

SPECIAL USE / CONDITION APPLICATION / PERMIT



425 NE Mock Avenue, Blue Springs, MO 64014
1-816-228-0137 / 1-816-622-4345 (FAX)

This Special Use/Condition Application/Permit is issued in accordance with, but not limited to, the ordinances & policies described in this document as established by the City of Blue Springs. This Special Use/Condition Application/Permit form must be signed and received before the review process will be started or approval issued. Paid fees and /or deposits may be required before a request is approved. **SUBMISSION OF A REQUEST DOES NOT CONSTITUTE APPROVAL BY THE CITY.** Special Use/Condition Application/Permits must be submitted to the City a minimum of fourteen (14) calendar days prior to use date. Applications submitted less than fourteen (14) calendar days may not be processed.

(OFFICE USE ONLY): Date Application Submitted _____, Accepted By: _____

PRINT OR TYPE ALL INFORMATION BELOW:

Permit Requested By: _____ Title: _____

Organization: _____ President/Chairperson _____

Address: _____ City: _____ Zip Code: _____

Home Phone # _____ Work/Cell Phone # _____ Fax # _____

Are you / your organization? Non-profit _____ For profit _____ Private individual _____

Facility/park site involved in request: _____

Date(s) requested: _____ Day(s) of Week _____ Time(s) _____ to _____

Description of Request: _____

Estimated attendance _____, Average age: _____, % of attendees expected from Blue Springs _____%

Is this event/function: Private _____ Open to the Public _____. If open to the public, how will your attendees be invited? Private Invitation _____ Publicly Advertised _____ Both _____

If advertised, what area? Blue Springs _____ Eastern Jackson Co. _____ K.C. Metro _____ Larger area _____

Will there be a fee or admission charge? Yes _____ No _____. If Yes, how much? \$ _____

If yes, what will proceeds be used for? _____

Will amplified sound be used? (8:00 a.m. to 10:00 p.m. only) Yes _____ No _____

If Yes, describe (Please review the policy #3 described in this document.): _____

Do you plan to serve alcohol of any kind? Yes _____ No _____

Will you be contracting with another source for this event? Yes _____ No _____. If yes, who and for what?

Do you plan to provide a water-oriented activity (dunking tank, water slide, etc.)? Yes _____ No _____
If Yes, describe the water oriented activity. (Please review the policy #14 described in this document.)

Submitted by Signature: _____ Date: _____

(FOR OFFICE USE ONLY)

Approved _____ Disapproved _____, Date: _____ By: _____

Total Payment Required: \$ _____ Is a Certificate of Insurance Required: _____ Yes _____ No

If Yes, for Purpose of _____

Payment Method: _____ Cash _____ Check (# _____) Credit Card: Visa _____ MasterCard _____, Discover _____

Are additional portable restrooms required? Yes _____ No _____. # of Restrooms Required _____,

Location(s): _____

Sound System Approved? Yes _____ No _____ During the hours of _____ to _____

Uniformed Police Required? Yes _____ No _____, How Many _____, Hourly rate of \$ _____ ea

Special set up or clean up requirements: _____

Remarks or Comments: _____

City of Blue Springs Ordinances
and Blue Springs Parks & Recreation Department Policies

The below Ordinances and/or Department Policies must be followed. If the holder of the permit violates any Ordinance or Policy, the permit may be revoked at that time and the activity or function be shut down and the group or organization removed from the facility. If this occurs there will be no refund of any fee or deposit and you may be arrested and charged for the violation of City Ordinances.

1. Violation of any City, County or State Liquor Law or Ordinance.
2. Vandalism, damage or destruction of any plant, structure, facility or portion of any plant, structure or facility.
3. Noise levels above what is considered as reasonable for the site and event based on the permitted activity. All amplified or electronically produced sound shall be kept at the level that can be contained within the boundary of the park and/or that would not disturb residences or businesses adjacent to or near the park. The hours of permitted amplified or electronically produced sound are stated on the permit, and may only be approved from 8:00 a.m. until 10:00 p.m. Amplified or electronically produced sound includes all radios, bullhorns, microphone/speakers systems, amplifiers, (live band's or D.J.'s) etc.
4. Permitted users are expected to clean up all litter and debris that they generate and place in trash barrels provided by the City. Violators can be prosecuted for littering. Large groups should request additional barrels.
5. Permitted user shall abide by the hours of use stated on the permit and shall use the facility for only the function stated on the permit. Violation may result in function being shut down and function being removed from facility.
6. It is illegal to discharge firearms, or archery equipment within the Park system at any time. Fireworks may only be discharged or shot within the hours and days as established by the City. It is the responsibility of those shooting the fireworks to pick up all debris and place it in the trash barrels.
7. The use of special attractions, such as; petting zoos, pony rides, moon walks, dunking tanks, inflatable attractions all require a permit before they can be set up and used in the Park system. A copy of an insurance certificate from the provider of the attraction(s) is required before approval of a request. This certificate shall name the City as insured.
8. Major/large tents, which require the use of long steel stakes cannot be used without a permit and must be used in only specifically agreed to areas, due to underground utilities and the possibility of electrocution, (due to power lines).
9. Vehicles (motorized) shall be kept on paved surfaces as provided for in the park for motorized vehicles.
10. Portable Restroom Requirements: If the event/function is held in a park location with permanent restrooms which are open for the season and the event/function is five hours or less and under 200 people you are not required to provide any additional restrooms. If the event/function is held in a park without restrooms or the permanent restrooms are closed, or if the events attendance is over 200 people you shall provide additional portable restrooms/portable johns according to the following schedule:

Number of People Attending	Number of standard John's	Number of Handicapped John's
0 to 200	One (1)	Zero (0)
200 to 300	Two (2)	Zero (0)
300 to 400	Four (4)	One (1)
400 to 600	Five (5)	One (2)
800 to 900	Eight (8)	Three (3)

If the event/function has alcohol involved then multiply the number of units required by 1.5 for all types and provide the highest number if a fraction of a unit results. We recommend ordering more women's than men's units depending on the function. We also recommend the use of a hand wash station, which most firms can provide for a cost.

11. Police Officers Required: Will be determined based on type of event, length of event (hours), age and number of participants expected, and location of event.
12. Signage: Any temporary signage for directions **within the park** may be used, but shall all be removed upon the completion of the event. You shall not damage any plants, structures or facilities while installing or removing any signage. Failure to remove posted signs is considered as littering, and can result in a ticket and fine.
13. Electrical outlets provided are limited to between 15 to 20 amps maximum. If you overload the circuits and trip a breaker, we are not responsible for coming to the shelter and re-setting the breaker.
14. Events with water slides, dunking tanks, etc. a water use cost may apply. Cost for water will be a minimum of \$5.00 and may be as much as \$10.00 depending on use.

