

**CITY OF EUREKA
SPECIAL EVENT PERMIT APPLICATION**

Any person, group, organization or other entity who wishes to conduct a Special Event in the City of Eureka is required to have a permit to help protect the health and safety of attendees. Please note all applications must be submitted at least fifteen (15) days prior to the event commencement date to Eureka City Hall, 100 City Hall Drive, P.O. Box 125, Eureka, MO 63025. All applications shall be reviewed by the City Administrator and at his discretion may be forwarded to the Board of Aldermen for consideration. The Eureka Fire Protection District is a separate entity and must also be notified at 636-938-5505.

A Special Event is a temporary event, activity or grouping of people that deviates from the normal land use that is conducted outdoors on City-owned or private property and interferes with the normal flow of pedestrian or vehicular traffic or parking. Examples of a Special Event include concert, parade, marathon, fun run/walk, fair, block party, fundraiser, food truck, rodeo or similar event where depending on the activity, parking, traffic, public safety, police or fire protection could be impacted. If you are unsure about your event, please contact City Hall at 636-938-5233.

Please be as detailed as possible when describing the event. A detailed site plan must be submitted showing parking, structures, booths, displays and/or route in the case of City streets being affected.

In addition to obtaining a City Special Event Permit, you may wish to contact the St. Louis County Department of Public Works Special Event Processor at 314-615-5184 to determine if any additional permits are needed. It is the responsibility of the applicant to verify that all permits have been obtained. An approved Special Event Permit does not entitle the applicant to any special exemption from State, County and City laws. For example, an event with a live band does not allow for any variance from the City's peace disturbance ordinance.

If the application is approved for activity being conducted on private property, the applicant must provide a Certificate of Insurance to the City. If any portion of the event is proposed to be located on City right-of-way (streets or sidewalks), the applicant must provide the City with a Certificate of Insurance containing the date(s) of event, naming the City of Eureka as an "additional insured party", with minimum limits of \$2,000,000.00 and must also include the insurance company endorsement. All insurance requirements must be provided to the City in advance of the event. Examples of insurance company endorsements are provided with this application.

APPLICANT NAME: _____

ADDRESS OF APPLICANT: _____

APPLICANT DRIVER'S LICENSE NO: _____

HOME/CELL PHONE: _____ WORK PHONE: _____

E-MAIL ADDRESS: _____

DATE(S) OF EVENT: _____

EXPECTED ATTENDANCE: _____ EVENT HOURS: _____

LOCATION: (Site plan must be included showing exact location of structures, booths, displays, routes, etc.):

TYPE OF ACTIVITIES (In detail, provide attachments if necessary): _____

ARE YOU THE PROPERTY OWNER: _____

If the property is owned by someone other than the applicant, information and signature of consent from the owner must be provided below.

NAME OF PROPERTY OWNER: _____

ADDRESS OF PROPERTY OWNER: _____

OWNER DRIVER'S LICENSE NO: _____

I, hereby, acknowledge that the authority granted may be suspended or withdrawn if, in the City's opinion, the Special Event is operated or conducted in a manner inconsistent with any of the representations made on this application or with verbal representations I have made during consideration of the subject application. I certify that the information on this application is true and correct under the penalty of perjury.

Applicant Name Printed

Date

Signature of Applicant

Business or Organization Name (if applicable)

Owner Name Printed

Date

Signature of Owner

OFFICE USE ONLY

Approved By: _____

Date: _____

Comments: _____

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

J7233
1st Edition

POLICY NUMBER:



ADDITIONAL INSURED – STATE OR GOVERNMENTAL AGENCY OR SUBDIVISION OR POLITICAL SUBDIVISION – PERMITS OR AUTHORIZATIONS RELATING TO PREMISES

This endorsement modifies insurance provided under the following:

- BUSINESSOWNERS LIABILITY COVERAGE FORM
- BUSINESSOWNERS COVERAGE FORM
- APARTMENTOWNERS LIABILITY COVERAGE FORM
- CONDOMINIUM LIABILITY COVERAGE FORM

SCHEDULE

<p>State Or Governmental Agency Or Subdivision Or Political Subdivision: CITY OF EUREKA</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

- A.** The following is added to Paragraph **C. Who Is An Insured** of the applicable Coverage Form:
- Any state or governmental agency or subdivision or political subdivision shown in the Schedule is also an additional insured, subject to the following additional provision:
- This insurance applies only with respect to the following hazards for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:
- a. The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoistaway openings, sidewalk vaults, street banners or decoration and similar exposures;
 - b. The construction, erection or removal of elevators; or
 - c. The ownership, maintenance or use of any elevators covered by this insurance.
- However:
- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 - b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B.** With respect to the insurance afforded to these additional insureds, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance** of the applicable coverage form:
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
- 1. Required by the contract or agreement; or
 - 2. Available under the applicable Limits Of Insurance shown in the Declarations;
- whichever is less.
- This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

This endorsement is part of your policy. It supersedes and controls anything to the contrary. It is otherwise subject to all the terms of the policy.

POLICY NUMBER:

BUSINESSOWNERS

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES
OR CONTRACTORS – SCHEDULED PERSON
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Eureka	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Liability is amended as follows:

A. The following is added to Paragraph **C. Who Is An Insured:**

3. Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a.** Your acts or omissions; or
- b.** The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

- a.** The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b.** If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- 1.** All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- 2.** That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to Paragraph D. **Liability And Medical Expenses Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits Of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.