



**Return to:**

Office of the City Clerk,

Attn: Britta Dooley

320 Broadway Hannibal, MO 63401

Ph. (573) 221-0111 ext 221

Email to: [bdooley@hannibal-mo.gov](mailto:bdooley@hannibal-mo.gov)

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 approval from City Council.

For such events, the attached *Special Event Application will need to be completed*. Please, execute and return the Hold Harmless Agreement with the event application. If you're requesting a road closure & your requested area is outside of the map provided in the packet, then you **must** provide your own map. ***The City additionally requires a Certificate of Insurance; this certificate must list the City of Hannibal as an additional insured and must be endorsed, we do require the endorsement page from your insurance agent.***

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's Office no later than the Wednesday preceding that Council Meeting.** This is very important, as there is 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.

**There is absolutely NO stakes allowed to be hammered into City owned parking lots, sidewalks or roads.**

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's Office (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!



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### SPECIAL EVENT APPLICATION

(Council Meetings are the 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of each month)

**Deadline for Submission: Wednesday, Prior to Council Meeting**

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): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Assistance Needed (location, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### DEPARTMENTAL COMMENTS (office Use)

Police: \_\_\_\_\_ Dept. Cost: \_\_\_\_\_

\_\_\_\_\_

Fire: \_\_\_\_\_ Dept. Cost: \_\_\_\_\_

\_\_\_\_\_

BPW: \_\_\_\_\_ Dept. Cost: \_\_\_\_\_

\_\_\_\_\_

**Building Inspector:** \_\_\_\_\_ **Dept. Cost:** \_\_\_\_\_

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**Parks:** \_\_\_\_\_ **Dept. Cost:** \_\_\_\_\_

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**Streets:** \_\_\_\_\_ **Dept. Cost:** \_\_\_\_\_

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**Tourism:** \_\_\_\_\_ **Dept. Cost:** \_\_\_\_\_

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**Administration:** \_\_\_\_\_ **Dept. Cost:** \_\_\_\_\_

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**STAFF RECOMMENDS:**

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## 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**  
**SPONSORS / ORGANIZERS**  
(APPLIES ONLY IF YOU HAVE VENDORS)

- Sponsor / Organizer of Special Event is required by the Missouri Department of Revenue to provide all vendors with form **2643S** regarding their responsibilities for collecting and remitting sales tax in Missouri if they are not already registered with a Missouri Tax ID number.
- A letter from the Event Sponsor / Organizer verifying that **Form 2643S** was given to the unregistered vendors & verifying that you have received a **Certificate of No Tax Due** for those vendors who are already registered with a Missouri Tax Identification number were received must be provided.
  - Your letter must be submitted to the City Clerk's Office prior to your licenses being issued.
- The City Clerk's Office may randomly check No Tax Due Certificates at any given time.

**Q & A FOR SPECIAL EVENTS FROM THE MO DEPT. OF REVENUE**

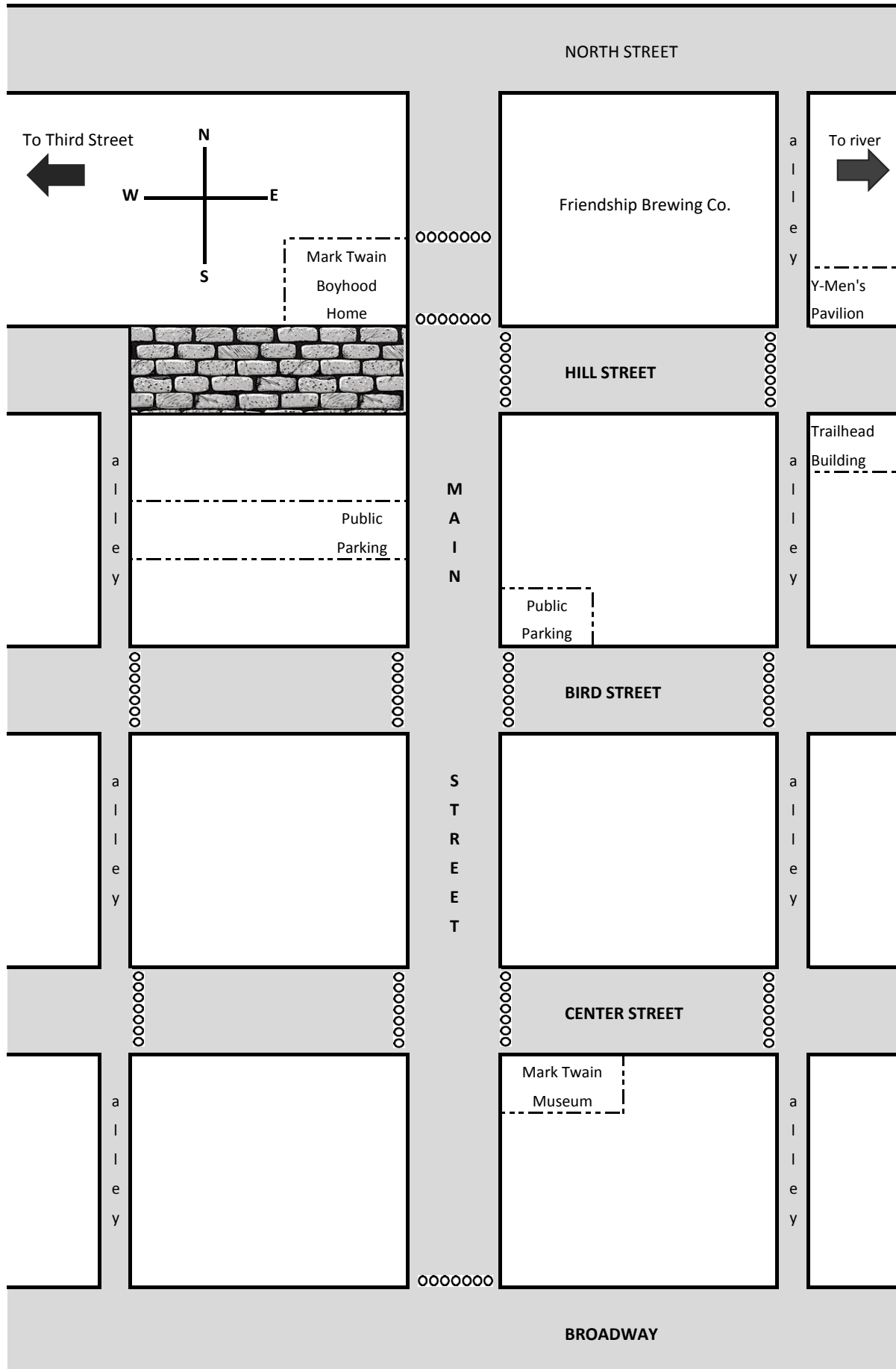
- **I don't sell, but I do organize the event or show. What are my responsibilities?**
  - The Department of Revenue requires all vendors to have their own Missouri Tax Identification number if they make sales at retail. Unregistered vendors will need to contact the Missouri Department of Revenue 3 to 4 weeks before the event to obtain a sales tax license. The license will be issued with a statement indicating "This business is authorized to make sales in all cities and counties within the State of Missouri and is required to collect and remit all applicable state and local sales taxes."
- **What if I live in another state?**
  - Your responsibilities for collecting and remitting sales tax are the same as a Missouri resident. However, if you earn more than \$600.00 in the state of Missouri, you may also be required to file a Missouri state income tax return.
- **How do I get a sales tax license?**
  - A Missouri Special Events Application Form 2643S, must be completed and submitted to the Missouri Department of Revenue. It can also be obtained by visiting our Business Tax Registration Forms page.
- **Are contest entry fees and admission charges for shows taxable fees paid to a place of amusement, entertainment, or recreations?**
  - Yes, contest entry fees and admission charges are taxable as fees paid to a place of amusement, entertainment, or recreation if the show includes activities that are considered amusement, entertainment, or recreation, unless the event falls under an exemption.
- **Are amounts charged for vendor space or swap space (used to display products for sale) at shows taxable fees paid to a place of amusement, entertainment, or recreation?**
  - No, the amounts charged for vendor space or swap space (used to display products for sale) are not taxable fees.
- **How do I report and pay sales tax?**
  - You will file and pay on the preprinted reporting forms that are mailed to you by the Department of Revenue. If your are unable to locate this form, you may obtain a blank Form 53-1PDF Document from the MO Dept. of Revenue's website.
  - If products are sold at the event, give the breakdown for each city or county to allow the Department to distribute to the city or county their portion of the sales tax.
  - If orders were taken and then fulfilled at your place of business, sales tax would be remitted using your business location.

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

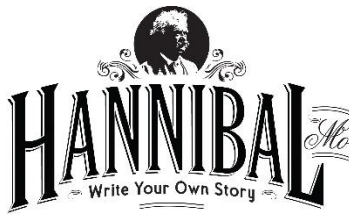
ACTIVITY	PROCESS
<input type="checkbox"/> <b>Business License</b>	The business / group promoting and organizing the event for profit must obtain a City of Hannibal Business License. Contact City Hall at 573-221-0111 for more information.
<input type="checkbox"/> <b>Alcohol</b>	<ol style="list-style-type: none"> <li>1. Review the City of Hannibal, <u>Municipal Code Chapter 3 Alcoholic Beverages</u>.</li> <li>2. Approval is needed from the City of Hannibal</li> </ol>
<input type="checkbox"/> <b>Retail Vendors</b>	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 <b>573- 751-3505</b> or by visiting the Business tax Registration Forms at <a href="http://dor.mo.gov">http://dor.mo.gov</a>
<input type="checkbox"/> <b>Food Vendors</b>	If food is to be served, each food vendor must receive approval from the Marion County Health Department. You may contact them at <b>573-221-1166</b> .
<input type="checkbox"/> <b>Parade or other run / walk event</b>	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 <b>573-221-0987</b> within 10 days of your event to secure the appropriate parade permit.
<input type="checkbox"/> <b>Security</b>	(Must Provide Own) Method of Security
<input type="checkbox"/> <b>Waste Removal / Recycling</b>	Responsibility of Event Holder
<input type="checkbox"/> <b>Port-A-Potties</b>	Not supplied by City
<input type="checkbox"/> <b>Barricades/Road Closures</b>	If you're requesting a road closure & your area is outside of the map provided in the packet, then you must provide your own map (If you are having trouble with this please contact the Clerk's Office, the office manager will be happy to assist you). Your requested road closures or barricades will need to be marked on the map you've turned in with your packet.
<input type="checkbox"/> <b>Electric Power</b>	<p>For temporary electric utility service for Festivals, the organizer must contact the HBPW at 573-221-8050. <b>A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend.</b></p> <p>The pedestals located along Main St. are not for vendor use and will not be energized during events.</p> <p>Service call outs determined to be the fault of the vendor are at the organizer's expense and billed in accordance with the HBPW Schedule of Rates and Fees.</p> <p>For electric utility service at the Riverfront or other park locations, the organizer should contact Parks and Rec at 573-221-0111.</p> <p>Meter Fee and prepayment of usage is required. Any overpayment will be refunded.</p>
<input type="checkbox"/> <b>Water</b>	For use of water at a fire hydrant, the organizer must contact the HBPW at 573-221-8050. <b>A utility application is required no later than the Wednesday preceding the City Council Meeting you plan to attend.</b> Meter Fee and prepayment of usage is required. Any overpayment will be refunded.

**\*\*\*All special events; etc. must contact the Hannibal Fire Department for appropriate permits\*\*\***  
**Administration Building**  
**2333 Palmyra Road**  
**Mark Kempker, Training Officer**  
**(573)221-0651**

# HISTORIC DISTRICT - REQUESTED STREET CLOSURES



OOOOOOO Indicates the optional road closures, ONLY circle those where you request to have the road closed. If you wish to have bollards in place rather than barricades please specify.



# CITY OF HANNIBAL

## Special Event Safety Plan

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*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 thoroughways.
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*