

City of Columbia Special Use Permit and Application

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Application Instructions

Completing a Special Use Permit Application is a 5 step process and can be completed in multiple sessions. Complete and submit the form and application fee to the City Manager's office ninety (90) days prior to the first day of the event with the exception of parades and block parties (10 days). Incomplete or illegible applications will not be accepted.

*** Indicates a required field.**

Pride Fest - 09/24/2022 - Permit No: 2541

Application Status:

Date/Time Received

In Review

A non-refundable \$100 application fee applies to this permit. **Your application will not be reviewed or processed until payment has been received.**

Please make check/money order payable to City Event Committee and include the permit tracking number (2541) on your payment to:

Columbia Convention and Visitors Bureau
Attn: Events Specialist
300 S. Providence Rd
Columbia, MO 65203

ATTACHMENTS

Attachments:

[Street Closure Petition](#)

[Map](#)

[Emergency Plan](#)

APPLICANT INFORMATION

Are you the applicant organizing this event on behalf of another organization?

Yes No Organization name:

APPLICANT CONTACT:	Name: <input type="text" value="Sean Allmeyer"/>	Phone: <input type="text" value="417.576.4140"/>	Cell: <input type="text"/>
	E-mail Address: <input type="text" value="sean@thebluenote.com"/>		
MAILING ADDRESS:	Street Address: <input type="text" value="1103 E. Walnut Suite 101"/>		
	City: <input type="text" value="Columbia"/>	State: <input type="text" value="MO"/>	Zip: <input type="text" value="65201"/>
	Name: <input type="text"/>	Phone: <input type="text"/>	Cell: <input type="text"/>

	E-mail Address: <input type="text"/>	
ON SITE CONTACT (if different than applicant):	Name: <input type="text" value="Sean Allmeyer"/>	Phone: <input type="text" value="417.576.4140"/>

EVENT INFORMATION

EVENT NAME:

EVENT CATEGORY:	<input type="radio"/> Procession/March <input type="radio"/> Concert/Performance <input type="radio"/> Farmers/Outdoor Market <input type="radio"/> Festival/Fair/Carnival <input type="radio"/> Competitive Athletic Event	<input type="radio"/> Non-Competitive Athletic Event <input checked="" type="radio"/> Neighborhood Block Party <input type="radio"/> Parade <input type="radio"/> Other
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Public or Residential Streets & Sidewalks:

Will your event be utilizing and requesting the closure of any streets?
Note: Choose "No" for rolling closures such as parades.

Yes No

List street(s) that will be closed, including start and end dates and times:

Orr Street between Ash and Park

and

Park Ave along the property Line of Rose Music Hall/Rose Park

Print the [Street Closure Petition](#) and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the ordinance can be found [here](#).

Downtown Event:

Will this event be held "downtown"?

Yes No

Admission/Entry Procedure:

How will your event be attended?

Registration Fee
 Entry Fee
 Tickets for Purchase
 By Invitation Only
 Neighborhood Gathering
 Open to Public
 Other

****Note:** A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect**

Columbia Parks and Trails:

Does your event include the use of Columbia Parks or Trails?

 Yes No**Alcohol:**

Does your event include the sale of alcohol? *

 Yes No An application for Caterer's permit can be found [here](#). Please submit the completed application to the Business License Office at 701 East Broadway.

Does your event include the distribution of alcohol? *

 Yes NoBecause alcohol is being served at the event, an [Alcohol Management Plan](#) will be required in step 3.

Are you requesting a waiver of the open container ordinance? *

 Yes NoBeginning Time: End Time:

If open to the public, please check all methods by which the event is advertised: *

 TV Internet Billboards Posters TicketOther: **EVENT DETAILS**

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE:	
				Peak Attendance: <input type="text" value="1000"/>	Overall Attendance Throughout Event <input type="text" value="2500"/>
Day 1	Date: <input type="text" value="09/24/2022"/>	Start Time: <input type="text" value="12:00pm"/>	End Time: <input type="text" value="11:00pm"/>	Attendees: <input type="text" value="1250"/>	Staff/Volunteers: <input type="text" value="25"/>
Day 2	Date: <input type="text" value="09/25/2022"/>	Start Time: <input type="text" value="12:00pm"/>	End Time: <input type="text" value="11:00pm"/>	Attendees: <input type="text" value="1250"/>	Staff/Volunteers: <input type="text" value="25"/>
Day 3	Date: <input type="text"/>	Start Time: <input type="text"/>	End Time: <input type="text"/>	Attendees: <input type="text"/>	Staff/Volunteers: <input type="text"/>
ALTERNATIVE (Date and Time):		Date: <input type="text"/>	Times: <input type="text"/>		
EVENT SETUP BEGINS (Date and Time):		Date: <input type="text" value="09/24/2022"/>	Times: <input type="text" value="8:00am"/>		
EVENT DISMANTLE (Date and Time):		Date: <input type="text" value="09/25/2022"/>	Times: <input type="text" value="11:00pm"/>		
EVENT DESCRIPTION:					

A street festival with food, craft vendors, and live music.

EVENT LOCATION:

Describe in detail, include addresses and ATTACH REQUIRED MAP

Inside and around Rose Music Hall and Rose Park (1013 Park Ave), in Park Ave along the property line of Rose Music Hall and Rose Park, and in Orr Street between Ash St. and Park Ave.

Has this event been produced before?

Yes No When?

Is this an annual event?

Yes No

Are there any other name/s by which this event is known?

Yes No

Barricades:

Describe any temporary barricades and/or fencing that will be utilized for this event:

We will employ vehicular and Type III barricades at all points of street closure and encircle the entire event space with a combination of metal crowd control barricade and snow fencing.

****Note:** In accordance with MUTCD standards, barricades for street closures must be obtained from the [City of Columbia Street Department](#) (573-874-6289)**

VENDORS

Merchandise Sales:

Does your event include the sale of (non-food) goods?

Yes No

The promoter or sponsor of the event must complete a [temporary business license](#). Please include completed application in step 3.

Food Service: *

Will food be served at this event?

- Food will be served by event organizers
- Food will be served by a vendor licensed by the City of Columbia

No, food will not be served.

List Vendor(s):

TBD

Does your Event include the sale of food?

Yes No

A [Temporary Food Permit](#) **AND** a [Temporary Business License](#) will need to be completed. Please include completed application in step 3.

STORM WATER COMPLIANCE

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanitary sewer, arrangements can be made to have a grey water dump site installed by the Water and Light Department at 573-874-7325.

Cooking oil and grease traps must be disposed of at grease disposal tanks located through the city of Columbia. These tanks are located in the downtown area at a variety of locations, to find the nearest location to your event, contact the Public Works Department at (573) 874-7250.

TEMPORARY STRUCTURES

Does your Event include the set-up of any of the following temporary structures? *

- tent that is larger than 400 square feet
- stage canopy that is larger than 400 square feet
- other structure
- none of the above

No additional permit is required.

SOLID WASTE

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins);

Are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

- Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.
- No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's special events [website](#).)

Yes No

Describe:

There are portable toilets near the back inside Rose Park. They are well outside the 25 foot radius of other business entries.

****Note: A permittee may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet****

WATER AND ELECTRIC

Will your event require the use of City utilities?

Yes No

Will your event include the use of generators?

Yes No

Describe:

Vendors may bring small generators to run lights, food trucks, etc.

ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

All points of ingress/egress to the event space are ADA friendly as is the venue space itself. Additionally, there is an ADA ramp into Rose Music Hall/Rose Park and ADA restroom facilities inside Rose Music Hall.

For more information relating to ADA accessibility, please click [here](#).

ENTERTAINMENT

Are there any musical entertainment features related to your event?

Yes No

Number of Stages:

Number of Performers/Bands:

Performer/Band Name and Music Type:

TBD

PUBLIC SAFETY PLAN

SECURITY

Please describe your procedures for both crowd control and internal security:

Pride Fest attendees will enter the event zone via the West end of Park Avenue. Attendees will walk through two shoots assembled out of bike rack that will be moveable in case of emergency to allow easy entry/exit to/from the event zone. While walking through the entry shoots attendees will be counted in by hand clickers, where they will also be visually inspected for

Have you hired a security company to handle security arrangements for this event?

Yes No

Are you planning on utilizing OFF-DUTY Columbia Police Officers?

Yes No

EMERGENCY PREPAREDNESS

EMERGENCY PLAN (Hazardous weather, Fire, etc.)

Please describe and attach a detailed emergency procedure plan:

See attached EAP

MEDICAL PERSONNEL

Will your event have on-site medical personnel?

Yes No

TRANSPORTATION/TRAFFIC PLAN

Parking:

Describe the plan for parking:

There is a limited amount of parking in the venue lot for staff/event organizers. There will be ADA parking in the loading area of Boone Lumber Company on Park St.

Will the use of any metered parking spaces be restricted by your event or will you need to reserve any metered spaces for your event?

Yes No

[Please contact the Parking Utility to reserve meter spaces.](#)

Transportation:

Does your event plan to utilize shuttles or transportation services?

Yes No

Traffic Flow - Pedestrian and Vehicular:

Describe your plan for traffic and pedestrian flow and control:

For setup, vendors will enter through the east Park Ave side of the footprint, unload, and exit through the west Park Ave side. Both of these will be blocked with Type III and vehicular barricades after setup and no vehicles will be in the footprint during operating hours of the event.

Patrons will enter and exit through the entry gate in Park Ave on the east side of the footprint. The footprint itself is mostly open but we'll have security staff stationed around and floating throughout the footprint to address any crowd control issues.

Department Reviews:

No reviews found.