



VALLEY PARK SPECIAL EVENTS PERMITS

When applying for a Special Events Permit the following must be submitted with you application:

- ☐ 1. **SITE PLAN:** Showing the location of ALL exist Structures, activity area, paths for emergency vehicles, temporary fencing/barricades and a letter from the property owner.
- ☐ 2. **PARKING PLAN:** Showing ALL parking areas to be used, size of areas, number of vehicles the areas will hold, any temporary fencing/barricades and a letter from property owners of the property to be used.
- ☐ 3. **USE OF CITY OF VALLEY PARK PROPERTY:** When using property of the City of Valley Park you must fill out and submit the Special Events Permit with all the above information along with.
 - ☐ • **CERTIFICATE OF INSURANCE:** Organizations must obtain public liability insurance naming the City of Valley Park as additional insured, in the amount of not less than \$100,000 per person, \$1,000,000 per occurrence for bodily injury or property damage and name the City of Valley Park as additional insured.
 - ☐ • **CETERFICATE OF HEALTH:** Venders serving food will need a permit from St. Louis County Department of Health and attach a copy to your Events Permit.
 - ☐ • **FEES:** Fees may be applied for rental of park grounds. ALL fees must be paid along with your permit.

Completed application, attachments and permit fee need to be turned in 30 days before event to:

City of Valley Park

55 Crescent Avenue

Valley Park, Mo. 63088

NSchauf@valleyparkmo.org

Questions regarding the Special Use Permit, Please call 636-225-5171

CITY OF VALLEY PARK

APPLICATION FOR SPECIAL EVENT

EVENT NAME: _____ DATE OF APPLICATION: _____

APPLICANT NAME: _____ PHONE: _____

CONTACT PERSON: _____ PHONE: _____

E-MAIL: _____

TYPE OF EVENT: (list all activities, food type, beverages served, music, etc;) _____

LOCATION OF EVENT: _____

REQUESTED DATES OF EVENT & HOURS OF OPERATION: _____



FOR OFFICE USE ONLY

DATE RECEIVED: _____ RECEIVED BY: _____

POLICE DEPARTMENT COMMENTS: _____

BUILDING COMMISSIONER COMENTS: _____

PUBLIC WORKS DEPARTMENT COMMENTS: _____

PARKS DEPARTMENT COMMENTS: _____

APPROVED BY THE BOARSD OF ALDERMAN ON: _____

6/2023