



Let's Cross Paths

Special Event Permit Application

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 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 person violates the ordinances of the City of Sedalia unless that permission has been granted in documentation. It will be the applicant or take charge person's responsibility to ensure all equipment received is handled with the utmost care. The applicant or take charge person 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.***



Special Event Permit Application

Event Overview

Date of Application:

Proposed Date(s) of Event:

To:

Type of Event:

Event Start Time:

Event

End Time:

Will this event take place on the Missouri State Fair Grounds?

Provide a General Description of the Event:

Contact Information

Sponsor Name:

Sponsor Contact:

Phone Number:

Contact Email:

Security Plan

Will eventgoers be required to pre-register?

How many people are expected to attend?

Will Alcohol Be Served?

Will there be additional vendors?

Will there be music or live entertainment at the event?

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



Acknowledgement

As the hosting entity or affiliate contact for this event I, the undersigned, acknowledge that all information provided is complete and accurate. All vendors, employees, volunteers and participants of the event and affiliates alike will be the responsibility of the hosting entity. The applicant agrees to set the standards of conduct to follow all City and State Laws and Municipal Code Regulations.

I Acknowledge and agree to the terms set forth above.

Chief of Police Approval

Date

Mayoral Approval

Date