



**OFFICE OF THE CITY CLERK**

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**TOLL ROAD EVENT PERMIT**  
**PROCEDURES**

1. Before any group can hold a toll road event within the City of Crestwood, a Toll Road Event Permit application must be approved by City staff *and* the Board of Alderman. Due to the nature of the approval process, the application must be submitted a **minimum** of thirty (30) days in advance of the proposed date of the event.
2. There is *no charge* for a toll road event permit. If there are any questions regarding fees, please contact the City Clerk's Office at 314-729-4700.
3. The organization **must** have insurance coverage on toll road solicitors. **Please attach a copy of the Certificate of Insurance.**
4. Purpose of campaign and primary use of funds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Name and titles of principal officers of organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Please attach a signed release (form attached) from the representative of your organization, which will indemnify and hold harmless the City of Crestwood against any and all liability which may arise from any and all claimants as a direct or indirect result of the conduct of the applicant's toll road operation in the City of Crestwood.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



One Detjen Drive  
Crestwood, MO 63126  
(314) 729-4700

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**TOLL ROAD EVENT PERMIT**

Application Date: \_\_\_\_\_

LOCATION/ADDRESS OF EVENT: \_\_\_\_\_

Name/Address of Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date/s of Event: \_\_\_\_\_ Time/s of Event: \_\_\_\_\_

Approximately \_\_\_\_\_ people are expected to attend

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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**OFFICE USE ONLY**

<i>Routing Approval</i>	<i>Date Approved</i>
Crestwood Police Department: _____	_____
Crestwood Fire Department: _____	_____
City Clerk/Administration: _____	_____
Board of Aldermen: _____	_____

**Permit Expires:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>Payment Section (if applicable)</b></p> <p>Permit #: _____</p> <p>Date: _____</p> <p>Amount Paid: _____</p> <p>Receipt #: _____</p>
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### Release for Toll Road Solicitation

I hereby affirm that I am familiar with the conditions of approval of the application for toll road solicitation in the City of Crestwood by \_\_\_\_\_.  
(Name of Organization)

Conditions of the event include, but are not limited to:

- Solicitors must stay on the median of the divided highway or on the side of the road outside of the curb line when soliciting funds.
- All solicitors must be at least eighteen (18) years of age.
- Applicants may only dispense information regarding their organization to persons saying they wish to receive it, in order to avoid any problem of litter.

I hereby release the City of Crestwood, its officers and employees, from any and all claims, including without limitation any claims for personal injury or any other claim of damage, arising out of our service as solicitors for the above-named organization in the City of Crestwood.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name