

Community Event/Street Closure Form

Examples of permitted events include: Farmers markets, parade, street fairs, local fashion shows, car shows, and community BBQs.

Basic Criteria:

- Events must be open to the public for any access at all times. The City of St. Clair does not approve permission for private events in the public right of way restricting public access for pedestrians who wish to walk through the closed area.
- For-profit businesses **must have** a non-profit affiliated with the event in order to be eligible for a permit.
- Events are non-political and non-commercial and must provide a civic benefit to the community.

The street closure approval is issued to restrict motor vehicle access only. A pedestrian route must remain open at all times for pedestrians that wish to travel through the closed street area.

\$50.00 application fee is non-refundable & documents that aren't provided to the City will result in an additional fee of \$25 per document missing 3 weeks prior to the event with no refund if street closure is not approved. Applicants submitting documents within 3 weeks of an event date will also be required to pay a \$150.00 application fee that is non-refundable **plus** any document deadline penalties as shown in the diagram!

The City **will not** place items out, it will be up to the event to setup and take down. If the street is barricaded prior to the approved time or after the time in which the roadway is to be open, there will be an additional fee charged to the event staff for not adhering to the guidelines of their contract. Any vehicles, companies, persons, etc. blocking roadways must be given permission to do so by the City of St. Clair or they will be subject to violation of Impeding the flow of traffic and fined through the St. Clair Municipal Division Court.

IMPORTANT INFORMATION TO HELP GUIDE YOU IN THE COMMUNITY EVENT/STREET CLOSURE PROCESS

Talk to residents and businesses that could potentially be affected to ensure that it will not affect the businesses or residents should they have an event on same day. Check community calendars to ensure that you are not overlapping another event in town. Make sure to speak with law enforcement, fire, and EMS regarding the event to ensure that you have the proper & effective safety plan in place.

“Communicate unto the other person that which you would want him to communicate unto you if your positions were reversed.” **Aaron Goldman**

6-8 weeks prior to event:

Complete event form and submit to City Hall with the \$50 administration fee. Make sure you include traffic control plan, site/event plan, emergency plan approved by Chief of Police, non-profit status, if business your proof of license & if you will be requiring anything from the City of St. Clair for the event. Please note street closures blocking access to city parking lots must pay the \$50 per parking lot fee for the closure of them, otherwise you will have to provide access to the city parking lot. If the event form is complete, you will be provided with a meeting date that it will go before the Board of Aldermen.

Construct a letter to distribute to residents & businesses that will be affected by the event with the meeting date and time for them to attend the meeting regarding the event. You can distribute the letter by mailing it, placing in their doors, putting in newspaper, or providing it to them in person. I would strongly encourage you to also place it on social media as well. An example is provided & attached to form.

Please note that the City of St. Clair or Board of Aldermen could potentially do spot checks to ensure that the letters have been distributed to businesses or residents. Finding out that this was not done could be reason to deny the event at the meeting or table it until pending proper notification being made. It is also grounds for the Board of Aldermen to re-visit a previously approved closure and rescind the approval.

3 weeks prior to event:

Required insurance documents, required licenses, & any other documents required by the City of St. Clair or Board of Alderman must be submitted. Any invoice for City Services is required to be paid in full at this time.

- **Documents needed that are turned in 7 days before the event or less will incur additional fees.**

APPLICATIONS SUBMITTED WITHIN 3 WEEKS OF EVENT ARE SUBJECT TO A \$100.00 PENALTY ON TOP OF THE \$50 APPLICATION FEE & RISK BEING DENIED BY BOARD!

Community Event Street Closure Request Form

Name of event:		
Event date(s):	Are you wanting this to be an annual event? Yes No	
Purpose of the event:		
Street Closure Times	Set up starts:	Event ends:
	Event starts:	Street cleared and opened:
Website/Social Media for this event:		
<p>All events are required to have a non-profit beneficiary. Unless the applicant represents a non-profit, please provide proof of affiliation by submitting a letter from the non-profit, establishing their connection to your event.</p> <p>1. Name of beneficiary</p> <p>2. How will they benefit from this event? (% of event profits, donations, etc.)</p>		
Name of organization applying for permission:		
Address:		
Name of contact person:		
Phone #1:		
Phone #2:	Email:	
<p style="color: red;">Estimated revenues from event: _____ (does not apply to new events)</p> <p style="color: red;">Estimated expenditures of event: _____ (does not apply to new events)</p>		
Location of Closure (Ex: Main Street from E. Springfield to Kitchell Ave.):		
<p>What part of the right of way do you propose to close?</p> <p>Be sure to include sidewalk, parking space, parking lot(s), traffic lanes, or entire street curb to curb and side of street if applicable.</p>		
What is your association with this street? Ex: is your business on this block?		

ATTENDANCE

Number of expected attendants Per day:	Over duration of event:
Is this a neighborhood local event, or a city-wide regional event?	<input type="checkbox"/> Local <input type="checkbox"/> Regional

STREET CLOSURE APPLICATION

Who is the event being advertised to? Ads must include the **non-profit affiliate** and assurance that **the event is free and open to the public**.

City of St. Clair street closure approval DOES NOT allow event organizers to charge the public to enter the street space. Please acknowledge this event is not selling tickets or charging to enter the street space.

Yes, I understand that I cannot charge anyone a fee to enter the street area for this event and I will submit advertising material that verifies that I meet this requirement.

ALCOHOL

Do you plan to have alcohol served or consumed on the street? Yes No

If Yes, please see below:

Events with alcohol must meet all of the Missouri Liquor Control licenses and permits to serve alcohol at the event.

Yes, I agree Does not apply

ALCOHOL PERMIT AGREEMENT

I am submitting an application for a street closure and, for the purposes of this event only, have applied for approval to sell and/or consume alcohol in the closed street area as part of the event. I understand that I am responsible for obtaining permits and licenses as required by Local, State, & Federal laws by making direct contact with all agencies in order to complete & obtain necessary licenses before event. I understand the application process requires additional reviews, fees, and approvals from multiple jurisdictions and that my application for alcohol in the right of way may be denied.

SAFETY

Will items or services be sold at your event? If so, please describe:

Will the event have amplified sound?

Yes
 No

Will your event have a fence or other material in the street to contain/define the event space?

Be sure to indicate the location of entrances and exits on the street in your site plan.

Yes
 No

Do you plan to set up stages, tents, or other temporary structures in the street closed area? Include these on the event site plan. **Large tents must be inspected by Building Inspector prior to the event.**

Yes
 No

Emergency Personnel requires a 11-foot emergency lane on all streets that are closed for an event. The emergency lane(s) must be free from obstructions at all times.

I acknowledge that this event will maintain 11-foot emergency lane(s) on all streets, at all times.

3 feet diameter clearances are required around all fire hydrants and fire department connections on all buildings. Please ensure that your site plan includes this requirement.

Community Event Street Closure Request Form

Will you provide portable restrooms? Please describe where and what restrooms will be provided.

- Yes
 No

The City of St. Clair recommends one portable restroom for every 125 persons in attendance. At least 10% must be ADA (Americans with Disabilities Act) compliant.

NOTES AND ADDITIONAL INFORMATION

List any additional and relevant information about your event:

SITE/EVENT PLAN

Submit a site-specific street plan, drawn to scale, that includes all items to be placed in the right of way.

Rules & Regulations for street closure event site plan:

Eleven (11) foot emergency lane must be maintained at all times for emergency vehicles when a street is closed. This lane must be identified on the site plan and be clear of all immobile barriers.

Three (3) foot diameter clearance around all fire hydrants and Fire Department Connections (FDCs) on buildings (standpipe & sprinkler connections).

All fire hydrants and FDCs must be accessible via the adjacent right of way and cannot be blocked by event fencing.

Fenced outdoor events with occupant load exceeding 49 people requires a permit from the Fire Marshall's Office.

One of the two sidewalks along a proposed street closure may be incorporated into your event space. One sidewalk must remain clear and open to allow pedestrians to walk through the block who do not wish to participate in the event. This must be wheelchair accessible.

Identify all of the following on the event site plan:

- 11-foot emergency lane clear of all objects (this space can be occupied by attendants only).
- Any fencing that blocks the emergency lane must be removable within 30 seconds or less. Please specify how you will meet this requirement if applicable.
- Location and dimensions of items to be placed on the street: outside tents, booths, tables, chairs, stages, and fire clearances etc.
- Label street names, private property lines, sidewalk and curb lines. See Google Earth for street layout maps to use as a base map.
- Open sidewalk on one side of the street to allow pedestrians to walk through the block who do not wish to participate in the event. You may incorporate a sidewalk on one side of the street in the event space.
- Fences or other material that define/contain the event space (required for events with alcohol).
- Entrances and exits.
- If alcohol is served, the location of the ID and alcohol monitors on the street.
- Fire hydrants and all Fire Department Connections (FDCs) with 3-foot clearance identified.
- Identify boundaries areas where alcohol will be in the right of way and where ID checkers and security will be located.

SECURITY AND ACCESS

You are applying for permission for temporary use of the public space, but you are required to allow for the public to have access through the space at all times.

How will security be provided?

Have you discussed plan with Chief of Police? Yes No

Was it approved by the Chief? Yes No

EVENT NOTIFICATION

You are required to give notification of the upcoming event to the area where the event is being held. Notification should be made as follows:

1. Contact adjacent properties along the closed street. City of St. Clair and/or Board of Alderman will spot check to ensure these were submitted.
2. This will be completed & provided to residents and/or businesses affected by the event with the date that you are provided for the request to go before the Board of Aldermen. A representative must be at the meeting as well to answer any questions relating to the event by citizens or the board.

Example Letter

Dear Resident/Business Owner:

This letter is to notify you that our organization has submitted a street closure event application for approval by the St. Clair Board of Aldermen. Since you may potentially be affected, we wanted to notify you of what we are seeking regarding the street closure. The date we have choose to hold the event is _____ (rain date _____) from _____ to _____. The area requested for closure is the area of _____. This request is to hold a _____ event with various vendors. This event will be open to the public.

The Board of Aldermen will discuss the approval of our application at the _____ meeting located at **St. Clair City Hall**, during the normal Board of Aldermen meeting that begins at **7:00 P.M.**

If you have concerns regarding the approval it will need to be presented to the Board of Aldermen during the meeting at the above date and time.

If you have questions or need more information prior to the Board of Aldermen meeting please feel free to contact, _____. We look forward to holding this event for the community & bringing something for the community to enjoy.

Kind Regards,
Organization: _____

Community Event Street Closure Request Form

Acknowledgement of those provided with notification:

Notification provided to:	Address	Notification done by:	Date Notified:	Unable to contact	Letter left via (mailbox, counter, in person, mail, etc)

***Must provide completed acknowledgement of notifications.
7 days prior to scheduled Board Meeting.***

STREET CLOSURE APPLICATION

1. A Standard Certificate of Liability Insurance: The insurance certificate is intended to protect the public from any liability that may incur as a result of granting the requested permission. Certificate shall contain the following:
 - City of St. Clair named as the Certificate Holder with following address:
 - #1 Paul Parks Dr.
 - St. Clair, MO 63077
 - Minimum Coverage Requirements for Liability Insurance:
 - Per Occurrence coverage not less than \$1,000,000 (one million dollars) per occurrence.
 - General Aggregate coverage not less than \$3,000,000 (three million dollars).
 - Notification of Cancellation:
 - The City of St. Clair requires 30 (thirty) days written notice from the insurance company prior to cancellation of the policy.
 - In the “DESCRIPTION OF OPERATIONS...” section of the certificate:
 - Indicate the type of permission requested (Street/Lane/Sidewalk Closure, Street Opening, Sewer Connection, Banner, Sidewalk Café, Vending Cart, Community Event, Block Party).
 - If the insured seeks a permit for location/locations that are different than the Insured’s address on the certificate, the location(s) must be listed.
 - If the insured continuously seeks permission for varying locations and dates, you may indicate “All Operations”. Do not list each permitted location/date. If you do, a new certificate and endorsement will be required for each.
 - Include the following language: “The City of St. Clair is an additional insured per attached [*insert name of endorsement*] endorsement”. (Must be attached to form)

Please mail to the Certificate Holder Address above.

Must also execute a hold harmless agreement with the City of St. Clair.

Individual City Service Rates. The following individual services rates apply to city services requested by an individual user or event organizer.

1 City Staff Official	\$40.00 per hour (minimum 4 hrs.)*
1 Park Staff	\$40.00 per hour (minimum 4 hrs.)*
1 Public Work Staff	\$50.00 per hour (minimum 4 hrs.)*
1 Police Officer	\$75.00 per hour (minimum 4 hrs.)*
Trash Barrels	6 Barrels at \$20.00 per event (additional barrels at \$3.50)
Electricity/Spider Boxes (City)	\$50.00 per event
Barricades/Cones	4 Barricades & 25 cones @ \$50.00 per event (additional cones \$.50 each)

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City Parking Lot Closure	\$50.00 per event per parking lot
No Parking Paper Signs	\$0.25 per sign

*Items with * are not always optional for event, if it is deemed necessary to have there at the event being held, the cost will be required to be accessed to the event and not the City of St. Clair. **Please note you can request to the board & submit in writing with your Event Request to not have to pay for City Services requested. Please include the reason regarding your request to waive the fees, as the board has the right to waive/decrease fee amounts.**

Phone information for additional items that may be needed or if you wish to get items from someone other than the City of St. Clair (please note we are in no way affiliated with the below and you can utilize any company you so choose, but this is a listing of companies that have been utilized by others in the past):

Traffic Control Company	636-225-7800	Barricades/cones/signs/etc.
Septic Services	636-583-5564	Port-A-Potty & Washing Stations
Waste Connections	573-678-2492	Trash Dumpsters & Recycling
MODOT Transportation	314-565-5285	Local Area Engineer-Permitting Traffic Control
Threat Assessment Consultants	636-234-5560	Local Security Company has off duty officers

Possible contacts to assist with promoting your event (please note we are in no way affiliated with the below and you can utilize any company you so choose, but this is a listing of companies that have been utilized by others in the past):

KFAV (Radio Station)	636-388-1590	
KLPW (Radio Station)	636-583-5155	
KTUI (Radio Station)	573-468-5101	
MISSOURIAN	636-239-7701 1-88-239-7701	Local Newspaper
St. Clair Chamber of Commerce	636-629-1889	

EMERGENCY/SECURITY PLAN

Event Name: _____ Date: _____

Location: _____

Must be approved & received with application before going to the board of aldermen.

EMERGENCY CONTACTS:

Event Manager* _____

Alternate Contact _____

Security information _____

Security Plan Approved _____

Beer Garden Must be inspected by
Building Inspector if tent. _____

Site Plan Approved _____

Cost for Officers _____

Payment received _____

Police Department Plan of action:

Signature of Police Chief: _____ Date: _____
Signature of Event Manager: _____ Date: _____

All site plans must be attached & any additions or changes must be submitted prior to the event & authorized by the Chief of Police. Some changes or additions may require additional board approval, as well.