



SPECIAL EVENT PERMIT

Date of Application _____ Proposed Date of Event _____
Application Made By _____ Phone Number _____
Address _____
Type of Event _____
Location or Route _____

Time (s) of Event _____ Special Equipment Needed _____

Approved by:

Office of the Mayor, Sedalia, MO

Date

Sedalia Police Department

Date

All forms should be filled out as completely as possible and are subject to the following rules:

1. **All parades and 5-K Runs shall be registered with the Sedalia Police Department for at least two (2) weeks in advanced.** All other events are required to register at least three (3) business days in advance.
2. All requests for a special event shall describe the event as completely as possible and state the proposed route if the event requires the usage of City streets.
3. Any group or organization holding an event shall appoint a responsible person to take charge. It will be their duty to ensure that all participants/volunteers are properly instructed as to the provisions of these regulations and that no person violates the ordinances of the City of Sedalia unless permission has been granted.
4. A special event permit will not be issued if the nature of the event might tend to be dangerous or harmful to the public health, safety, and welfare of the residents of the City.
5. It will be the applicant or take charge person's responsibility to ensure all equipment received is handled with the upmost care. The applicant will be responsible for the placements of barricades and such as well as to return them to their place of origin.
6. For parades and 5-Ks, the normal hours for the event shall be between 8:00 a.m. and 4:00 p.m. Mondays through Fridays inclusively, and between 8:00 a.m. and 11:00 a.m. on Saturdays.

I hereby certify that I have read the rules pertaining to special events as listed above and agree to abide by these rules as a condition of my application for this event.

Person Making Application

Date