



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:

