

# 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.**

## Love Coffee Crawfish Boil - 09/10/2022 - Permit No: 2543

### Application Status:

Date/Time Received:

**In Review**

**Payment Received**

### Details:

Date: 07/14/2022 02:12:00 PM

Payment Type: CC

Invoice No: 5705

Permit No: 2543

Approval Code: 06007D

Payment Status: APPROVAL

[Log on to Virtual Merchant](#)

### ATTACHMENTS

#### Attachments:

[Stage and Canopy Application](#)

[Temporary Structure Permit](#)

[Additional Information](#)

[Map](#)

[Temporary Food Permit](#)

[Alcohol Plan](#)

[Street Closure Petition](#)

### APPLICANT INFORMATION

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

Yes  No

APPLICANT CONTACT:	Name:	Phone:	Cell:
	<input jackson"="" mj\"="" type="text" value="Michael \"/>	<input type="text" value="573-673-3840"/>	<input type="text" value="573-673-3840"/>
	E-mail Address: <input type="text" value="mj@thetigerhotel.com"/>		

MAILING ADDRESS:	Street Address: 23 S. 8th Street		
	City: Columbia	State: MO	Zip: 65201
SECONDARY CONTACT:	Name: Glyn Laverick	Phone: 5738758888	Cell:
	E-mail Address: GL@thetigerhotel.com		
ON SITE CONTACT (if different than applicant):	Name: Michael "MJ" Jackson		Phone: 573-673-3840

### EVENT INFORMATION

EVENT NAME: Love Coffee Crawfish Boil		
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 type="radio"/> Neighborhood Block Party <input type="radio"/> Parade <input checked="" type="radio"/> Other

#### 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:

8th Street (between Broadway and Cherry)

Start 5:00am on September 10th, 2022

End 11:59pm on September 10th, 2022

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  No

Because 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  No

Beginning Time:  End Time:

**EVENT DETAILS**

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE:	
				Peak Attendance: <input type="text" value="300"/>	Overall Attendance Throughout Event <input type="text" value="330"/>
Day 1	Date: <input type="text" value="09/10/2022"/>	Start Time: <input type="text" value="4:00pm"/>	End Time: <input type="text" value="8:00pm"/>	Attendees: <input type="text" value="300"/>	Staff/Volunteers: <input type="text" value="30"/>
Day 2	Date: <input type="text"/>	Start Time: <input type="text"/>	End Time: <input type="text"/>	Attendees: <input type="text"/>	Staff/Volunteers: <input type="text"/>
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="09/10/2022"/>	Times: <input type="text" value="0500am"/>		
EVENT DISMANTLE (Date and Time):		Date: <input type="text" value="09/10/2022"/>	Times: <input type="text" value="11:59pm"/>		
EVENT DESCRIPTION:					

The Crawfish Boil is an exciting fundraising event which will raise money for Love Coffee by allowing donors to purchase tickets to participate in this unique Downtown event.

Glenn's Cafe will be providing a unique dining experience by staging an true authentic Southern boil. In addition, a local classic/modern rock band will entertain the dinner's with live music for the duration of the event.

**EVENT LOCATION:**

Describe in detail, include addresses and ATTACH REQUIRED MAP

The South half of South Eight Street is where most of the action will take place (directly in front of The Tiger Hotel. A small stage will be set up on the South end of the block (void of the intersection) with tables and chairs set up in front of it. Entire footprint will be on South Eight Street between Broadway and Cherry St.

Has this event been produced before?

Yes  No

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:

Street signs provided by the City will be placed at the north end of South 8th Street at Broadway and at the alley south of Central Bank, as well as in the left turning lane on Broadway.

**\*\*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

**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.

A [Temporary Food Permit](#) will need to be completed in step 3. **Additional inspection fees may apply.**

Does your Event include the sale of food?

Yes  No

### STORM WATER COMPLIANCE

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanity 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

**Please contact the Building and Site Development Division at 573-874-7474 to determine if a structure 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
- No      Trash will be removed by applicant.

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

Yes  No

Describe:

A VIP Portable restroom trailer will be placed on 8th street North of the alley. In addition an ADA portable toilet will be placed next to the trailer.

**\*\*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:

A portable generator will be placed on 8th street (at Cherry St) to provide power.

### ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

Sidewalks will be fully cleared, and all pathways will have at least 60" of clearance.

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:

A local musical act will be hired to perform classic rock.

### PUBLIC SAFETY PLAN

#### SECURITY

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

Professional security team of 4 will be hired to manage all risk at the event. We will also have 20 volunteers on site whom will also provide security and to keep people away from certain areas.

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:

In case of hazardous weather, our media sponsor will broadcast instructions to the crowds of what to do and where to go. A pre-written document will be provided to the media personality to announce the the crowd.

**MEDICAL PERSONNEL**

Will your event have on-site medical personnel?

Yes  No

**TRANSPORTATION/TRAFFIC PLAN**

**Parking:**

Describe the plan for parking:

We will instruct participants and supporters to park in downtown parking garages or use metered street parking.

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:

GARAGE - Just as for all of our events, we plan to execute the plan provided by Tanner (then Director of Parking for the City of Columbia). We plan to place directional signage (and 3 volunteers in neon safety vest) at the exit onto 8th street directing them to exit on Cherry Street. We will have three (3) additional volunteers in neon safety vests at the garage entrance on Cherry street directing traffic for cars coming and and out of garage.

SIDEWALKS - We are requesting a full sidewalk closure on the West side of

**Department Reviews:**

**Reviewer:** Clayton Farr (Columbia Fire Department) - Aug 8, 2022 4:04 PM - **Requires Review**

**Reviewer:** Vernon Guess (Community Relations) - Aug 8, 2022 4:04 PM - **Requires Review**

**Reviewer:** John Simon (Community Development) - Aug 8, 2022 4:04 PM - **Requires Review**

**Reviewer:** Aaron East (Community Development) - Aug 8, 2022 4:11 PM - **Approved**

**Reviewer:** Jacob Ray (Public Works) - Aug 9, 2022 1:06 PM - **Approved**

Applicant will need to coordinate with the Street Division to arrange pickup and drop off of barricades, channelizers, etc. C be made with Street Division at least 48 hours in advance of the event to make arrangements for pickup. They mentioned off the westbound left turn lane on Broadway at 8th, which they will need to do with channelizers. Coordination will need to Parking in regards to the garage, but it seems like they are planning on doing this based on their application.

**Reviewer:** Chrystal Smart (Health and Human Services) - Aug 9, 2022 1:18 PM - **Approved**

all food vendors must have a valid City of Columbia operating permit

**Reviewer:** Curtis Perkins (Columbia Police Department) - Aug 10, 2022 9:53 AM - **Additional information required**

Need Safety & Security plan.

**Reviewer:** James Faup (Public Works) - Aug 17, 2022 9:03 AM - **Approved**

No Parking signs will be placed 24 hours in advance of the road closure. There will be no charge for this event. Tiger Hotel staff in the 8th & Cherry garage to direct traffic to exit onto Cherry, as the road closure will prohibit vehicles from using the