

WRIGHT CITY PARKS DEPARTMENT

POLICY FOR SPECIAL EVENTS



What types of events require a Special Events Use Permit?

A Special Event Use Permit is needed when one or more of the following criteria applies to your event or activity

- 50 or more people at any Wright City Park facility for an event
- For events in Wil Heiliger Building (IE: partys, receptions, dinners, family or individual functions)
- Live musical entertainment will be provided that can be heard more than 50 ft from the source
- A fee will be collected for attendance: (donations, admissions, concessions, or merchandise sales)
- Use of temporary structures or facilities such as tents, shade structures, stages, booths or amusement devices (bounce houses, carnival rides) etc.
- Closing of any portion of a park to the general public
- Animals on display, for show, or for rides
- Hot air balloons or any apparatus for aviation ascent or descent onto City property
- Use of any facility in a manner other than their specific recreational use

What types of events will require a certificate of insurance and what are the requirements?

- Any event that requires a Special Event Use Permit may require a certificate of insurance
- Certificate of insurance requirements are:
 - Insurance policy must be in the amount of \$4 million aggregate and \$2 million for each occurrence
 - The City of Wright City must be listed as additionally insured
 - An endorsement page must be included with the certificate
 - Additional insurance may be required for certain events as deemed necessary by the City
- The certificate must be provided no later than 30 days prior to the event

What types of agencies and/or events qualify for non-profit status?

- Non-profit agencies must be registered with the State of Missouri and provide their State Charter number on the Special Event Use Application
- Religious organizations or educational institutions not required to register with the State must provide documentation of their tax-exempt status
- Non-profit agencies partnering with a commercial/for-profit agency where the non-profit agency receives less than 75% of the funds raised will be considered under the commercial guidelines (example: Circus where sponsoring agency receives 50% of advance ticket sales and 10% of circus day ticket sales.)

How far in advance must I submit my application for a Special Event and how long will it take to be reviewed?

- Special Event Use Permits must be submitted at least 60 days in advance; however, some uses may require review by the Park Board, Board of Alderman, City Attorney and other City officials requiring additional time for processing. (Most will be reviewed within 5 working days unless further review is necessary.)

What other items will I need to hold a Special Event at a park or facility?

In addition to the Park Special Event Use Permit Application, the following items may be required depending on your event.

- Business License for sale of food or merchandise. These forms are available at City Hall. (Contact 636-745-3101)
- Event off-site signage (advertisement) is regulated by City ordinance. (Contact City Hall 636-745-3101)
- Detailed Site Map and/or Route Map – Submitted to the W. C. Parks Department at least 10 business days prior the event
- Detailed schedule of event activities – Submitted to the W. C. Parks Department at least 10 business days prior the event
- If attendance is will be 100+ and alcohol is present, event security may be required. (Wright City Police Officer at current hourly rate)