

## SPECIAL EVENT APPLICATION & CHECK LIST

### \$50.00 Non Refundable Fee

(Fundraisers, Non For Profits, Charities, Festivals, Runs, Walks, etc.)

***Incomplete Applications will not be accepted.***

5490 Fifth Street  
Cottleville, Missouri 63304

Ph: 636-498-6565  
Fx: 636-498-6575  
amy.lewis@cityofcottleville.com

**PLEASE PRINT CLEARLY:**

Responsible Party Contact Name

Telephone #

Home Address

Email Address

Group/Organization Name

Approx. # of attendees

Event Date

\*Time event to BEGIN

\*Time event to END

Event Location / Address

Provide details for your event: \_\_\_\_\_

**Please check which best describes your event:**    \*Run/Walk    Parade    Festival    Fundraiser  
BBQ    Other: \_\_\_\_\_

***\*Note: Runs/Walks must use a City approved route – Attached is a recommended & approved 5K route.***

### AFTER YOUR EVENT

**Clean up the area –**

- Place all trash in appropriate receptacle(s),
- All park picnic tables are back to their original locations, and
- Fires in fire pit and/or bar-b-que stands are completely out.

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CHECK LIST: ATTACH COPIES OF THE FOLLOWING... *write N/A where request does not apply to your event.*

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- Attach a copy of your group, organization, or charity's Certificate of Liability Insurance and add the City of Cottleville as an additional insured to your policy for the event. Also required when 3<sup>rd</sup> party vendors are at your event (i.e., food trucks, bounce houses, petting zoo, additional portable restrooms, etc.). If the size of your event requires additional portable restrooms, you are responsible to provide additional portable restrooms and a deposit may be required or provide proof of paid delivery/pick up.  
*\*Provide Certificate of Liability Insurance for each vendor party.*
- If a Pavilion is needed, go to [www.cityofcottleville.com](http://www.cityofcottleville.com) and download the Pavilion Registration form found under the Forms and Permits tab. Check pavilion availability at [cityofcottleville.com](http://cityofcottleville.com), click on parks & recreation, click on pavilion calendar.
- If Street Closure is needed, go to [www.cityofcottleville.com](http://www.cityofcottleville.com) and download the Street Closure Request Form found under the Forms and Permits.
- If requesting Live Entertainment, go to [www.cityofcottleville.com](http://www.cityofcottleville.com) and download the Special Event Live Entertainment License Application form found under the Forms and Permits tab.
- If serving alcoholic beverages, the appropriate license(s) are required. Note: Cottleville, State, and St. Charles County Licenses. \*Cottleville Liquor License application is on our city website.
- Attach your event flyer / invitation.
- Remit all appropriate forms as stated above, along with the \$50.00 application fee. Check(s) payable to "City of Cottleville".
- Contact City of Cottleville Building Inspector at 636-498-6565 to schedule an inspection for large tents AND contact the Fire Department for inspection(s).
- If applicable, your organization will be charged a fee (to be determined) for police security, traffic control, trash/litter pick up, and/or street/parking lot clean up. A deposit may be required. Please note, it is your responsibility to acquire the service(s) when needed.

***Incomplete Applications will not be accepted.***

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, \_\_\_\_\_ (Applicant/Organization) agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Cottleville, Missouri, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the City of Cottleville, Missouri against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Cottleville, Missouri, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the City of Cottleville, Missouri, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with renting this pavilion and/or using city property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Today's Date

<b>CITY OF COTTLEVILLE OFFICE USE:</b>	
DATE APPLICATION RECEIVED:	CHECK NUMBER:
FEE RECEIPT NUMBER:	TOTAL AMOUNT PAID:
NOTES:	DATE APPROVED/DENIED:
APPLICATION APPROVED BY CITY CLERK:	APPLICATION APPROVED BY CITY ADMINISTRATOR: