



OFFICE OF THE CITY CLERK

MISC EVENT PERMIT PROCEDURES

1. Before an individual or group can hold an event within the City of Crestwood, a Miscellaneous Permit application must be approved. This permit is intended to be used for block parties, close-quarters parking, parades and more.
2. There is *no charge* for many events with a miscellaneous permit. If there are any questions regarding fees, please contact the City Clerk's Office at 314-729-4700.
3. The application should be submitted a ***minimum of seven (7) days*** in advance of the proposed date of the event to guarantee approval. If submitted with less time, the City cannot guarantee approval for the event.
4. If music is played at the event and complaints are received, the responsible party agrees to lower the volume or cease music at the direction of the Crestwood Police Department.
5. ***Parades:*** If the miscellaneous event includes a parade, a map of the parade route ***must*** be provided for approval by the Department of Police and Fire Services.
6. ***Fireworks/Bonfire Permit:*** Please submit the associated form for that event. Due to the nature of the event, a prior inspection of the premises may be deemed necessary by the City of Crestwood and the Department of Fire Services. Please contact the Fire Department at 314-729-4742 to schedule this inspection, if applicable.
7. ***Tent Permit:*** Any event with a tent over 399 square feet ***must*** obtain a permit through the City's Department of Public Works, in accordance with the Fire Marshal. All tents and/or additional accessory structures must comply with St. Louis County building code requirements. Please contact the Public Works Department at 314-729-4720 to obtain the permit, if applicable.

I, as the event contact person, agree to and understand the above-mentioned policies and procedures and shall obtain any additional permits, if required.

Initial

Date



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

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MISC EVENT PERMIT

Application Date: _____

LOCATION/ADDRESS OF EVENT: _____

Description of Event: _____

Date/s of Event: _____ Time/s of Event: _____

Special Requests: Police Officer Fire Truck Barriers Other _____

Specific timeframe: _____

Approximately _____ people are expected to attend

Contact Person: _____ Phone: _____

Applicant Address: _____

Email Address: _____

OFFICE USE ONLY

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

Permit Expires: _____

Comments: _____

<p>Payment Section (if applicable)</p> <p>Permit #: _____</p> <p>Date: _____</p> <p>Amount Paid: _____</p> <p>Receipt #: _____</p>
