SPECIAL EVENT PACKET

Thank you for your interest in applying to host a special event. The City of Bolivar takes great pride in its community-wide events as they foster citizen goodwill and community spirit. As you progress through the planning and organizing stages of your event, it is necessary to inform the City of your special event to ensure the safety of all attendees, ultimately creating a successful event.

This packet represents the first step in the special event process. It contains several applications and forms which are required to be completed as part of your application submission, and a few which are necessary if specific activities are planned for your event. The following provides a brief description of the packet contents:

- **Submission Process:** Please read thoroughly as this will guide you through the necessary steps your submission will take prior to approval of your special event.
- **Special Event Application:** Completion of this application is required for all submissions.
- **Hold Harmless Agreement:** Completion of this agreement is required for all submissions.
- **Notice of Occurrence/Claim Form:** Keep this form handy the day of the event in the case an accident occurs during the event. In the event of an accident, this form shall be fully completed and submitted to Bolivar City Hall immediately upon occurrence. Please note, completion and submission of this form is for the City of Bolivar’s reference only and in no way implies coverage or liability to the City.
- **Submission Checklist:** Use this checklist as a guide as you complete the necessary forms. Please also include it with your submission.
- **Sign Permit Application:** If you are planning to install any signs, completion of sign permit applications are required for each sign.
- **Business License Cover Letter:** This letter contains information regarding the business license application process.
  - **Business License Application:** If the purchase of goods will be occurring at the event, a completed business license application and supporting documents are required for each vendor.
  - **Affidavit of Exemption for Workers’ Compensation:** Completion of this document is required if the vendor applying for a business license does not have any other employees beside him/herself. Please note the signature on this document is required to be notarized.
- **Food service during event:** If you, or other vendors, are going to be serving food during your event, you are REQUIRED to make contact with the Polk County Health Department for their guidelines and regulations.

Once you have thoroughly completed the special event application in its entirety, submit it along with all supporting documents no later than **45 days prior to the event date**. Submissions may be delivered personally at Bolivar City Hall or mailed to the following address:
Incomplete or late submissions will not be processed.

City Parks may not be used for profit activities. Permission to collect monies in the parks may only be given to not-for-profit entities. Absolutely no solicitation of funds from general park users will be allowed. If you have any questions, while completing the application(s), please do not hesitate to contact my office at (417) 326-2489 and arrange to meet with me at Bolivar City Hall. We look forward to working with you to ensure your event is a success.

Respectfully,

[Signature]

Natalie Scrivner
Bolivar City Clerk
The following describes the process which your special event submission will follow:

1. Upon receipt of the completed application, the Emergency Management staff will forward copies of the documents to the applicable departments for review and approval. During this part of the process, various City departments may contact you requesting further information.

2. Upon departmental approval, the submission will be presented to the Board of Aldermen for final review and approval. The Board of Aldermen meet monthly on the 2nd and 4th Tuesday.

3. Assuming the Board of Aldermen approves the submission, a special event approval and sign permits, if applicable, will be available to pick up at Bolivar City Hall the following Monday. Business licenses, if applicable, may be available for pickup earlier in the process. Please contact the City Clerk’s office to check the status of business licenses. Please note in all cases, you are responsible for being aware of your submission status and picking up the permits and licenses when they become available.

4. If the submission is rejected at any point during the process, you will be contacted.

5. During the event, it is necessary that all permits and licenses be readily available.
### APPLICANT AND ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Sponsor Name:</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>City:</td>
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<tr>
<td>State:</td>
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<td>Zip:</td>
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<td>Daytime phone:</td>
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<td>Cell phone:</td>
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<td>Fax:</td>
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<tr>
<td>Cell phone (during event):</td>
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<td>Email:</td>
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<td>Preferred method of contact:</td>
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### EVENT INFORMATION

| Event name: |  |
| Event location: |  |
| Date & time of Set up: |  |
| Date & time of Event: |  |
| Date & time of Clean up: |  |

Anticipated number of attendees: __________

Will the event sponsor be present and in charge of the event at all times?  □ Yes  □ No
If no, please provide name of responsible party present.

| Name: |  |
| Cell phone (during event): |  |

Type of activities planned (check all that apply):

- □ Carnival
- □ Concert
- □ Festival
- □ Fireworks
- □ Parade
- □ Run/Walk
- □ Sporting Event
- □ Other (please explain)  __________

Will the following be served? (check all that apply)  □ Food  □ Alcohol

*If food is being served, a permit with the Polk County Health Center shall be obtained. Event sponsor will be responsible to monitor alcohol remains in defined event area.*
Will temporary booths be set up?  ☐ Yes  ☐ No

If yes, will goods be available for purchase?  ☐ Yes  ☐ No

*Sponsor is required to obtain a City business license for all vendors selling goods during the event.*

Will event be open to the public?  ☐ Yes  ☐ No

Will admission be charged?  ☐ Yes  ☐ No

Will donations be accepted?  ☐ Yes  ☐ No

Will electricity be required?  ☐ Yes  ☐ No

Will generators be used?  ☐ Yes  ☐ No

Will live music be performed?  ☐ Yes  ☐ No

Will a stage be set up/constructed?  ☐ Yes  ☐ No

Please list performance times ________________________________

Will banners/signs be installed?  ☐ Yes  ☐ No

ALL signs require a sign permit issued by the Community Development Department. With the approval of the Special Events Permit, the organization is entitled to 2 cost-free sign permits. The cost-free permits still require a sign application and approval by the Community Development Department. All other signs require sign application submission, approval and permit charge.

Is this an event for Charity?  ☐ Yes  ☐ No

List participating organizations/with name of contact (attach list if needed)

Organization: ___________________________  Contact ___________________________

Organization: ___________________________  Contact ___________________________

Organization: ___________________________  Contact ___________________________

Do you wish to have special weather briefings and involvement from Emergency Management & N?  ☐ YES ☐ NO

Please indicate who is planned to provide the following services:

<table>
<thead>
<tr>
<th>Service</th>
<th>City provided</th>
<th>Dedicated crew</th>
<th>Self provided</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Crowd Control</td>
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<td>EMS Services</td>
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<td>Fire Watch</td>
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<tr>
<td>Restroom Facilities</td>
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Security
Street Barricades
Traffic Control
Trash clean-up*

*The City reserves the right to charge the event sponsor for clean-up provided by the City.

In addition to the information provided above, please provide a detailed narrative description of the event. Also provide a map illustrating the locations of the activities planned and requested street barricades. (Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn into closed street.) Please use additional sheets as needed.

I hereby agree that my organization will comply with all City, County and State regulations and those that are specific to public safety.

Signature: ____________________________  Print: ____________________________  Date: ____________

Organization Name: ____________________________  Date: ____________

OFFICE USE ONLY

Date submitted: ____________________________
Date scheduled to be presented to Council: ____________________________

Emergency Management: ____________________________  Date: ________

Community Development: ____________________________  Date: ________

Building Inspector (if applicable): ____________________________  Date: ________

Fire Chief: ____________________________  Date: ________

Police Chief: ____________________________  Date: ________

Public Works Director: ____________________________  Date: ________

City Clerk: ____________________________  Date: ________

Date presented to Council: ____________________________

☐ Approved  ☐ Rejected

Initials: ____________________________
HOLD HARMLESS AGREEMENT

To the extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Bolivar, its officers, agents, volunteers and employees from and against all suits, claims, damages, losses and expenses, including by not limited to attorney’s fees, court costs or alternative dispute resolution costs arising out of, or related to, Sponsor’s use of city streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

1. Sponsor shall purchase and maintain the following insurance, at Sponsor’s expense:
   • Commercial General Liability Insurance with a minimum limit of $1,000,000 each occurrence/$2,000,000 general aggregate written on an occurrence basis
   • Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hire automobiles and other vehicles used by Sponsor with a combined single limit of $1,000,000 per accident

2. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the city.

3. Prior to using City’s facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

4. No provision of this agreement shall constitute a waiver of the City’s right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

Signature: ___________________________   Print: ___________________________

Organization Name: ___________________________   Date: __________

City of Bolivar Representative: ___________________________   Date: __________
## NOTICE OF OCCURRENCE/CLAIM FORM

### CONTACT INFORMATION

Name: 
Address: 
City: _______________________ State: ___________ Zip: ___________
Daytime phone: ___________________ Cell phone: ___________________
Email: ________________________

### INCIDENT INFORMATION

Incident date: _______________ Incident time: _______________
Incident location: ______________________________________
Please provide a detailed description of incident: ____________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

### PROPERTY DAMAGE

**Vehicle/Equipment damaged**

Year: _________ Make: ___________________ Model: ___________________
License plate number: ___________________

**Operator**

Name: ___________________________
Address: ___________________________
City: _____________________________ State: _______________ Zip: ___________
Daytime phone: ___________________ Cell phone: ___________________
Email: __________________________

**Building/Structure damaged:** ____________________________________________

**Contents damaged:** ____________________________________________
Please provide a detailed description of damage: 

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Total estimated cost of damage: 

CLAIMANTS

Name: 
Address:  
City:  State:  Zip:  
Daytime phone:  Cell phone:  
Date of birth:  SSN:  
Description of injury:  

WITNESSES

Name:  
Address:  
City:  State:  Zip:  
Daytime phone:  Cell phone:  
Email:  

Name:  
Address:  
City:  State:  Zip:  
Daytime phone:  Cell phone:  
Email:  
Additional information:  

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SUBMISSION CHECKLIST

Prior to returning the special event packet to the Emergency Management Department, please ensure all application(s) are fully completed and all necessary details have been included. Please indicate below that this submission is ready to be considered by the City of Bolivar and its Board of Aldermen by checking the following:

For all submissions, please make certain the following are included:

☐ Special Events Permit Application
  ☐ Additional sheets for event description, if necessary
  ☐ Event map

☐ Hold Harmless Agreement
  ☐ Certificates of Insurance

☐ Submission Checklist

Additionally, when necessary, the submission shall include the following:

☐ Sign Permit Application(s)

☐ Business License Application(s)
  ☐ Copy of State of Missouri Sales Tax License
  ☐ Copy of No Tax Due Statement
  ☐ Affidavit of Exemption for Workers’ Compensation