



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-8135

www.warrenton-mo.org

FESTIVAL/EVENT PERMIT WITHIN THE MAIN STREET OVERLAY DISTRICT

****MUST BE SUBMITTED A MINIMUM OF 120 DAYS IN ADVANCE OF EVENT****

Today's Date: _____ Estimate Attendance # _____

Applicant/Organizer Name: _____ Phone: _____

Email: _____ Address: _____

Contact Person for the Event: _____

Contact's Phone Number: _____ Alternate Number: _____

Date(s) of the event: _____ Start Time: _____ End Time: _____

How will security be provided at this event: _____

Street closure time (for setup): _____ Reopen time (cleanup completion): _____

Name of Event & Description: _____

Description of Goods or Services at the Event _____

REQUIRED DOCUMENTATION

An application for a Festival/Event Permit shall be filed with the City Clerk by the individual responsible for the event. The application shall include the following:

1. Drawings indicating the location, proposed street closures, and the intended use(s) & activities;
2. Plans showing the intended uses and hours of operation of existing and proposed grounds, structures, parking areas, and outdoor lighting facilities;
3. Plans showing necessary restroom facilities, crowd control plans, traffic control and traffic ingress/egress plans, lighting and noise control plans;
4. List of names and addresses of adjacent property owners within 185 feet of property in question.
5. Provide a list of all attending vendors (Each vendor will need a Day Merchant License)

Applicant Signature

Date

This application is required by Warrenton City Code Section 500.080 "Public Festivals/Events within the Main Street Overlay District" and is not considered accepted until all documentation deemed necessary is submitted and a cleaning deposit of **\$500** is received by the City Clerk. Failure to provide all required documentation will void the application.