



# SPECIAL EVENT/TENT PERMIT/APPLICATION

CODE ENFORCEMENT DEPT · #1 GOVERNMENT CTR · BALLWIN, MO 63011 · (636) 227-2129 · FAX (636) 207-2360

A planned event, activity or temporary grouping of people in any zoning district that deviates from the normal land use that occurs on the site on City, public, or privately owned property, and interferes with the normal flow or regulation of pedestrian traffic, vehicular traffic, or parking in any manner shall require a Special Event Permit.

This shall also include any event, activity or temporary grouping of people which will require special City services which include, but are not limited to, provision of barricades, signage, special traffic or parking arrangements, and/or special police services or protections.

<b>FOR OFFICE USE ONLY:</b>
PERMIT #: _____
APPROVED BY: _____
DATE APPROVED: _____

**EVENT ADDRESS:** \_\_\_\_\_

**NATURE OF THE EVENT** (Briefly describe the event and included activities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT DATE(S):** (limited to 4 consecutive days per event, and 4 events per calendar year) \_\_\_\_\_

**EVENT TIME(S):** \_\_\_\_\_

**Number of anticipated attendees:** \_\_\_\_\_

**Number of Parking Spaces available on site:** \_\_\_\_\_

**PROPERTY OWNER**

\_\_\_\_\_  
*Name/Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone Number*

**EVENT HOST** (Company or Individual, if different)

\_\_\_\_\_  
*Name/Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone Number*

**CONTACT PERSON**

\_\_\_\_\_  
*Name/Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone Number*

**EVENT SPONSOR** (Company or Individual, if different)

\_\_\_\_\_  
*Name/Company*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone Number*

Is the property:  Owned  Leased  Subleased      Current Lease Expiration/Termination: \_\_\_\_/\_\_\_\_/\_\_\_\_

**(Written permission from property owner or leasing agent must be obtained and provided with all applications)**

✓ **WILL LIQUOR SALES BE PART OF THE EVENT?** .....  YES     NO

- If yes, provide a copy of the valid liquor license that is applicable to the location.

✓ **ARE YOU REQUESTING PERMISSION TO HOLD A FIREWORKS DISPLAY?** .....  YES     NO

- If yes, permits for all approved fireworks displays must be obtained and submitted prior to event. Permits may be needed from one or more of the following entities: City of Ballwin, St. Louis County Public Works, and/or Fire District having jurisdiction.
- Provide proof of liability insurance to the provider of the display and the property owner, host, and/or sponsor as applicable.

✓ WILL YOU REQUIRE POLICE AND/OR PUBLIC WORKS ASSISTANCE? .....  YES  NO

If "Yes", please identify what assistance you are requesting and provide a description of your request:

- POLICE             Security\*     Traffic Control/Direction     Public Relations
- PUBLIC WORKS     Barricades/Cones

**You may be required to reimburse the City for the cost of additional personnel and/or resources.**

*\*In almost all cases, event security will have to utilize off-duty personnel hired by event organizers on a secondary employment basis*

**A SITE PLAN MUST BE SUBMITTED FOR THE FOLLOWING**

✓ WILL YOUR EVENT UTILIZE A PORTION OF ANY CITY PROPERTY OR PUBLIC ROADWAY:  YES  NO

If yes, please describe: \_\_\_\_\_

✓ WILL YOU BE ERECTING ANY TENTS FOR THIS EVENT: .....  YES  NO

If yes, how many? \_\_\_\_\_ Dimensions of the tent(s): \_\_\_\_\_

Does/do the tent(s) have walls:  YES  NO

- Tents are not to be erected in excess of 72 hours.
- A Certificate of Flame Resistance is required for a tent covering an area in excess of 120 square feet and/or used for a gathering of 10 or more persons.
- All tents shall have a maximum exit access travel distance of 100 feet.
- Site plan should indicate the location of the tent in relation to other structures within 50 feet, and delineating the means of egress.

**2404.2 Flame-resistant treatment.** Before a permit is granted, the owner or agent shall file with the code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.

**2404.3 Label.** Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

**2404.4 Certification.** An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-resistant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

✓ WILL TEMPORARY ELECTRICAL SERVICE BE INSTALLED ON THE SITE? .....  YES  NO

If yes, an electrical permit may be required. Please describe: \_\_\_\_\_

✓ ARE YOU PROVIDING PORTABLE TOILETS/RESTROOMS FOR THE EVENT PATRONS? .....  YES  NO

Events at which a minimum of 100 people are expected to be present at peak hour(s) where sewer toilets are not readily available to accommodate anticipated attendance are required by St. Louis County Health Codes to provide portable toilets and hand washing stations. Permits for all portable toilets/restrooms must be obtained from St. Louis County Department of Health

**I certify all information submitted on this application is complete and truthful to the best of my ability. I further certify the initial required documents listed below have been submitted with this application and understand the permit shall not be issued until all subsequent required documents have been received.**

Contact Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_