MISC EVENT PERMIT
PROCEDURES

1. Before an individual or group can hold an event within the City of Crestwood, a Miscellaneous Permit application must be approved. This permit is intended to be used for block parties, close-quarters parking, parades and more.

2. There is no charge for many events with a miscellaneous permit. If there are any questions regarding fees, please contact the City Clerk's Office at 314-729-4700.

3. The application should be submitted a minimum of seven (7) days in advance of the proposed date of the event to guarantee approval. If submitted with less time, the City cannot guarantee approval for the event.

4. If music is played at the event and complaints are received, the responsible party agrees to lower the volume or cease music at the direction of the Crestwood Police Department.

5. Parades: If the miscellaneous event includes a parade, a map of the parade route must be provided for approval by the Department of Police and Fire Services.

6. Fireworks/Bonfire Permit: Please submit the associated form for that event. Due to the nature of the event, a prior inspection of the premises may be deemed necessary by the City of Crestwood and the Department of Fire Services. Please contact the Fire Department at 314-729-4742 to schedule this inspection, if applicable.

7. Tent Permit: Any event with a tent over 399 square feet must obtain a permit through the City’s Department of Public Works, in accordance with the Fire Marshal. All tents and/or additional accessory structures must comply with St. Louis County building code requirements. Please contact the Public Works Department at 314-729-4720 to obtain the permit, if applicable.

I, as the event contact person, agree to and understand the above-mentioned policies and procedures and shall obtain any additional permits, if required.

Initial                      Date

Rev. 2019
MISC EVENT PERMIT

Application Date: ____________________________

LOCATION/ADDRESS OF EVENT: ____________________________________________________________

Description of Event: ____________________________________________________________________

______________________________________________________________________________________

Date/s of Event: ______________________________ Time/s of Event: ____________________________

Special Requests:  □ Police Officer       □ Fire Truck       □ Barriers       □ Other _____________________

Specific timeframe: _______________________________________________________________________

Approximately ________ people are expected to attend

Contact Person: ___________________________________________ Phone: _________________________

Applicant Address: __________________________________________________________

Email Address: __________________________________________________________

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OFFICE USE ONLY

Routing Approval

Crestwood Police Department: ___________________________________________ Date Approved: _______

Crestwood Fire Department: ___________________________________________

City Clerk/Administration: ___________________________________________

Permit Expires: ______________________________

Comments: __________________________________________

______________________________________________________________________________________

Payment Section (if applicable)

Permit #: ______________

Date: ________________

Amount Paid: ______________

Receipt #: ______________