

City of St. Peters SPECIAL EVENTS INFORMATION



With over 1,200 acres and centrally located in St. Charles County, the parks in St. Peters have become a popular location to hold special events.

If you are planning a special event or activity in a St. Peters Park, there are licenses and permits that may be needed. This flyer describes the most common licenses and permits that are issued. The scope of your event will determine exactly what is required.

Examples of activities that may require special licensing or permits:

- Bike or Walkathons • BBQ Fundraisers • Campfires
- Carriage Rides • Concerts • Company Picnics
- Church or School Picnics • Festivals
- Inflatable Recreation Equipment • Petting Zoo • Pony Rides
- Tents, Canopies or Structures



Park Use Permit

A permit is required for all organized activities held in a St. Peters park, authorizing the use of City parkland. Park Use Permits are issued in accordance with City Code Chapter 240.

Certificate of Insurance

A Certificate of Insurance is required for most special events. The minimum acceptable coverage is one million dollars liability and two million dollars general aggregate.

The City of St. Peters must be named as additional insured. Other insurance may be required based on the details of the event.

Food License/Temporary Business

This license is required when food is served to the public (whether a fee is charged or it is free). A health inspection may be required prior to serving food to verify compliance with any state and local regulations as well as to ensure safe handling of food. This license may not be required if only prepackaged foods are served (foods that are not potentially hazardous due to time/temperature control).

Temporary Occupancy Permit

This permit may be required for temporary structures such as stages, tents, etc. This includes an inspection prior to the start of the event to ensure the area is safe for the public and City Building Code requirements are met.

Parade and Block Party Permits

Parade Permits are required for any parade or procession marching, proceeding, or occupying any street, sidewalk or public place. **Block Party Permits** are required for a street dedicated to the City to block. Both Parade and Block Party Permits require approval from the Chief of Police. Parks Department approval is required for walkathons, runs and other special events that only use City Parks and Trails.

Outdoor Music Festival

This license is required for any outdoor entertainment, exhibition, activity, amusement or gathering or assembly of persons within the City, including public dances or dance exhibitions, where there will be presented as the primary source of entertainment live

or recorded musical entertainment, and which the promoter thereof has reason to believe will attract one hundred (100) or more persons at any one time. Application shall be submitted 60 days prior to the event and special insurance requirements apply.

Itinerant Vendor/Multi Vendor

A license is required for events in which an organization or business will be seeking to sell (or to obtain orders) for the purchases of goods, wares, merchandise, foodstuffs or contracts of any kind, or promotion thereof. In St. Peters Parks, only non-profit organizations are allowed to host events that are open to the public in which a multi vendor license is required.

Non-Mechanical Amusement Device

Only vendors on the Approved Provider List may supply non-mechanical amusement devices (inflatable play equipment such as moon walk, bounce house, obstacle course, etc.) in a St. Peters Park. The current Approved Provider List may be found at www.stpetersmo.net/parks.

Mechanical Amusement Device

A license is required before setting up any structure to be used for circuses or carnivals within the City. This includes tents, seating, mechanical rides, etc. A Temporary Occupancy Permit is also required. State License and ride inspection certificates are required and special insurance and bond requirements apply.

Commercial Animal Establishment

This license is required for a petting zoo, pony rides, or similar activity where animals are included as part of an event. Approval from the Parks Department of all activities involving animals is required prior to applying for this license. Allow 14 business days to process.

Liquor License

If liquor sales or service is being considered for your event, you must contact the City's Business License Office at least 60 days in advance. In St. Peters Parks, only non-profit organizations are allowed to obtain a liquor license for events that are open to the public and additional police security may be required.

City Code Chapter 240.060 establishes certain regulations for special events held at a City park that are 1) open to the public, including festivals, picnics, bazaars, fairs or similar gathering; and 2) which attendance is expected to be 500 people or more. Be sure to discuss this with staff prior to scheduling an event.

Sale or promotion of merchandise, food and beverage, solicitation of fees or donations, or conducting any type of business or event, including distribution of flyers, signs or other advertising mediums in a City of St. Peters Park is prohibited without prior written approval.

Fees vary depending upon the type of license (General Business, Food Service Establishment, Itinerant Vendor, etc). Certain licensing may require a background check with a separate fee. Allow 4 weeks for processing. A copy of Missouri State Retail Sales Tax License and Letter of "No Tax Due" are required for issuance of licenses of For Profit Businesses.

The City of St. Peters, at its sole discretion, reserves the right to restrict or deny requests for special events in City parks. The City exercises a hold harmless policy during all facility use and rentals.

For more information concerning licensing requirements, contact 636-477-6600 ext. 1232.

To schedule an event at Lakeside Park, contact 636-477-6600 ext. 1771. For all other parks, contact 636-477-6600 ext. 1319.

**City of St. Peters
Parks & Recreation Services
www.stpetersmo.net
636-477-6600**