



### Special Event Permit Application

Application must be completed in full and turned in to the Grain Valley Police Department no less than 3 weeks prior to date of event or no more than 60 days before the date of the event.

**Type of Event:** (Check all that apply) Application fee may apply.

Parade       Boot Block       Walk-Run       Block Party (\$5.00)  
 Concert       Exhibition       Fireworks       Other: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ Set up time: \_\_\_\_\_ Tear down time: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Organization's Name:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Event's On-Site Coordinator:** \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Location or Route Description:**  
\_\_\_\_\_  
\_\_\_\_\_

**Number of:** People \_\_\_\_\_ Animals \_\_\_\_\_ Vehicles \_\_\_\_\_

**Type of Equipment being used:** \_\_\_\_\_

**Are you requesting Barricades from the City?** Yes \_\_\_\_\_ No \_\_\_\_\_

Location(s) of Barricades \_\_\_\_\_

**Permit Received By:**  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Police Administrator

**City Use Only**

Approved  Denied

\_\_\_\_\_  
Chief of Police Date

719 R D Mize Road  
Grain Valley, MO 64029

**ALL PERMITS ARE SUBJECT TO THE FOLLOWING RULES AND REGULATIONS**  
**PER GRAIN VALLEY MUNICIPAL CODE (CHAPTER 347):**

- 1) There shall be paid at the time of filing an application for a permit hereunder, a fee of fifteen dollars (\$15.00) for all special event permits except those for a block party with the fee is five dollars (\$5.00).
- 2) Any person seeking the issuance of a special events permit as herein required shall file an application with the Chief of Police or his/her designated representative, on forms provided by the City, not less than twenty-one (21) days nor more than sixty (60) days before the date on which it is proposed to conduct the special event.
- 3) The Chief of Police or his designated agent shall act upon the application for a special event permit within three (3) days after the filing thereof. If the Chief of Police disapproves the application, he shall mail to the applicant within five (5) days after the disapproval, a notice of his action, stating the reason(s) for the denial of the permit. Applicants have the right to appeal the denial of a special permit. The appeal shall be taken within five (5) days after notice by filing the appeal with the City Administrator's Office for transmittal to the Board of Aldermen. The Board of Aldermen shall act upon any appeal at the next regularly scheduled Board of Aldermen meeting or within ten (10) days after its receipt by the Board of Aldermen.
- 4) Special events are prohibited without a permit. *Exceptions include: Funeral processions; students going to or from school classes or participating in educational activities under proper supervision; and Governmental Agency acting within the scope of its function.*
- 5) The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to the location of this event.
- 6) The conduct of this special event will not require the diversion of so great a number of Police Officers of the City to properly police the line of movement or the area of holding said special event and the areas contiguous thereto to prevent normal Police protection of the City.
- 7) The conduct of this special event will not require the conversion of so great a number of ambulances as to prevent normal ambulance services to portions of the City other than that occupied by the special event.
- 8) The concentration of persons, animals and vehicles at assembly points of this special event will not unduly interfere with the proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas.
- 9) Conduct of this special event will not interfere with the movement of firefighting equipment en route to a fire.
- 10) The conduct of this special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or to create a disturbance.
- 11) This special event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delay en route.
- 12) This special event is not to be held for the sole purpose of advertising a product, goods or event, and is not designed to be held purely for private profit.
- 13) The Chief of Police or his designated agent shall have the authority to revoke this special permit upon application of the standards for issuance as herein set forth at any time prior to the commencement of this special event.
- 14) The Chief of Police or his designated agent shall have the authority to stop, disperse, or otherwise halt the conduct of any special event which is at the time presenting a serious threat to the health, safety or welfare of the inhabitants of the city.
- 15) Any person who violates any provision set forth in Chapter 347 of the Grain Valley Municipal Code shall, upon conviction thereof, be fined not less than ten dollars (\$10.00) and not more than five hundred dollars (\$500.00).