain appropriate licensing is cause for cancellation of the Event by the Department. The Event Organizer shall provide a copy of the applicable license to the Department with its Special Event Application or prior to the performance or playing of any music.

Pony Rides, Petting Zoos, Inflatable/Amusement Attractions

A. The amusement activities described below shall be operated only in designated areas of the Parks which have been pre-approved by the Department.

B. Listed below are requirements that shall be satisfied before an operating permit is issued by the Department to any vendor for any of the following amusement activities:

1. Pony Ride, Petting Zoo, Inflatable's or other amusement type activities are required to sign an Operating Agreement for Concession Rights which is required annually and is kept on file by the Department.

2. The vendor shall provide a Certificate of Insurance naming the City of Saint Charles as an additional insured with a policy endorsement that shall list the City as an additional insured on a primary and non-contributory basis. Vendors shall refer to the Insurance Requirement section of this Manual for the policy limits of liability insurance that is required. The insurance requirements set forth in this section are separate from and in addition to the Event Organizer insurance requirements. The Certificate of Insurance and policy endorsement shall be submitted to the Department 30 days prior to the date of the Event for the permit to be issued.

3. Fees schedule on Exhibit A.

These fees are payable in the form of a check, money order or cash and shall be payable to the City of St. Charles Parks and Recreation Department. All fees shall be paid 30 days prior to the event. The failure to timely pay the fees may result in the vendor's future application being denied.

4. The operating permit must be available for inspection during hours of operation and produced upon request.

Sanitation

A. Portable Restrooms:

The Event Organizer shall provide portable restrooms in sufficient quantity, type and at appropriate locations to service the Event. In addition, an adequate number and type of hand washing stations shall accompany portable restrooms. Portable restroom locations and numbers for the anticipated attendance at an Event shall be identified on the Site Plan.

B. Trash Receptacles:

The Department provides a maximum of 40 individual trash receptacles. The Event Organizer is responsible for any additional receptacles necessary at their sole expense. It is the sole responsibility of the Event Organizer to ensure that all trash containers throughout the Event area are emptied on a regular basis. **Event Organizer's shall not permit trash receptacles to overflow.**

C. Large Dumpsters:

If a dumpster is required for the Event, the cost of the dumpster is the sole responsibility of the Event Organizer. The location of all dumpsters shall be identified on the Site Plan.

Insurance Requirements

A. The Event Organizer is required to have liability insurance in the amount and form set forth in this section for an Event that will occur on property owned by the City of St. Charles, Missouri. The liability insurance must be in place ninety (90) days before the event date.

B. Liability Insurance:

The Special Event/Activity Liability Insurance Requirement Policy is a guide for determining the required insurance coverage for activities or events that occur on City property. Liability insurance in the policy amount and form stated in this Policy is a requirement for obtaining a permit to conduct an event/activity. Liability insurance must be in place thirty (30) days before the activity/event date.

The City of St. Charles utilizes a self-insured retention for liability claims that are not protected by Sovereign Immunity. These claims normally involve the alleged dangerous condition of City property or motor vehicle collisions involving City vehicles where the City driver was at fault. By state law, liability is limited for these claims. 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/sovimmunity.php. The 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.

In an effort to manage risk and promote the maximum utilization of City facilities, the amount of insurance coverage required for an event/activity may adjust based upon risk assessment. For purposes of determining insurance requirements, events/activities are divided into three categories (High, Medium

or Low) based upon the risk of injury or damage associated with the event/activity. The event/activity list shown below is not intended to be all inclusive and may be adjusted based upon perceived risk.

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 Insurance and Endorsement Requirements:

A Certificate of Insurance and Additional Insured Endorsement must be provided to the City in the form and required amount thirty (30) days before the date of the event/activity or the event/activity will not be allowed to occur on City property. A Certificate of Insurance and Additional Insured Endorsement can be obtained from your insurance broker. The Certificate of Insurance must name the City of St. Charles, Missouri as:

1. The certificate holder with the correct address of the City as:

"City of Saint Charles, 200 North Second Street, St. Charles, Missouri, 63301"

AND

2. An additional primary insured and include the substantially the following words on the Certificate in the description line with name of the activity/event and date:

"This insurance is primary to the insurance coverage of the City of St. Charles, Missouri which shall be non-contributory."

In addition, an Additional Insured Endorsement must be provided with the Certificate. The Endorsement must 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."

Fires

A. Cooking fires are prohibited in Parks except for barbecue grills. The fire box should be above the ground a minimum of 24 inches and in the proximity of picnic areas unless otherwise permitted by the Department.

B. Open fires or bonfires are prohibited in Parks. Any exception to this policy requires Department approval and issuance of a Fire Permit and Fire Marshall approval.

C. Park Fire Permits will only be issued when all requirements have been satisfied regarding Patron or Organization requests for Park Area or Facility Use for Special Events and a permit has been issued from the Fire Department that indicates compliance with the 2021 International Fire Code: Chapter 3 (General Requirements) and Chapter 4 (Emergency Planning and Preparedness).

Camping

A. No person shall set up a shack or any other temporary shelter, other than tents, for the purpose of overnight camping; nor shall any movable structure or special vehicle be used for such purposes, such as house trailers, camp trailers, camp wagons or the like without approval. A camping permit may be obtained through the Department for events seeking exception to this provision. Upon the issuance of a Camping Permit, all other provisions listed herein, including but not limited to fire requirements, shall be adhered to.

Utilities

The connection to and supplies to hose bibs are the sole responsibility of the Event Organizer.

B. Electrical Connections:

Listed below are general guidelines for the installation of temporary electrical wiring:

1. Temporary electrical wiring is required to be located where it will not be subject to physical damage.
2. All receptacles shall be of the grounding type (breaker G.F.I. receptacle).
3. Flexible cords are required to be of continuous length (hard service cord of three wires which includes ground conductor).
4. Boxes and fitting located in damp or wet locations are to be of the weatherproof types.

Due to variances in electrical use in Frontier Park, this policy is subject to changes in the sole discretion of the Department.

No person or any other entity shall perform temporary electrical wiring work without first being licensed to perform the work in the City of St. Charles and without having been issued a permit by the Community Development Department and approved by the Department.

Golf Carts, Utility and Other Small Motorized Vehicles

A. Park user safety and park facility protection is of paramount importance. Therefore, the following restrictions shall apply to the use of golf carts, utility carts, and other small motorized vehicles (hereinafter, “small vehicles”) operated within City Parks during Special Events:

1. Small vehicles shall only be operated by Special Event, League or Tournament Officials. A valid driver’s license is required to operate a vehicle in a Park.

2. The use of Small vehicles shall be restricted to the authorized driver who must be sitting in the operator seat of the vehicle.

3. Passengers shall only be authorized upon a small vehicle when there is a reason for such ridership. During those times, the passenger shall be seated at all times in a passenger seat designed and installed by the manufacturer or provider of the small vehicle. The only exception would be Emergency Vehicle(s) that are operated by law enforcement/medical personnel (on official business.

4. The driver of a small vehicle is subject to all applicable State and City laws and shall use due care in the safe operation (eg: no excessive speed or sharp cornering) of the vehicle.

The small vehicle driver shall only be authorized to use the vehicle within the facility limits of the Special Event, League or Tournament and such use shall not authorize access onto any other area including ball fields, for any reason, except for an emergency or injury situation.

Failure to comply with this Policy is cause to cancel small vehicle use or current or future park facility use.

Animals

A. By City Ordinance, animals, except for service animals, are prohibited in Frontier Park during Special Events. Exceptions to this ordinance are as follows:

1. All animals associated with the Event are required to obtain a permit issued by the Department. For a permit to be issued, a list identifying all animals shall be submitted with the Special Event Application and states the length of time the animal will be in Frontier Park and when. If the presence of animals is only a portion of the Event, the animals must be promptly removed from Frontier Park at the end of the demonstration or activity. If animals are to remain throughout the Event, then the animals must be contained to a specific area of Frontier Park that is designated on the Site Plan.

2. Service Animals, law enforcement animals and parade animals are exempt from this prohibition. For purposes of this section, “Service Animals” means dogs that are individually trained to do work or perform tasks for people with disabilities as those words are defined in the

regulations or an amendment thereto implementing the Americans with Disabilities Act.

B. Every Event Organizer shall advise all vendors, concessionaires, participant groups, entertainers and all persons who may be present at the Event of the prohibition of brining animals into Frontier Park. The Event Organizer shall publicize this prohibition in every advertisement for the Event.

Katy Trail

Special Events that plan to use any part of the Katy Trail or First Missouri State Capitol Property are required to obtain the permission of the Missouri Department of Natural Recourses. Such permission shall be obtained at least 180 days prior to the Event date. Requests for permission may be submitted by telephone at (636)899-1135 or by email at: confluence.state.park@dnr.mo.gov.

Green Space Policy

St. Charles Parks and Recreation Board's mission is to maintain all City Parks as open spaces for the enjoyment of residents and visitors. Accordingly, the Board may limit the number of events in City Parks to allow sufficient time for maintenance and for all-purpose use by the public to minimize the overall impact of Special Events and maximizing park use opportunities for all persons.

Parks Public Trust

It is the philosophy of the Parks and Recreation Board everyday general public access into all City of St. Charles Parks shall be free of charge. The Board recognizes parks are an opportunity to host events creating a community gathering space for celebration. Organizations requesting to host a ticketed event shall apply and abide by the Organizations Hosting Ticketed Events in Public Parks Policy.

Permit Review

The Department may request assistance from other governmental agencies during the review of Special Event Applications. These agencies include, but are not limited to, the St. Charles County Health Department, Missouri Department of Natural Resources, United States Coast Guard, or Army Corps of Engineers.

Complaint Process

In the event that the Department receives complaints regarding a Special Event, the Department will notify the Event Organizer as to the nature of the complaint and their frequency. Complaints requiring immediate action by the Department will be referred to the appropriate City Department as well as reported to the Event Organizer for follow-up. Complaints that are not resolved to the satisfaction of the Department may result in future Special Event Applications being denied.

Modifications

The Parks and Recreation Board through the Director of Parks and Recreation may modify or waive any policy or fee as it deems necessary and in the best interest of the City.

Exhibit A

Special Use Fees

Park	Rental Period	Pre/Post Event Resident	Pre/Post Event Non-Resident	Event Day Resident	Event Day Non-Resident
Frontier Park	All Day				
North	All Day	$120.00	$240.00	$330.00	$495.00
North Middle	All Day	$240.00	$395.00	$660.00	$990.00
South Middle	All Day	$120.00	$240.00	$330.00	$495.00
South	All Day	$120.00	$240.00	$330.00	$495.00
North Middle	Half Day 8a - 1p	N/A	N/A	$330.00	$495.00
	Half Day 3p - 8p	N/A	N/A	$330.00	$495.00
DuSable Park	All Day			$330.00	$495.00
Blanchette Park					
Grove Area	All Day	N/A	N/A	$660.00	$990.00
Playground Area	All Day	N/A	N/A	$330.00	$495.00
Designated Special Use Area	All Day	$120.00	$240.00	$330.00	$495.00
Portable Stage	Per setup/tear down			$2,070.00	$2,070.00
Rangers	As designated: Per hour fee invoice will reflect employee's hourly rate plus benefits				
Event Amenities Not Removed	Per Day	$100.00	$100.00		

* Special Use Fees include the rental of facilities within the designated sections of the park except the Katy Depot and Memorial Hall.
**Residency rates are determined by the State of Missouri Letter of Incorporation of the event organization or business.
***Pricing subject to change without notice.

FRONTIER PARK SPECIAL USE FEES

NORTH

RENTAL FEE - PER DAY

NON-RESIDENT: $495

RESIDENT: $330

PRICE INCLUDES SHELTER

NORTH MIDDLE

RENTAL FEE - PER DAY

NON-RESIDENT: $990

RESIDENT: $660

PRICE INCLUDES JAYCEE STAGE

RENTAL FEE - HALF DAY

NON-RESIDENT: $495

RESIDENT: $330

SOUTH MIDDLE

RENTAL FEE - PER DAY

NON-RESIDENT: $495

RESIDENT: $330

DOES NOT INCLUDE KATY DEPOT

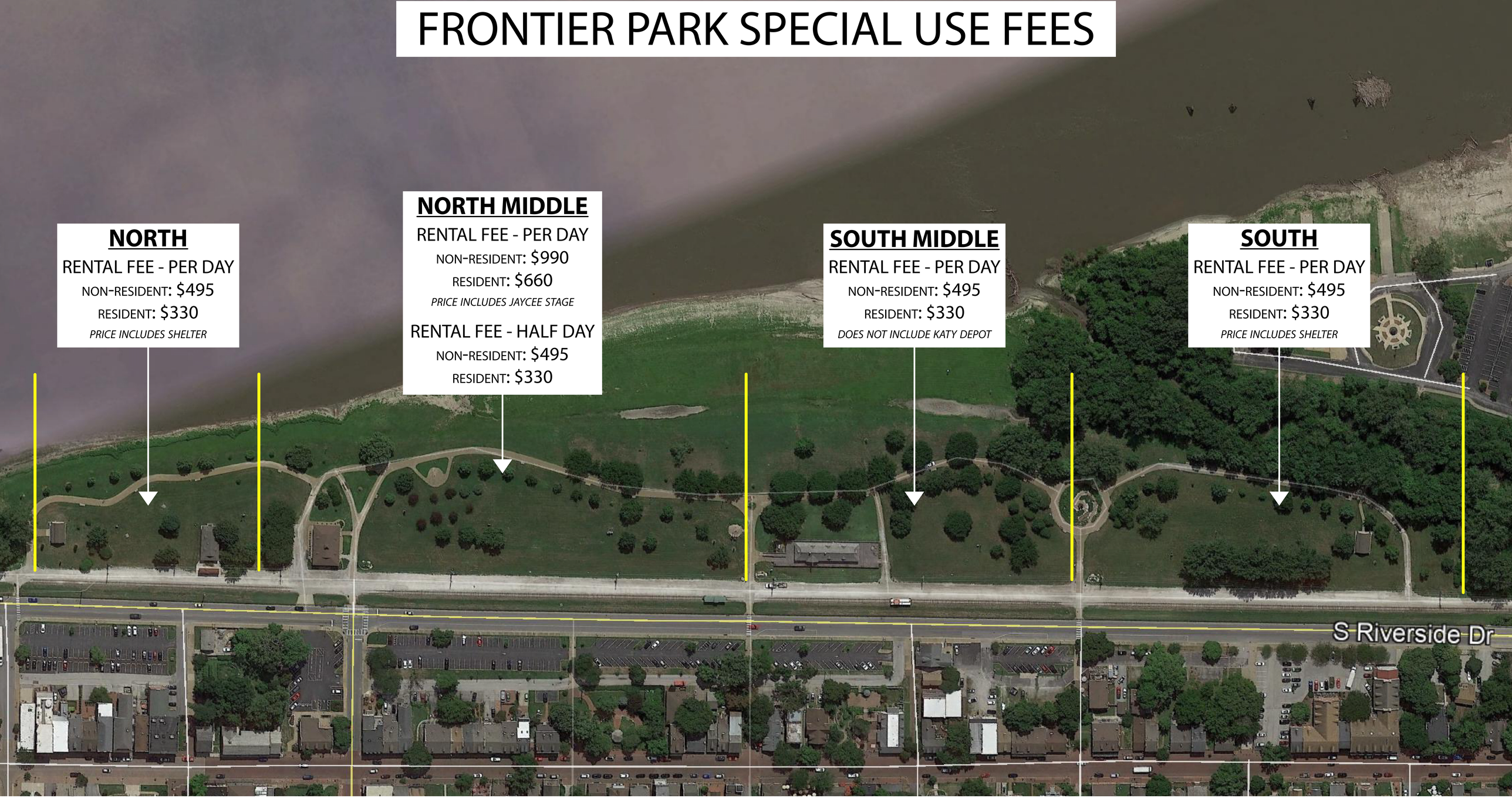
SOUTH

RENTAL FEE - PER DAY

NON-RESIDENT: $495

RESIDENT: $330

PRICE INCLUDES SHELTER



-Special Use Fee includes the rental fees of the facilities within the designated sections except Katy Depot.
- Residency rates are determined by the State of Missouri Letter of Incorporation of the event organization.
- Pricing subject to change.