

Village of Airport Drive -- 25150 Demott Drive -- Joplin, MO 64801 -- Phone (417) 623-6744
 Fax (417) 623-7839 -- Email: apdrive@att.net -- Website: www.airportdrivemo.com

APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT FOR BOARD APPROVAL

SPECIAL EVENT PERMIT APPLICATION

Date: _____ Phone #: _____

Applicant: _____

Mailing Address: _____

City/St/Zip: _____

Business: _____

Contact Person: _____

Event Name: _____

Event Location: _____

Event Dates: Beginning _____ Ending _____

Hours of the Event: Beginning _____ Ending _____

Event Description: Answer yes or no to indicate if any of the following activities will be part of the Event.

Speakers, Podiums, Bandstands, Loud Speakers, Amplifiers	_____
Special Utility Hook Ups	_____
Merchandise Vendors	_____
Food will be prepared and/or served	_____
Tents/other temporary structures or trucks and/or trailers	_____
Animals	_____
Alcohol will be sold and/or served	_____
Temporary banners or signs (requires a sign permit)	_____
Describe all activities of the event (use additional sheets if necessary):	_____

NOTE: All applications regarding outside amplification requires a Special Event Permit. Violation of the Noise Ordinance will result in a loss of Special Event Permits for the length of time as follows: first violation 6 days, second violation 6 months, third violation will result in no more Special Events for this Business. The Village may terminate any Event if the Code is violated at any time. Applicant agrees to abide by all Village Codes:

Applicant	Chairman, Board of Trustees	Village Clerk
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FOR OFFICE USE - Permit Approved _____ - License Approved _____ - Receipt Attached.

Special Event Policy

The following policy will establish an approval system for conducting Special Events within the Village of Airport Drive.

A complete application form (available at the Village Office) **must be submitted 1 month prior** to a regular Village Board of Trustees Meeting for approval before any Special Event will be considered.

Special Event means any activity which occurs on public or private property which may affect the ordinary use of said property and shall include, but not be limited to parades, car shows, concerts, craft shows, merchant markets, road races, block parties, festivals, business promotions, and other similar activities.

The following items will determine the criteria for approval of a Special Event:

Completed Special Event Application.

Special Events will be limited to five per year.

Must comply with the Village Code.

Must comply with the Noise Ordinance (see attached).

Must comply with the Sign Code.

Any Vendor must purchase appropriate Business License and/or Peddler's License.

Sound/Noise must be kept at a reasonable level to ensure the residents of neighboring properties are not disturbed.

Major day-long events involving music and/or performances are restricted to Fridays and weekends. Music at these larger outdoor events is permitted from 11 am to Sundown and volume must be kept to a reasonable level.

If music levels are deemed too loud during your event, you will be asked to lower the volume. The event will be shut down if the volume remains at unreasonable levels and future Special Events will not be allowed.

A copy of the applicants General Liability Insurance naming the Village of Airport Drive as an additional insured and a copy of non-profit organizations 503C status shall be submitted with the application prior to the special event for all non-profit organizations.

All requests and applications are reviewed on an individual basis by the Board of Trustees for approval and issuance at their regular Board Meeting on the fourth (4th) Thursday of the month.

Village personnel will call and advise the Jasper County Sheriff's Office in advance that the Village has issued a permit for a particular time and date upon approval. Law Enforcement individuals will and may ask to see the permit. If Law Enforcement is called out to handle complaints about the Special Event, the Special Event Permit is nullified and may not be granted in the future. The Village code is online at www.ecode360.com/AI3224 or a link to the code is listed on the Village website www.airportdrivemo.com.

*Please note application states, "A copy of the applicants General Liability Insurance naming the city as an additional insured and a copy of non-profit organizations 503C status shall be submitted with the application prior to the special event for all non-profit organizations." and "All general applicants will need to supply proof of general liability insurance naming the city as an additional insured"