



# Planning Special Events in the City of St. Peters

The table below serves as a guide to licensing/permitting requirements and other regulations that may apply when you want to plan a special event in the City of St. Peters, including at a park, banquet facility, trail, sidewalk, or street.

See page 2 for important information about insurance requirements and contact information.

If the event includes ...	You should consider these requirements or restrictions ...
Use of a St. Peters park, athletic field, trail, banquet center or meeting room	Exclusive use of a park or facility for an organized activity will require a reservation in the form of a Facility Use Permit Agreement. The details of the event will determine if you need additional licenses, permits and/or insurance.
Use of a trail or sidewalk inside a park as part of a special event or activity	Use of a trail or sidewalk in a park as part of a special event or activity (5K, 10K, walkathon, etc.) requires approval from the Parks Department. If the route goes outside a park, approval is required by the Police Department in the form of a Parade Permit (see below). Keep in mind that trails must remain open to the public at all times. In many cases, a reservation of a picnic shelter must coincide with trail reservations to ensure parking access to the event. Timed races may be limited to 370 Lakeside Park.
Use of a City street, sidewalk or crosswalk outside of our City's facilities, parks or trail system	Parade Permit or Block Party Permit approval is required through the Police Department. Main arterial streets are not available for Parade or Block Party permits. The Police Department encourages the use of our City's park trail system for all timed races (5K, 10K, walkathon, etc.). Bike events require a Parade Permit, and the route must be on marked roadway bike paths. Block Party requests are specific to residential neighborhood gatherings. Download permit applications at <a href="http://www.stpetersmo.net/police-permits.aspx">www.stpetersmo.net/police-permits.aspx</a> .
An admission fee or gate fee	A Business License is required for any organization conducting business in the City of St. Peters. This includes charging an admission, gate fee, or selling tickets to an event. Charging for parking or collecting a fee as vehicles arrive is strictly prohibited in/at City parks and facilities. <i>Restrictions may apply.</i>
Food trucks	Food trucks and/or restaurants are allowed to cater private events in City-owned parks and facilities, provided individual sales are not conducted. Food trucks are required to set up in the parking lot, therefore extra charges may be assessed if a parking lot must be closed. Food trucks are allowed to conduct individual sales if they are part of a special event held at 370 Lakeside Park. Food service vendors are required to have a business license.
Liquor	<p>If your event is private with no liquor sales, no Liquor License is required.</p> <p>If the event is private with liquor sales, you must use a caterer with a Liquor License.*</p> <p>If the event is open to the public (regardless of Not for Profit status) with liquor sold or served, a Liquor License is required.*</p> <p>In any instance that requires a Liquor License, approval by the St. Peters Liquor Commission is required. Please allow 60 days to process the license. State and County liquor licenses are also required. Glass containers are not allowed in a City of St. Peters park. You must abide by the Liquor Laws of the State of Missouri.</p> <p><i>*Caterers/vendors are required to obtain the proper licenses for the event. Nonprofits are required to obtain a temporary picnic liquor license for events.</i></p>
Merchandise sales (or orders for sale) ...	If vendors/businesses are part of the event (either commercial or non-profit), a St. Peters Itinerant Vendor License is required. If vendors are part of a special event hosted by a non-profit organization, the organization may obtain a multi-vendor license. Food vendors may not be included in multi-vendor licenses and are required to obtain a license.

~ See Page 2 for more information, including insurance requirements and contact information ~



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<b>Animals</b>	If animals are a part of the event (including pony rides, petting zoos, horse and carriage rides, etc.), a Commercial Animal License may be required. An inspection by the Health Department may be required as a condition of the License. All animals must have proper immunizations and additional insurance may be required. This does not include service animals.
<b>Music (live or recorded)</b>	Any event expecting 100 people or more, and that will include music as the primary source of entertainment, is required to obtain a Music Festival License (Indoor or Outdoor). Additional insurance and surety bond is required. Allow 60 days to process application. Quiet hours at outdoor facilities are from 11 p.m.-7 a.m.
<b>Inflatable play equipment (outdoor facilities only)</b>	Only companies on the Approved Provider List may supply inflatable play equipment in St. Peters parks. Please note: not all types of inflatable play equipment are allowed in St. Peters Parks. See Approved Provider List for details at <a href="http://www.stpetersmo.net/st-peters-parks.aspx">www.stpetersmo.net/st-peters-parks.aspx</a> .
<b>Tents or canopies? (370 Lakeside Park only)</b>	Tents or canopies between the sizes of 120 - 400 sq. ft. will require a permit and may require an inspection. All tents and canopies must be fire retardant to NFPA 701. All tents & canopies should be properly anchored with counter weights or stakes. Stakes may not be used on the asphalt or concrete. Stakes used in the grass may not be longer than 12 inches and guy lines must be highly visible. All tents and canopies must have two clear and distinct exits not blocked by tables, chairs, merchandise, etc. Fire extinguishers are required to be on site and accessible whenever tents or trailers are being used. Tents larger than 400 sq. ft. are not allowed.
<b>Stages, risers or platforms</b>	Only companies on the Authorized Provider List may supply stages, risers and platforms in City-owned parks and banquet facilities. See Authorized Provider List for details at <a href="http://www.stpetersmo.net/st-peters-parks.aspx">www.stpetersmo.net/st-peters-parks.aspx</a> .
<b>Signage advertising the event</b>	Civic events, charitable functions, or fund-raising activities may place signs in the public right-of-way only on the day prior to and the day of an event. No temporary signs or banners may be affixed to any telephone, electric or other public utility poles, street signs, traffic signs, or park structures including pavilions, park signage, trees and buildings. No sign or banner shall be placed in such a manner as to obscure the view of motor vehicle operators or pedestrian traffic. All signs and banners shall be securely fastened to a post in the ground or anchored to the ground by an adequate rope or cable.
<b>Generator (outdoor facilities only)</b>	If you need more electric power than available at the reserved facility, you will need to supply a generator. Additional permits and inspection may be required based on the electrical needs and size of the generator. Additional rules apply to use of generators.
<b>Golf carts (outdoor facilities only)</b>	Golf Carts are allowed on the roadways at 370 Lakeside Park; however, they are not allowed on the trails, sidewalks or grass without approval from the Director. Additional insurance may be required. This does not apply to St. Peters Golf Club.
<b>Mechanical carnival rides (outdoor facilities only)</b>	Mechanical Amusement Rides (A.K.A. Carnival Rides) require special City licensing, insurance and bonds; as well as State license and inspection certificates.

### EVENT CONTACTS & SCHEDULING

- **370 Lakeside Park:** 636-387-5253  
[www.stpetersmo.net/370Lakeside](http://www.stpetersmo.net/370Lakeside)
- **Cultural Arts Centre:** 636-397-6903  
[www.stpetersmo.net/Arts](http://www.stpetersmo.net/Arts)
- **Water's Edge Banquet Center:**  
636-279-8271  
[www.watersedgebanquetcenter.com](http://www.watersedgebanquetcenter.com)
- **For events in all other parks:**  
636-477-6600, ext. 1401

- **St. Peters Police Department Parade and Block Party Permits:**  
636-477-6600, ext. 3549  
[stppd@stpetersmo.net](mailto:stppd@stpetersmo.net)  
[www.stpetersmo.net/police-permits.aspx](http://www.stpetersmo.net/police-permits.aspx)

**Business Licensing Office:**  
For more information or questions about event licensing requirements, call 636-477-6600, ext. 1232.

**INSURANCE REQUIREMENTS:**  
Events that are held in City of St. Peters parks or facilities that are open to the public, or that are scheduled for business/organizational activities, will require a Certificate of Insurance. Contact the scheduling office for details about insurance requirements.