



PARADE & STREET CLOSURE EVENT APPLICATION

Application must be submitted a minimum of 20 business days prior to event. Completion of application does not guarantee approval. This application is a starting point only. Depending on the details of your event there will be additional requirements which will be determined after review of application and visiting with city staff.

Event Name: _____

Organization/Group/Affiliation Name: _____

Organization Address: _____ Phone: _____

Event Organizer /Contact Name: _____

Address: _____ Email: _____

Phone: _____ Cell Phone: _____

Secondary Contact Name: _____ Phone: _____

Address: _____ Email: _____

Date(s) of Event: _____

Set-up Time: _____ Event Start Time: _____ Event End Time: _____ Take-down Time: _____

Anticipated number of spectators/patrons: _____

Organizer: (check one) Non-profit Organization Business Other

EVENT TYPE:(check all that apply)

Parade Description of proposed parade: _____

Map of Parade Route attached.

If parade route is in front of or where businesses are affected, provide mailed notice to businesses no less than two weeks prior to the event, along with hand delivered event fliers prior to event. **Send City the mailing list used and copy of notification.**

Temporary Street Closure for Event Description of proposed event: _____

Attach map of layout of event and proposed street closures

Attach detailed list of proposed activities of event

If street closure is in front of or where businesses are affected, provide mailed notice to businesses no less than two weeks prior to the event, along with hand delivered event fliers prior to event. Send City the mailing list used and all copies. If business owners object, Council approval will be required.

Special City Assistance Requested for any event: _____

Except for vendors/businesses that sell produce which they have produced themselves, all vendors/businesses are required to obtain a City of Cameron business license before beginning operations.



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816.632.2177 816.632.1067 fax

Check all vendor types that apply:

Food Vendors If yes, please list all proposed vendors and type of food to be sold along with number of paid workers: _____

Craft Vendors If yes, please list all proposed vendors and type of merchandise to be sold along with number of paid workers: _____

Other If yes, please list all proposed vendors and type of items/activities to be sold along with number of paid workers: _____

FEES:

Application Fee: There is no application fee

Security Deposit: A \$500.00 deposit *may* be required as part of the use agreement and shall be submitted with application. If required, it shall be fully refunded at the conclusion of the agreement upon satisfactory completion of the agreement, or if requested date and/or times are not available, or if event is canceled due to weather etc. and there are no acceptable alternative dates to re-schedule the event. Deposits need to be turned in directly to the City of Cameron at City Hall.

Additional Fees Payment: Any remaining fees for costs associated with the use must be paid in full 30 Days after invoice. Event Organizer/Applicant are responsible for any remaining balances.

Cancellation Policy: If the Event Organizer/Applicant or Secondary Contact shall submit, in writing, a request for cancellation a minimum of ten (10) business days before event a full refund will be issued.

INSURANCE REQUIREMENTS:

The City of Cameron strictly adheres to the following insurance requirements for Non-for profits / Businesses / Organizations. These insurance requirements shall not be waived for any reason. The certificate of insurance shall reflect the following:

- ✓ Must provide proof of **general liability insurance** with a combined single limit of not less than **\$1,000,000 per occurrence**. In those cases when a general liability policy has an annual aggregate limit, the **aggregate limit** should not be less than 2 times per occurrence limit, or **\$2,000,000**.
- ✓ Provide a Certificate of Insurance naming the **City of Cameron as an additional insured** along with the appropriate **additional insured endorsement** and be provided 10 days in advance of a schedule event.
- ✓ All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- ✓ If higher limits are being maintained than the minimums required, the City of Cameron requires and shall be entitled to coverage for the higher limits being maintained.
- ✓ Insurance required by this reservation form and supported by the additional insured endorsement shall be as broad as necessary to support the hold harmless requirement in the form or as broad as the indemnitor's insurance coverage, whichever is broader.
- ✓ If the Licensee receives a non-renewal, cancellation notice, or change in coverage form from an insurance company affording coverage required herein this section, licensee shall notify the city in writing prior to the special event.
- ✓ If the event involves physical activity and a participant fee (such as 5k fun run), the **Licensee must include and protect the City of Cameron in its hold harmless wording on their participant waivers**.



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- ✓ If the event involves the following activities the City of Cameron may require those vendors to meet the above insurance requirements: tractors, lawn mowers, bicycles, martial arts, boxing, kickboxing, ultimate fighting, or any other type of fighting competition, climbing walls, zip line, or events intended for climbing, descending, or rappelling over ten feet, carnivals, firework shows or displays (list is not exhaustive and may be amended as needed) .
- ✓ If the event involves the following activities the City of Cameron may require additional insurance limits and/or requirements: motorcycles, dirt bikes, go-carts, scooters, all-terrain cycles or vehicles, poker runs, demolition derbies, stunt driving, speed contents, firearms competitions, bounce houses, and inflatable balls.
- ✓ If the event involves **alcohol** being served, the Licensee agrees to maintain Liquor Legal Liability insurance at a minimum of liability not less than 1,000,000 per occurrence. This coverage requirement may be satisfied by way of endorsement to the Licensee CGL coverage; however, host Liquor Liability coverage shall not satisfy this requirement. The Licensee Liquor Liability insurance shall endorse the City of Cameron as an additional insured, whether written on as a separate policy or as an endorsement to the Licensee CGL insurance
- ✓ No provision of this special event contract shall constitute a waiver of the City of Cameron’s right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

HOLD HARMLESS:

The user(s) hereby agree to abide by the City of Cameron rules and regulations. Additionally, the user(s) to the fullest extent permitted by law, agrees to indemnify, defend and hold harmless the City of Cameron, its officers, agents, volunteers, employees, invitees, and lessees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys’ fees, court cost, or alternative dispute resolution cost arising out of, or related to being allowed to conduct business at this event and the use of City’s facilities, building, equipment or infrastructure 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 the user(s), its officers, agents and volunteers, or anyone directly or indirectly employed or hired by the user(s) to or anyone for whose acts the user(s) may be liable.

Signature: _____

Date: _____

BASIC RULES:

The following is a guideline of general rules and is in no way a complete list of all applicable rules. Additional rules and restrictions may apply depending on each individual event and will be determined after visiting with staff about the proposed specifics of your event.

EVENT ORGANIZER AND/OR APPLICANT ARE RESPONSIBLE FOR ENFORCING THESE RULES.

- Event Organizer/Applicant is responsible for any damages or other incidentals.



- Maintenance, security, medical or any other staff for events are not provided by the City. Event Organizer/Applicant may be required to have above staff and an emergency medical and safety plan in place.
- Permits are nontransferable.
- Upon conclusion of the event, Event Organizer/Applicant is responsible for picking up all litter items from around the event and parking areas. This must be done at the conclusion of each day's use, or it will be picked up by city crews the following morning and the applicant will be subject to forfeiture of the security deposit.
- Event Organizer/Applicant are also responsible for making sure the trash receptacles are empty or same condition as before the event began. Large events, over 500 total people, may require trash hauled off-site or to have a dumpster provided by the Event Organizer/Applicant.
- Fires are allowed in approved grills and containers only. Backyard propane and charcoal grills must be placed at least 20 feet away from all structures. These are permitted on hard surface areas only. Turkey fryers and deep fat fryers are not permitted.
- If thunder is heard or lightning is seen, a mandatory delay of 30 minutes will be enforced and all participants and guests must leave the event area and seek shelter. Updates will be communicated to the City by the Event Organizer/Applicant.
- Vending of food or other items is not permitted without prior approval.
- No admission, parking or other fees are permitted unless prior approval granted by the City.
- A copy of a list of all vendors, hired companies, suppliers, etc, shall be submitted to the City no less than three (3) business days prior to event start date and time.
- The City reserves the right to cancel a rental event in whole or in part, at any time, for any reason. Such reasons could include, but are not limited to; inclement weather, damage which may cause hazardous safety considerations for the public or lack of documentation/information by Event Organizer/Applicant. Depending upon circumstances, a portion of the deposit may be returned to the Event Organizer/Applicant.
- Large events, over 500 total people, will **require additional port-a-pot restrooms** brought in by event. Minimum 1 additional restroom per 500 people over 500, and 1 additional hand washing station per 1,000 total people over 500.
- Some events will be required to post and maintain City provided warning notice signs in clearly visible locations at major entrances to the event and throughout the event location as determined by the City.
- No permanent pavement markings are allowed. Use spray chalk or tape for event markings.
- Be sure to check local codes for temporary structures, tents, electric, etc. prior to the event. Additional permits may be required

ADDITIONAL RULES/REQUIREMENTS:

- If request involves any portion of Highway 69, otherwise known as Walnut Street, approval must be obtained from the Missouri Department of Transportation.
- If request involves any portion of a City Park, a Park Special Event Use Application and approval must be obtained from the Parks Department.
- **BY CITY ORDINANCE, ALCOHOL IS PROHIBITED AT ALL PUBLIC AREAS.** If request involves alcohol, a **Liquor License Application and approval must be obtained from the City Council.** For potential alcohol use, contact the City Clerk's Office. (We recommend liquor application to City Clerk at least 100 days prior to event)
- For profit events can be permitted under certain conditional uses and approval of City Council.
- For those special events requiring barricades, we have listed the following classifications:



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**Events held on streets adjacent to McCorkle Park, Walnut/U.S. 69 or major collector or arterial streets:
(These are usually streets marked as emergency snow routes)**

These events will need to have a submitted and approved traffic control plan and barricades supplied by a company that provides appropriate MUTCD traffic control equipment (barricades, cones, signs, etc.) Some companies will even provide complete set up if desired by the event organizer. The traffic control company used by the event organizer must use standard accepted MUTCD practices for traffic control devices.

(Exception: events managed by the city will most often use City-owned barricades for set-up where applicable)

**Events held on residential streets:
(These are streets that are NOT listed above)**

Event organizers for these types of events, such as neighborhood block parties, etc. can obtain barricades from the water treatment plant at any time. However, daytime pickup is preferred. If the barricades are picked up in the evening, it is advisable to call the water plant operator ahead of time so they will be aware that you are coming to pick up the barricades. A deposit is required. The event organizer will be responsible for acquiring, loading, setting up and returning the barricades to the water treatment plant. They should be picked up no earlier than 24 hours prior to the event and barricades are due back to the water treatment plant within 24 hours after the event.

I, the undersigned, hereby certify that I will be personally responsible for any damage and have read the rules and regulations governing the use of the City of Cameron’s parks and fully agree to all terms and conditions. The information provided on and accompanying this application request form is correct and true and I further understand that any falsification of information requested on or accompanying this form will be cause for denial of the request or evocation of park use.

Signature: _____ **Date:** _____

Name (please print clearly): _____

Submit completed application and additional documents/deposit as may be applicable:
twymes@cameronmo.com -or- City of Cameron, 205 N Main, Cameron, MO 64429

For additional information on the facilities visit the City of Cameron website, or contact the Community Development Director at City Hall (816)-632-2177. The Event Organizer/Applicant listed on this application will be notified if additional information is needed to process this request.

<p><i>(Office Use)</i></p> <p>REQUIRED DOCUMENTATION PRIOR TO EVENT:</p> <p>Date Received _____</p> <p>_____ Certificate of Insurance</p> <p>_____ Additional Insured Endorsement listing the City as additionally insured</p> <p>_____ Events with Alcohol: Certificate of Insurance must include liquor liability coverage</p> <p>_____ Parade Route Map</p> <p>_____ Downtown Business Owners’ Approval of Street Closure OR City Council Approval</p> <p>Approved/Denied by: City Manager _____ Director Public Safety _____</p> <p>City Clerk _____ Director Public Works _____</p> <p>Date Approved by City Council: _____</p>
