



City of O'Fallon, 100 North Main Street
O'Fallon, Missouri 63366
Office of the Chief of Police

PARADE/BLOCK PARTY/SPECIAL EVENT PERMIT APPLICATION

***All applications must be submitted at least 30 days in advance, (with 60 days *in advance* recommended, for approval). If less then 30 days notice given, the application may not be approved!**

Applicant's Name: _____

Address: _____ Phone: _____

Responsible Party(s): _____ Phone: _____

Address: _____

Date of Event: _____ Start Time: _____ End Time: _____

Assembly/Event Location: _____

Approximate Number of Persons/Participants: _____

Approximate Number of Vehicles/Floats: _____

Portion of Streets Required: All _____ One Lane _____ Two Lanes _____

Block Party Street Closures: _____

It is agreed that if a permit is granted, the above named person or organization assumes full responsibility for all liabilities for damages of any kind occasioned by the giving of such permit. All debris created by the parade or block/street party shall be cleaned/disposed of by applicant.

Applicant's Signature

Approved: _____

Chief of Police

GUIDELINES FOR PLANNING AN EVENT IN O'FALLON

Parade Permit:

1. Pick up a permit application at the O'Fallon Police Department Records Division, located at the east entrance of the O'Fallon Municipal Complex. It may also be obtained at the front desk of City Hall, located at the west entrance of the O'Fallon Municipal Complex.
2. Fill out the permit application and return to the attention of the O'Fallon Chief of Police for approval. Please ensure that your route is clearly indicated on the attached route form or a clear map is attached.
3. If the event is approved, the signed permit application will be mailed back to you or you may call (636) 379-5651 to pick it up.

Block/Street Parties:

1. Pick up a permit application at the O'Fallon Police Department Records Division, located at the east entrance of the O'Fallon Municipal Complex. It may also be obtained at the front desk of City Hall, located at the west entrance of the O'Fallon Municipal Complex.
2. All block parties must end no later than 11:00 pm. Live entertainment will be considered on a case by case basis, but ALL approved outside residential live entertainment will end by 9:00 pm.
3. A complete list of each residence directly affected by any road blockage MUST be submitted, along with a **signed petition by a minimum of 90% of the residences/businesses affected by the road blockage agreeing to the party and the road blockage.**
4. Please be advised that main thoroughfare roadways will not be approved. Only cul-de-sac or secondary roads will be considered for approval. Request for Block parties during the Heritage and Freedom Festival maybe denied if they fall within the area designated as the Festival District.
5. Adequate precautions for the safety of residents will always be the main consideration. **You must leave one lane open at all times for emergency vehicles.** No public street may be blocked without permission from the City of O'Fallon.
6. Loud noise, music or other activities must be kept at a reasonable level. The responsible party must be present at all times, have their approved permit with them and ensure clean up is completed.
7. If the event is approved, the signed permit application will be mailed back to you or you may call (636) 379-5651 to pick it up.

Meat/Turkey Shoots:

1. Pick up a permit application at the O'Fallon Police Department Records Division, located at the east entrance of the O'Fallon Municipal Complex. It may also be obtained at the front desk of City Hall, located at the west entrance of the O'Fallon Municipal Complex.

