

**CITY OF TOWN AND COUNTRY**  
1011 Municipal Center Drive  
Town and Country, MO 63131-1101  
(314) 587-2820 FAX 587-2821



**APPLICATION FOR SPECIAL EVENT LICENSE**

Complete this checklist and application in full and submit to the Planning & Public Works Department at least 14 business days prior to the event. Failure to submit your completed checklist, application and associated documents at least 14 business days prior to the event will result in a delay to the approval process.

**CHECKLIST**

- Special Event Application completed and signed with application fee of \$200 per day or \$1 per day (for charitable or religious purposes)
- Site Plan of event (clearly indicating event boundaries, parking, seating, tents, rides portable restrooms, fencing etc.)
- Authorization letter from property owner/landlord for use of property
- St. Louis County Department of Public Works to obtain county required permits if applicable (such as electrical inspections for booths, rides, lights/sound systems, etc.), attach approved permit
- St. Louis County Health Permit must be obtained if food or beverages are being dispensed, attach approved permit if applicable
- Town & Country Temporary Liquor License if alcohol is being sold, contact the Finance Department 314-587-2808 for more information
- Contact the Town & Country Police Department, 314-432-4696, for any walk/run, parade or bicycle ride, or event where security is needed; additional fees may be due if applicable
- Proposed Route Map will be required if the event includes a run/walk, parade or bicycle ride
- St. Louis County and/or Missouri Department of Highways and Traffic Authorization for events taking place on county or state roads
- Copy of Insurance Policy naming City of Town & Country as additional insured if the event is on a public street or on City property
- Town & Country Pyrotechnics Display Permit for events with a fireworks display, contact the Fire Marshal 314-587-2839 for more information

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Permit # \_\_\_\_\_  
Date \_\_\_\_\_



1. Applicant Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Applicant/Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Description of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact During Event: \_\_\_\_\_ Phone: \_\_\_\_\_

If for a Charitable or Religious Purpose, Name and Address of Organization Receiving Proceeds:

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

3. Will alcoholic beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete an application for temporary liquor license

4. Will traffic need to be diverted during this event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

5. Will any temporary structures be construction (i.e. tent, stage)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following documents: site plan showing the location of the structures, egress access, seating capacity, location and type of heating/cooling facilities as well as electrical facilities; construction documents/specifications; type of anchorage to be used; certificate of fire retardant fabric (note: all tents or canopies shall comply with the 2015 IFC, Chapter 31)

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6. Will this event generate the need for additional security? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please contact the Town & Country Police Department, 314-432-4696

7. Will this event include the use of loud speakers or live music? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, the regulations of Section 210.750 of the Municipal Code shall be adhered to as follows:

**210.750 NOISE REGULATIONS AND CONTROL**

G (4). In no case shall the band or orchestra play outdoors or the loudspeaker operate outdoors during the following hours:

On Sundays through Thursdays: from 10:00 P.M. until 7:30 A.M. the following morning

On Fridays and Saturdays: from 11:59 P.M. until 7:30 A.M. the following morning

**I UNDERSTAND THAT:**

1. INSPECTIONS FROM ST. LOUIS COUNTY FOR TEMPORAR ELECTRICAL HOOKUPS AND CARNIVAL RIDES WILL BE REQUIRED.
2. INSPECTIONS FROM ST. LOUIS COUNTY HEALTH DEPARTMENT WILL BE REQUIRED FOR FOOD SERVICE.
3. THE CITY OF TOWN AND COUNTRY HAS THE AUTHORITY TO CAUSE THE CESSATION OF ANY EVENT THAT IS CAUSING INJURY TO PERSONS OR PROPERTY, PROVOKING DISORDERLY CONDUCT, CREATING A DISTURBANCE, OR OTHERWISE VIOLATING ANY STATE STATUTE OR ORDINANCE.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Administrative Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Police Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Received By: \_\_\_\_\_ Amount Paid: \_\_\_\_\_