



Request for Downtown Activity

Information required for Board of Aldermen’s Consideration

Applicant Details

Name(s) of Applicant	
Business or Organization (if any)	
Applicant’s Address	
Applicant’s Contact Phone	
Applicant’s E-Mail Address	
Today’s Date	

Event Details

Type of Event (Provide details about the event)	
Dates and Time of Event	
Streets to be Closed (may add list on separate page) NOTICE: Event Organizer is responsible for placement of “No Parking” signs. See Section 10.20.105 of the Code of Ordinances	

Event Details regarding Services

Services needed from the City	Item:	How Many:
	Trash Cans	
	Picnic Tables	
	Barricades	
	Trash Pickup During Event	How Often:
	City Water for Food Vendors	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Electrical Connection for Food Vendors	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Any Additional Service	

Event Details regarding Alcohol

<p>Indicate if alcohol will be sold or served. (A Festival License and Liquor License will be required for sale of alcohol.) Contact the City Clerk at 573-547-2594 for more information</p>	
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Event Details regarding Music

<p>Indicate if music will be provided for the event. (Note: Music must end by no later than 11:00 pm)</p>	
<p>Downtown Plaza (If the Downtown Plaza will be used, please contact the Parks & Rec Dept at 573-547-7275 to reserve the Plaza)</p>	<p>Yes, Will Contact P&R for Use of Downtown Plaza <input type="checkbox"/></p> <p>No, Will Not Need Downtown Plaza for this Event <input type="checkbox"/></p>

Event Details (continued)

<p>Please summarize your "Clean Up Plan" for this event</p>	
<p>Applicant is responsible for providing porta-potties if needed for event.</p>	<p>Yes, Will Provide <input type="checkbox"/> No, Not Needed <input type="checkbox"/></p>

Event Details - Vendors

If vendors will be present, please provide the following information:	(see vendor list below)
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<u>Name of Vendor</u>	<u>Address</u>	<u>Phone # and email:</u>

Note: All food providers must have all necessary licenses to sell food and be approved by the Perry County Health Department

Submittal of Request

Thank you for completing this request form. To have this matter placed on the Board of Aldermen’s agenda, submit to City Clerk Lydia Rellergert, 215 North West Street, Perryville, MO 63775 or via e-mail at lydiarellergert@perryvillemo.gov. Please contact City Administrator Brent Buerck or City Clerk Lydia Rellergert with any questions 573-547-2594.

The City Administrator or his designee will present this request to the Board of Aldermen at the first available meeting, currently scheduled for the 1st and 3rd Tuesday of each month.

To check available dates for Downtown activities, contact EDA Director Crystal Jones at 573-547-1097 or crystal@perrycountymo.org

Decision by City

The Board of Aldermen has reviewed this request and the application is hereby:

Approved

Denied

Name (printed)	
Signature	
Date	