



# Special Activities Permit

City of Webster Groves  
314/963-5300

If you are planning a special event or activity in the City of Webster Groves, a permit may be required to help protect the health and safety of you and your guests. The following is a list of information to determine if permits are required and how to complete the process.

## **What is a Special Activity?**

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on a site, that is conducted indoors or outdoors, on city owned or privately owned property, and interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking; may require special city services, including but not limited to provision of barricades, refuse services, stages, special parking arrangements or special police services or protection.

## **Examples of a Special Activity include but are not limited to the following:**

Parades	Festivals	Outdoor cultural/community events
Bicycle races	Sales or Promotional events	Fund-raisers
Fairs	Marathons/Competitive Runs	Fun-runs/walks
Outdoor music concerts	Carnivals	Public Speaking events

## **Examples of a Special Activity that does not require a permit:**

Exceptions to the Special Activities Permit requirement include:

1. Activities conducted by a governmental agency acting with the scope of its authority.
2. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, sound equipment or lighting equipment.
3. Any religious activity taking place on the premises approved and/or regularly used for religious purposes.
4. Any event conducted by a local elementary school, middle school, high school, or college that is conducted on their own grounds and there will be no impact to traffic flow on surrounding public streets or pose a risk to public safety.
5. Residential garage sales, yard sales, or small parties that do not impact the traffic flow on surrounding public or private streets or pose a risk to public safety. Neighborhood Block Parties should complete a *Block Party Permit (can be found on the City website)*.

## **How do I apply for a Special Activities Permit?**

Please follow the steps below to complete the application process. Following these steps in their entirety will ensure a smooth and timely approval of your application.

1. Completely fill out the application on the following page. Do not forget to sign and date.
2. Please be as detailed as possible when describing your event. If you have a site plan, please submit it to help us determine all requests have been made.
3. If parking for the event is not on the site, please provide the location of proposed parking.
4. If the property owner is not the applicant, the property owner or authorized agent must provide consent to the special activity either on the application or providing a letter giving consent.
5. Allow six –eight weeks for approval if activity is located in a Business District.

### **Notification of those impacted by the event**

1. Any event that will be held in or impact a City Business District needs to schedule to attend one of their monthly meetings to discuss any concerns prior to approval of the permit.
2. Events that will cause street closures will need to notify or meet with those impacted. In the event that an institution (religious facility or school) will be impacted, documentation that the institution has no concerns will need to be provided with the permit.
3. For larger events, an advertisement may need to be placed in the media to notify those impacted of the event.

### **Parade Regulations**

1. Parade route plan required for review and approval.
2. Vehicle Parades: Use headlights
3. Walking and running parades: Adequate adult supervision must be provided for children participating in the parade.
4. Wheel walkers will be required for all vehicles and trailers with one adult at each wheel throughout the parade.
5. Police Escort: Officer in charge has authority to make changes in the parade route and/or formations as he may, in the interest of public safety, deem necessary. The weaving or unnecessary movement of vehicles will cause revocation of this permit.
6. Political campaign parades: Shall not receive a police escort and shall observe all traffic regulations.
7. All emergency vehicles must have access or egress.
- 8. *No paint markings may be applied to street pavements or sidewalks.*** Failure to adhere to this regulation will require reimbursement for the cost of removal of the markings and will be subject to denial of future events by this organization.

### **Run Regulations**

1. Run route plan indicating all traffic control, No Parking sign and barricade locations required for review and approval. (*see Traffic Control and No Parking Sign Regulations*)
2. Road Closures at street intersections along the run route will be at the determination of the Police Department.
3. Marshalls, which are required at each road closure, must be a minimum of 18 years of age.
4. The Organization running the event must have a general liability insurance policy certificate in naming the City of Webster Groves, Missouri as an Additional Insured. A copy of the Certificate of Insurance will be required.
5. Adequate adult supervision must be provided for children participating in the parade.
6. It is suggested that a professional run company be hired to help plan and organize the run.
7. All emergency vehicles must have access or egress.
- 8. *No paint markings may be applied to street pavements or sidewalks.*** Failure to adhere to this regulation will require reimbursement for the cost of removal of the markings and will be subject to denial of future events by this organization.

### **Barricade Regulations**

1. Requested barricades are provided to City sponsored functions only and are subject to availability. Cones are not available through the City.
2. Barricades will be delivered to the location of the street closure on the Friday before a City Sponsored weekend event, or the morning of the event if on a weekday.
3. Barricades will be picked up by the street division on the first regular business day after the event.
4. For non-City Sponsored events, the applicant must provide their own barricades

5. Permittees will be responsible for erecting and removing the barricades at the beginning and conclusion of the event as indicated on the application.

### **Street Banner Regulations**

1. Street Banners shall only be allowed if the applicant for a permit is a political subdivision of the State or a major institution within the City.
2. Applications for Street Banners announcing an event must be made six (6) weeks in advance and must include evidence of public liability insurance carried by the requesting organization.
3. Street Banners announcing an event shall be limited to no more than two (2) street banners per event.
4. Street Banners announcing an event shall not be erected more than thirty (30) days before the event and shall not remain for more than seven (7) days after the event.
5. Street Banners may be single-faced or double-faced.
6. Street Banners may not exceed dimensions of two (2) feet by thirty (30) feet per face.
7. Street Banners shall have rod pockets with 3/8" of 100' nylon rope threaded along the top of rope and 100' of rope threaded along the bottom length of the banner for ease of hanging; and, perforations for air movement. Additionally, grommets (minimum 3/4") should be spaced every three (3') feet across the top of the banner. Rope should be stitched 2-3" at all four corners to Banner to prevent wrinkling and assist with ease of rope replacement in the event of breakage.
8. Street Banner applications may be denied if the banner will adversely affect the neighborhood, create a nuisance, or become unsafe.
9. The applicant agrees to provide the necessary material (200' of 3/8" nylon rope) to install the banner as indicated in item 7. Above.
10. The applicant agrees to hold the City of Webster Groves harmless of any damage resulting to any person by reason of the maintenance of such banners.

### **Traffic Control and No Parking Sign Regulations**

1. No Parking Signs requested must be installed and removed by the Department of Public Works.
2. Signs shall be spaced between 75' to 100' intervals along required "no parking" locations.
3. Cost for installation and removal of each sign for non-City Sponsored events shall be \$2 per sign. Signs provided for City Sponsored events are installed and removed at no cost.
4. After review, the total cost shall be paid for the calculated number of No Parking Signs required for the No Parking locations prior to final approval of the application.
5. Traffic Control devices will be provided for City Sponsored events at no cost and will be installed and removed by City crew.
6. Traffic control devices required for non-City sponsored events will be the applicant's responsibility to rent, erect and remove with a private company. The type of barricade(s) necessary will be identified during review of the permit.

### **Park/Park Facility Rental Regulations**

1. All requests for Special Events in City Parks will be processed with the Special Activities Permit.
2. Requests not needing other City Services MUST complete the Rental Intent Form with the Department of Parks and Recreation.
3. Park Pavilion/Picnic Site reservations can only be accepted from Webster Groves residents.

**An approved Special Activities Permit does not entitle the bearer to any special exemption from following all State, County or local laws. For example, the fact that an event with a live band is permitted does not allow for any variance from the City's general peace disturbance ordinance.**

# Special Activities Permit Application

## Applicant/Sponsor Information

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Principal Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Event Information:

Event Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours (or run/walk start): \_\_\_\_\_

Set up time: \_\_\_\_\_ Tear down time: \_\_\_\_\_

Name of Race Management Company: \_\_\_\_\_

Description of the Event: (use additional sheets if necessary) \_\_\_\_\_

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

- Plan attached showing layout, requests for the event
- Complete checklist for requests on the back
- Provide Certificate of Insurance
- Documentation of notification of impacted residents/institutions (if applicable)
- Proof of Publication (if applicable)
- Presentation scheduled with Business District (if applicable)

Expected Attendance/Scope: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **Property Owner/Authorized Agent Consent:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Read and Agreed to all regulations set forth in the instructions of this permit:***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Special Activities Permit Application

**Check ( ) all that apply:**

- Barricades provided by applicant – show locations and barricade types on a plan
- City Barricades – show locations on a plan (*only provided for city sponsored events*)
- Street Banners – (*Limit to two locations when available per event*)  
Dates requested for Installation: \_\_\_\_\_ and Removal \_\_\_\_\_  
 W. Lockwood at Rock Hill     E. Lockwood at Big Bend     N. Gore at Kirkham
- No Parking Signs/Parking Ordinance – show locations on a plan; fee will be assessed for non city sponsored events  
Dates and times requested \_\_\_\_\_
- Street Closure – show locations on a plan  
Dates and times requested \_\_\_\_\_
- Police Escort/ Police Services - fee will be assessed for non city sponsored events
- Traffic Control – show locations on a plan
- Electric Service (Limited locations)
- Trash Cans – show locations on a plan (*only provided for city sponsored events*)
- Civic Activity Signs (*Limited allowed locations – Complete a Sign Application*)
- Temporary Liquor License (*Required Application is attached*)
- Park Rental – fee will be assessed by the Department of Parks and Recreation  
Park/ Park Facility \_\_\_\_\_  
Dates and times requested \_\_\_\_\_  
(Park Rentals can only be made between 8:00 am and 11:00 pm)

## For City Use Only

Date Permit Received: \_\_\_\_\_

Date reviewed by applicable Tax District: \_\_\_\_\_

Public Works Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Costs for applicant \_\_\_\_\_

Police Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Costs for applicant \_\_\_\_\_

Planning & Development Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
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