

To All Applicants for Special Events,

As America's Hometown, the City of Hannibal encourages special events, festivals, and parades in our community. These events add to our quality-of-life, and help make Hannibal a truly unique hometown!

In encouraging these events however, the City remains cognizant of possible impacts to non-participants, such as neighboring residents or nearby businesses. The City wants these events to have minimal impact on others.

Special events that will occur solely on private property do not typically require City Council approval. The City simply asks that noise levels be contained, safety monitored, and trash/debris removed after the event. In essence, we ask for your consideration toward others.

Special events that will (1) occur on public property, (2) require street closures, (3) involve outdoor retail sales, or (4) involve off-site liquor sales, first require City Council approval. For such events, please complete the attached *Special Event Application*; execute the Hold Harmless Agreement then return it to the City Clerk. **The City additionally requires a Certificate of Insurance; this certificate must list the City of Hannibal as an additional insured and must be endorsed.**

On the attached Application, please fill-in the date that you would like the City Council to hear your request. It is very important that you (or a member of your organization) attend the Council Meeting to answer any questions. Questions typically involve ways to assure that surrounding residents are not negatively impacted.

To be placed on a Council Meeting agenda, this Application must be submitted to the City Clerk no later than the Wednesday preceding that Council Meeting. This is very important, as the City Clerk has a legal deadline for publishing the agenda, and the City Council, by law, can only act on items listed on the agenda.

Note, if your Special Event involves a parade, City Ordinance requires you to obtain a permit from the Police Department after Council approval, but prior to your event. Restated, if the City Council approves your request, you must contact the Police Department (573-221-0987) within 10 days of your Special Event to secure the appropriate parade permit.

A fireworks show or display must be conducted by an independent fireworks operator approved by the Missouri Division of Fire Safety.

Finally, if your Special Event involves off-site liquor sales, you must have a valid liquor license, or a specific State exemption thereof before the City Council can consider your Special Event. The City Clerk (573-221-0111) is available to answer any questions you may have.

We have created this Special Event Application to help simplify your review process. We wish you well with your Special Event, and thank you for contributing to our quality-of-life here in America's Hometown!



Return to:
Office of the City Clerk
Attention: Debbie White
320 Broadway
Hannibal, Mo 63401
Phone (573) 221-0111 ext.221
Fax (573) 221-8191

SPECIAL EVENT APPLICATION

(Council Meetings are the 1st & 3rd Tuesday of each month)

Today's Date: _____ Date you wish to be placed on Agenda: _____

Your Organization: _____ Special Event: _____

Date(s) of Event: _____ Requested Times (from – to) _____

Description of Activity: _____

Primary Contact Person(s): _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____ E-mail: _____

Assistance Needed (location, etc.) _____

DEPARTMENTAL COMMENTS:

Police: _____ Dept. Cost _____

Fire: _____ Dept. Cost _____

Public Works: _____ Dept. Cost _____

Building Inspector: _____ Dept. Cost _____

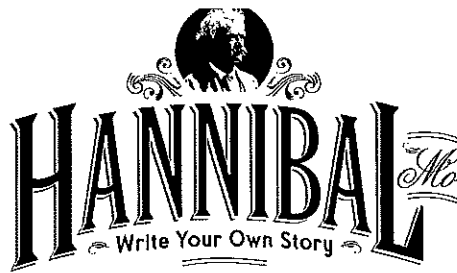
Parks: _____ Dept. Cost _____

Street: _____ Dept. Cost _____

Tourism: _____ Dept. Cost _____

Administration: _____ Dept. Cost _____

STAFF RECOMMENDS: _____



Hold Harmless and Insurance Requirements

- 1) To the fullest extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Hannibal, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys' fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees
- 2) Sponsor shall purchase and maintain the following insurance, at Sponsor's expense: Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.
Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hired automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 minimum.
Workers Compensation insurance with statutorily limits required by any applicable Federal or state law and Employers Liability insurance with minimum limit of \$1,000,000 per accident.
- 3) All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the City.
- 4) Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
- 5) No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

By

Title

Date

**STATE OF MISSOURI SALES TAX
REQUIREMENTS FOR
SPECIAL EVENT VENDORS**

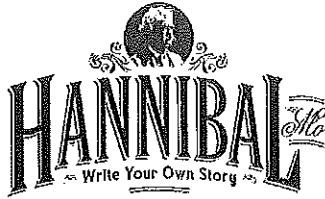
- SPONSOR OF SPECIAL EVENT WILL BE REQUIRED TO CONTACT THE DEPARTMENT OF REVENUE (314-877-0177) TO REQUEST SPECIAL EVENT SALES TAX PACKETS FOR EACH VENDOR.
- PRIOR TO ISSUING LICENSES - COVER SHEET FROM THE DEPARTMENT OF REVENUE VERIFYING PACKETS WERE REQUESTED/RECEIVED MUST BE PROVIDED.

This checklist is for your planning and to help us better understand the needs for your event. Please check all activities that apply to your event.

ACTIVITY		PROCESS
<input type="checkbox"/>	Business License	The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.
<input type="checkbox"/>	Alcohol	<ol style="list-style-type: none"> 1. Review the City of Hannibal, <u>Municipal Code Chapter 3 Alcoholic Beverages</u>. 2. Approval is needed from the City of Hannibal
<input type="checkbox"/>	Retail Vendors	If retail sales are being made, vendors are required to collect and report sales tax to Missouri Department of Revenue. Tax Packets may be obtained by calling 573-751-3505 or by visiting the Business tax Registration Forms at http://dor.mo.gov
<input type="checkbox"/>	Food Vendors	If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at 573-221-1166 .
<input type="checkbox"/>	Parade or other run / walk event	Special Events that occur on public property, require street closures, or involve outdoor retail sales, first require City Council approval. Parades require you to obtain a permit from the Police Department after Council Approval, but prior to your event. You must contact the Police Department 573-221-0987 within 10 days of your event to secure the appropriate parade permit.
<input type="checkbox"/>	Security	(Must Provide Own) Method of Security
<input type="checkbox"/>	Waste Removal / Recycling	Responsibility of Event Holder
<input type="checkbox"/>	Port-A-Potties	Not supplied by City
<input type="checkbox"/>	Barricades	Available through Street Department 573-221-0134

****All special events; etc. must contact the Hannibal Fire Department for appropriate permits****

**Administration Building
2333 Palmyra Road
(573)221-0651
Training Officer Jaeger**



CITY OF HANNIBAL

Special Event Safety Plan

Questions or Inquiries: Contact Hannibal Fire Department @ 573-221-0657

I. GENERAL

Event Name _____ Date of Event _____

Location/Address/Facility Name _____

Expected Number of Attendees: _____

II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the event in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

IV. BASIC PLAN

A. EAP Event Representative

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as:

Primary Contact: _____

Cell Phone: _____

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through 911. The caller should have the following information available to give to the 911 dispatcher: nature of the emergency, location and contact person with callback number.

2. Will on-sight EMS be provided?

Yes No

If yes, contact name and phone _____

3. Will on-site security be provided?

Yes No

If yes, contact name and phone _____

C. Severe Weather

1. Weather forecasts and current conditions will be monitored throughout the entirety of the event.

2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.

3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will make the notification to those attending the event that a hazardous weather condition exists and direct them to shelter.

4. There are limited provisions for sheltering participants in the event of severe weather.

D. Fire

1. Has a specific hazard been identified as an increased risk of fire at this event?

Yes No

If yes, what has been identified? _____

2. Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.

3. Any food vendors will be inspected when appropriate by the fire code and must meet permitting requirements.

4. Should an incident occur that requires the Fire Department, **CALL 911**. The caller should have the following information available to give the 911 dispatcher: Nature of the emergency, location, and contact person with a callback number.

E. Medical Emergencies

1. As with any event, there is a potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries
2. Are there limited provisions for on-site Emergency Medical Services at this event?
 Yes No
3. Should an incident occur that requires Emergency Medical Services, contact as indicated to this this resource. The caller will have the following information ready: Nature of emergency, precise location and contact person with callback number
 On-site EMS officer or 911 Dispatch

F. Law Enforcement

1. Has a need for constant Law Enforcement presence been identified at this event?
 Yes No
2. Should an incident occur that requires Law Enforcement, contact as indicated below to request this resource. Have the following information ready: Nature of emergency, precise location and contact person with callback number.
 On-site Security or 911 Dispatch for Law Enforcement

G. Emergency Vehicle Access

1. Access to emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks, or public throughways.
4. Crowd control will be managed by:
 Staff or On-site Security

V. CONTACT INFORMATION

Primary Contact: _____ Cell Phone: _____

Secondary Contact: _____ Cell Phone: _____

Dial 911 in case of emergency

VI. EVENT AREA MAP (attach next page)