



Let's Cross Paths

Special Event Permit Application

Event Overview

Date of Application: _____

Event Start Date: _____

Event End Date: _____

Type of Event: _____

Event Start Time: _____

Event End Time: _____

Fairground Event: Yes No

Event Location: _____

General Description of Event

*** If event is being held on the fairgrounds, a copy of the signed contractual agreement between the hosting party and the Missouri State Fairgrounds will be required to have on file with your Special Event Application. ***

Contact Information

Sponsor Name: _____ Sponsor Contact: _____

Phone Number: _____ Contact Email: _____

List any additional contact information here:

Security Plan

Will eventgoers be required to pre-register? Yes No N/A

Registration Deadline: _____ N/A

Including event staff, how many people are expected to attend?

0-200 200-300 300-400 400-500 500-600 >600

Will alcohol be served? Yes No N/A

Will there be additional vendors? Yes No N/A

Will there be music or live entertainment? Yes No N/A

Barricades/Safety Cones needed: Yes No Number needed: _____

Briefly describe your security plan for crowd control, internal or private security, and/or any assistance requested of the City of Sedalia or the Sedalia Police Department:

Mayor Andrew Dawson

Date:

Chief David Woolery

Date:

Operations Director Justin Bray

Date:

Instructions

All required forms should be filled out as completely as possible. Events are subject to the following:

1. Special Event Permits should be submitted electronically via the pdf form, scanned in and emailed to events@sedalia.com, or hand delivered to the Sedalia Police Department.
2. Parades and 5K events must be registered with the City of Sedalia and the SPD at least **two weeks** in advance. All other Special Event Permits NOT involving alcohol must allow a **minimum processing window of three business days**.
3. Every permit submitted requires a detailed description of the event that lists any routes to be taken and must include a site plan that outlines any equipment needed for the event area such as barricades, cones, trash cans, etc. to be approved by the Public Works Department.
4. Permits will NOT be issued if the nature of an event is found to be dangerous or harmful to public health, safety, or welfare of the residents within the City of Sedalia.
5. Every event shall have a responsible person appointed to take charge. It is their duty to ensure that all participants and volunteers are properly instructed as to the provisions of these regulations, and no one violates the ordinances of the City of Sedalia unless that permission has been granted in documentation. It will be the responsibility of the applicant person in charge to ensure all equipment received is handled with the utmost care. The applicant or person in charge will be responsible for placement of barricades and equipment as well as returning them to their place of origin for pickup by the city's Public Works Department when the event is over.

Alcohol Disclosure

Any event in which alcohol will be served on public property must receive approval from City Council to lift open container restrictions. Approval is subject to proper planning and documentation of both city and state liquor licensing. Proof of a proper security plan must be presented. SPD security requires one officer per 100 eventgoers with a minimum of two officers per event.

***** You will be required to hire 2 or more SPD officers for this type of event.** Additional planning for security will be required between the Event Coordinator, the Sedalia Police Department, Public Works, and the City of Sedalia Community Development. It is suggested that individuals be prepared with dates available to meet that allow ample time for any required follow-up action before the event. Three to five weeks is suggested. If proper procedures are not followed, the event permit will be denied. ***