



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 application may not be approved!**

Applicant's Name: _____

Address & Zip code _____ Phone: _____

Applicant's E-Mail address _____

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 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 PD Traffic Sergeant. Please ensure that your route is clearly indicated on the attached route form and a clear map is attached.

Block/Street Parties & other events:

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 and 100% of the 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 may be 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. Type, or write down a description of your event. **Attach a detailed map.**

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.

2. The city recognizes the benefits of these types of events as a fund raising function. For approval of this type of event the permit application needs to be completed and the following information also needs to be forwarded:

- The type of shoot being requested
- What type of gun or weapon will be used
- What is the set up and the safety precautions for everyone involved
- A Detailed map of the event

(This type of event will be approved on a case by case basis)

Parade/Event Route: _____

*If additional space is needed to describe the parade route, please attach another sheet.
*A detailed map should be attached to this application

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.

For any questions, please contact Traffic Sergeant Steve Landsness at 636-379-5688, fax him at 636-379-5697 or e mail him at SLandsness@OFallon.mo.us