



APPLICATION FOR SPECIAL EVENT PERMIT

City Hall
1415 Chambers Rd.
314.521.4339
Fax: 314.521.4699

Police Dept.
1415 Chambers Rd.
314.521.4339
Fax: 314.521.4699

Municipal Court
1415 Chambers Rd.
314.521.4339
Fax: 314.521.4699

Recreation Center
10266 W. Florissant Ave.
314.869.8686
Fax: 314.869.3728

Organization Name
Person of Contact
Address
City, State, & Zip
Business Phone Cell
Proposed date/time of event
Event Location
Please provide the purpose/or detailed description of the event

The following items must accompany this application before Board presentation:

- 1. A copy of the not-for-profit documentation, if applicable.
2. Written permission from the business owner and/or property owner.
3. A Certificate of Liability Insurance with a minimum coverage amount of one million dollars (\$1,000,000) that names the City of Dellwood, the business owner, and the property owner as an "additional insured".
4. If food will be served, a special event permit is needed from the Health Department for St. Louis County.
5. Fee for this permit application is fifty-dollars (\$50.00) payable upon submission of this application.

"Special Event" applications must be submitted at least forty-five days (45) days prior to the event.

NOTE: Any temporary signs related to this event must approved by the Board.
A separate sign permit application must be completed and submitted.

Signature of Applicant Date

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Board Approved Denied Date of verdict Permit #:

Reason for the denial

Conditions, if applicable

St. Louis County Approved: ( ) Yes ( ) No ( ) Not applicable