



CITY OF BRANSON
PLANNING & DEVELOPMENT
 110 W MADDUX ST, SUITE 215
 PHONE: (417) 337-8535
 FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____

FEE & CODE: **\$100.00** SEPA

DATE & INITIALS: _____

PAYMENT TYPE: CASH Receipt # _____

CHECK # _____

CREDIT CARD REF # _____

Tax Exempt (501(C)3)

This Special Event Permit is approved in accordance with Chapter 450 of the Branson Municipal Code this ____ day of _____, _____.

Jim Lawson – Director of Planning & Development

SPECIAL EVENT PERMIT APPLICATION

Today's Date: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____ Email: _____

Sponsor (Please Print): _____

Sponsor Address: _____

Phone Number: _____ Fax Number: _____ Email: _____

Event Name: _____

Event Location: _____

Event Dates: Beginning _____ Ending _____

Hours of the Event: Beginning _____ Ending _____

*** The Sponsor hereby agrees to hold the City of Branson harmless from any and all suits, claims, damages, and causes of actions of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death.

Sponsor Signature: _____ Title: _____

Event Activities: Answer "YES" or "NO" to indicate whether each of the following activities will be part of your special event. If you mark "YES" to any of the following activities, additional documentation must be provided. Refer to Section 450.070 of the Branson Municipal Code for details concerning application for permit.

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the event be held on public property or city streets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be any closing and/or barricading of public right-of-ways? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be utilizing any speaker podiums, bandstands, loudspeakers, amplifiers, or special utility hook-ups? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be utilizing any tents, temporary structures, trucks or trailers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you have any merchandise vendors as part of your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will animals be utilized as part of your event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will food be prepared and/or served? If yes, fill out attached application and return to Taney County Health Dept. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will alcohol be sold and/or served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will fireworks be displayed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be utilizing any temporary banners or signs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be using existing electrical wiring? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the installation of electrical wiring be required: Indicate: <input type="checkbox"/> Temporary or <input type="checkbox"/> Permanent |

Special Event Application Checklist

- If Sponsor is tax exempt, include copy of exemption certificate.
- Written description of event
- If event is to be held on public property, provide the necessary liability insurance
 - See City of Branson Insurance Requirements (updated every January)
- If the event is to be held on private property, must obtain written permission from property owner that includes the following
 - Giving permission to use the property.
 - What the property is going to be used for.
 - Dates the property will be used.
- Site Plan must show the following:
 - Location of the different components of the event: food, alcohol, vendors, sound equipment used, tents and size of any tents used, etc.
 - Parking areas
- List of Banners
 - Location of Banners
 - Size of Banners
 - If using private property, must obtain permission from property owner
 - Sign must not be in a MoDOT or City right-of-way
 - Call 1-800-DIG-RITE before placing signs
- Vendor list: (if applicable)
 - Name of business
 - Owner name, address & Phone number
- Plan for selling alcohol
- Security plan: (Branson Police Department does not provide private security services.)
 - Name and number of company
 - Description of securities duties
- Food Service Plan (if applicable)
 - Fill out appropriate Taney County Health Department applications and return to Taney County Health Department
- Animal Handling Plan (if applicable)
 - depending on species, required health certificates and permits
- If temporary electric is needed, you will need to apply for a building permit.

Provide as much information as possible regarding the event.

Taney County Health Department Applications

If food will be a part of your event you will need to fill out one of the following applications:

- Temporary Food Event Operator Application: Used when food is being brought to the event or cooked by independent food vendors
- Temporary Food Event Organizer Application: Used when will have food at the event but it will be prepared by another party.
- Temporary Food Event Organizer/Operator Application: When the organizer of the event will also be cooking the food.

For more information please call 417-334-4544 or go to www.taneycohealth.org

CITY OF BRANSON INSURANCE REQUIREMENTS

COMMERCIAL GENERAL LIABILITY:

\$2,618,230.00 single accident or occurrence
-bodily injury and property damage
\$ 392,734.00 single accident or occurrence, any one person
-bodily injury or death

AUTOMOBILE LIABILITY INSURANCE:

\$2,618,230.00 single accident or occurrence
-bodily injury and property damage owned, non-owned and hired
vehicles
\$ 392,734.00 single accident or occurrence, any one person
-bodily injury or death

WORKERS' COMPENSATION and EMPLOYERS' LIABILITY:

\$1,000,000.00 Limit

*Note: January 1 of each year the sovereign immunity level is reviewed by the state of Missouri, which could change our insurance levels.

CITY OF BRANSON NAMED ON POLICY

All insurance policies shall list the City of Branson as the additional insured for the Commercial General Liability as well as the Automobile Liability.

Please use the following address: City of Branson
Attn: Contract Management
110 W Maddux Street, Ste. 205
Branson, MO 65616

No policy can be canceled without a 30 day written notice to the City of Branson.

WORKERS COMPENSATION

The City of Branson requires Workers Compensation for anyone doing work for the City.

Contractors Issues:

I am not required by statute to carry workers compensation insurance, but my general contractor says I have to have it. Can he do this?

Yes, he can. Generally, the workers compensation statute says that the general contractor is liable for any injuries to uninsured subcontractors or their uninsured employees. Because of this, the general contractor's insurer will charge additional premium if you cannot provide proof of coverage, **even if you have no employees AND provide proof that you (as an owner) are also covered under the policy**. If the general contractor says he won't hire you unless you have a policy and insure yourself, you will need to buy a policy covering your business or yourself or work for a general contractor who does not make this requirement.

<http://www.insurance.mo.gov/consumer/faq/wcfaqs.htm#wcresp>

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/7/2009

PRODUCER

INSURED
Name and Address of
Sub Contractor

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Carrier	
INSURER B: Carrier	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
L TR	INSRD			Eff Date	Exp Date	
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Policy #			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	X	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Policy #			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	X	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ <input checked="" type="checkbox"/> RETENTION \$ XXXXX	Policy #			EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	Policy #			<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

EXAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 City of Branson, 110 W. Maddux St., Suite 205, Branson, MO 65616 is listed as Additional Insured on policy.

CERTIFICATE HOLDER
 (417) 335-4354 Fax
City of Branson
Attn: Contract Management
110 W. Maddux Street, Ste. 205
Branson, MO 65616

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE

Missouri Department of Insurance

Jay Nixon, Governor

John M. Huff, Director

[Insurance Home](#) » [Industry](#) » [Sovereign Immunity Limits](#)

Sovereign Immunity Limits

The sovereign immunity limits for Missouri public entities are calculated by the department and published annually in the Missouri Register per Section [537.610 RSMo](#).

Year	For all claims arising out of a single accident or occurrence	For any one person in a single accident or occurrence
2012	\$2,618,230	\$392,734
2011	\$2,545,062	\$381,759
2010	\$2,509,186	\$376,378
2009	\$2,525,423	\$378,814
2008	\$2,418,992	\$362,849
2007	\$2,369,306	\$355,396
2006	\$2,303,326	\$345,499
2005	\$2,234,121	\$335,118
2004	\$2,186,741	\$328,011
2003	\$2,145,322	\$321,798
2002	\$2,111,043	\$316,656
2001	\$2,079,420	\$311,913
2000	\$2,033,473	\$305,021

BILL NO. 3688

ORDINANCE NO. _____

AN ORDINANCE APPROVING A MUNICIPAL CODE AMENDMENT TO CHAPTERS 26, 22, 78 AND 450 OF THE BRANSON MUNICIPAL CODE PERTAINING TO LIABILITY INSURANCE.

WHEREAS, the City has reviewed the liability insurance requirements and has determined that it would be beneficial for the City to increase the amount of insurance coverage required for contractors to do work for the city; and

WHEREAS, it has been recommended by staff to change the city's insurance policy in code to coincide with Section 537.600 through 537.650 RSMo; and

WHEREAS, the Board of Aldermen wishes to amend the Branson Municipal Code as follows:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF BRANSON, MISSOURI, THE FOLLOWING:

Section 1: That Chapter 26 – Businesses, Article II – Licenses, Section 26-35 – Insurance and bond required for certain businesses, Chapter 22 – Buildings and Building Regulations, Article II – Building Codes, Section 22-32 Amendments to International Building Code, Chapter 78 – Streets, Sidewalks and other Public Places, Article IV – Use of Public Right-of-way, Section 78-98 - Oversight and financial responsibility, Chapter 450 – Special Events, Section 450-070 – Application for permit of the Branson Municipal Code is hereby amended as follows:

Sec. 26-35. Insurance and bond required for certain businesses.

(a) Any contractor, subcontractor or trade doing business in the city and actively engaged in the business of blasting, excavation, or any other trade which requires drilling, digging, trenching, or similar types of operation in the public right-of-way shall, before receiving a contractor's license, as described in this article, file with the finance director a license and permit bond (surety) or a cash bond in the sum of \$500.00 for the restoration of any street, curb, sidewalk, water line, sewer line, gas line or public property and for the incurring of other expenses or charges by the city (such as the removal of construction wastes, cleanup of streets, sidewalks, etc.) if the applicant fails to restore them to the original condition with the same materials and in the same manner. It shall further be a condition that the principal shall pay any or all loss or damage occasioned by him/her or his/her servants, agents or employees, in the use of or handling of explosives used in blasting for the purposes of construction; also he/she will comply with all ordinances of the city and the rules of the board of aldermen relating to the turning on and off from the waterworks; and will pay, when due, all bills for material and labor furnished by the city to the principal.

(b) In addition, any contractor, subcontractor or trade doing business in the city and actively engaged in the business of blasting, excavating, or any other trade which requires drilling, digging, trenching, or similar types of construction, whether on private property or the public right-of-way, shall submit a policy of general liability and property damage insurance naming both the holder of the certificate and the city and its officers, agents and employees as coinsureds or, at the discretion of the city administrator, a certificate of insurance evidencing such coverage. ~~[The policy shall be for coverage of at least \$300,000.00 per person and \$2,000,000.00 per occurrence for personal injury and for property damage in the amount of \$1,000,000.00.]~~ **The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo (Supp 1995).** The policy shall not be canceled without ~~[ten]~~ **thirty** days' written notice to the city.

Sec. 22-32. Amendments to International Building Code.

(19) Section 3107.2 Liability Insurance: A person shall not erect, install, remove, rehang or maintain over public property any sign for which a permit is required, until an insurance policy has been filed. ~~[for public liability in the amount of \$300,000.00 per person, and \$2,000,000.00 per occurrence, and for property damage in the amount of \$100,000.00 as herein required.]~~ **The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo (Supp 1995). The policy shall name the city as an additional insured and shall not be canceled without thirty days' written notice to the city.**

Sec. 78-98. Oversight and financial responsibility.

(f) *Liability insurance.*

(1) The grantee shall maintain, throughout the term of any license or franchise, liability insurance with a company licensed to do business in the state. ~~[with a rating by Best of not less than "A," or a certificate of self-insurance acceptable to the city attorney, insuring the grantee and the city with regard to all damages mentioned in subsection (a) of this section; in the minimum amounts of:]~~

~~[a. One million dollars for bodily injury or death to any one person;]~~

~~[b. Three million dollars for bodily injury or death resulting from any one accident;]~~

~~[c. Three million dollars for all other types of liability.]~~

~~[The privilege of self-insurance may be withheld from any company with a net worth of less than \$5,000,000.00.]~~

~~[(2) All amounts shown in subsection (f)(1) of this section shall be adjusted annually by five percent or increased to an amount equal to any change in the limits of the city's liability for conditions of its property under state or federal law.]~~

The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo (Supp 1995). The policy shall name the city as an additional insured.

- (3) If the grantee sells or transfers its interests in the use or ownership of a system, or in the event of termination or revocation of this franchise, an insurance tail, reasonably acceptable to the city, shall be purchased and filed with the city for the then applicable amounts, providing coverage for the time periods according to applicable statutes of limitation, insurance for any issues attributable to the period grantee held the license or franchise.
- (4) At the time of acceptance, the grantee shall furnish to the city a certificate evidencing that a satisfactory insurance policy has been obtained. Such certificate shall be approved by the city and such insurance policy shall require that the city be notified 30 days prior to any expiration or cancellation.
- (5) All insurance policies maintained pursuant to this section shall contain the following endorsement: "It is hereby understood and agreed that this insurance policy may not be canceled by the surety, nor may the intention not to renew be stated by the surety until 30 days after receipt by the city, by registered mail, of a written notice of such intention to cancel or not to renew."

In addition, it shall be the obligation of the grantee promptly to notify the city of any pending or threatened litigation that would be likely to affect its insurance coverage.

Section 450.070. Application for permit.

A. The application form for a special event permit shall be available in the department of planning and development. Applications requesting a special event permit shall be filed with the director of planning and development at least ten business days prior to the proposed start date of the special event, unless the ten-business-day time period is waived by the city administrator for good cause.

B. The application for an event permit shall include:

1. The name, address, and telephone and facsimile number of the applicant, and for any persons acting as sponsors of the special event who will be responsible for its conduct, staging, presentation or organizing. If the applicant is a company, corporation or civic organization, then the name of the company, corporation or civic organization, and names and addresses of its directors and officers, shall also be included.
2. The purpose or description of the special event, the estimated number of participants or those attending, and a plan or description for the use of any off-premises advertising or off-premises vendors for the event.
3. The dates the special event is to be held, and the time it is to commence and terminate, including setup and shutdown times.
4. The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing buildings, location within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.

5. The specific streets, or portions thereof, to be closed, if any, for the special event.
6. Whether alcoholic beverages will be allowed, provided or sold by vendors during the special event, and the plan or description for such allowance or provision for the purpose of assessing police, fire, health and finance department responses.
7. A plan or description for the use of lighting, music, loudspeakers, a live band, or sound system, if any, during the special event, and the type and location of speakers and other audio and lighting equipment.
8. The name and address of the security company, if any, engaged for the special event, and a description of the duties to be performed. The city police department shall not provide the private security services for a special event.
9. A plan or description for fire protection for the special event, including a map specifying the location of 18-foot fire lanes, water supply for fire control and the use of tents.
10. A plan or description for emergency medical services for the special event.
11. A plan or description for compliance with chapter 46, article IV, division 2 (the food code) and the other applicable health ordinances of the Branson Municipal Code for the event.
12. A plan or description for the use or allowance of animals during or as a part of the special event.
13. A plan for the disposal of sanitary waste and sewage for the special event, including toilet facilities, and the disposal of garbage, trash, and refuse.
14. Compliance with the Branson Municipal Code relating to merchant's licenses for the special event.
15. For events to be located upon or require the closing or blocking of any street, alley, or road, or the use of any city-owned property or right-of-way areas, submission of ~~[a liability]~~ **an** insurance policy, ~~[in the amount of \$1,000,000.00 for any injury to any person, including death, arising out of one incident, \$1,000,000.00 for any damage to property, and \$1,000,000.00 automobile liability insurance for any injury to any person, including death, arising out of one incident.]~~ **The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in Section 537.600 through 537.650 RSMo (Supp 1995). The policy shall not be canceled without thirty days' written notice to the city.** The city shall be the named additional insured ~~[for each of the policies referenced in this subsection,]~~ and the special event sponsor shall execute a hold harmless agreement indemnifying the city.
16. Any additional information which the director of planning and development shall find reasonably necessary to a fair determination as to whether a permit should be issued.

NOTE: LANGUAGE WHICH IS **BOLD, UNDERLINED** HAS BEEN ADDED;
LANGUAGE WHICH IS [~~BRACKETED, STRICKEN~~] HAS BEEN REMOVED.

Section 2: This ordinance shall be in full force and effect from and after its passage by the Board of Aldermen and approval by the Mayor.

Read, this first time on this _____ day of _____, 2009.

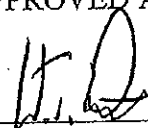
Read, this second time, passed and truly agreed to by the Board of Aldermen of the City of Branson, Missouri on this _____ day of _____, 2009.

Raeanne Presley
Mayor

ATTEST:

APPROVED AS TO FORM:

Lisa K Westfall
City Clerk



William T. Duston
Assistant City Attorney

Branson, Missouri, Code of Ordinances >> - APPENDIX A ZONING >> CHAPTER 450. - SPECIAL EVENTS >>

CHAPTER 450. - SPECIAL EVENTS*

Editor's note—

Ord. No. 2002-053, with certain revisions, has been included herein as ch. 450 at the direction of the city.

[Section 450.010. - Definitions.](#)

[Section 450.020. - Responsibility for expenses incurred by city.](#)

[Section 450.030. - Period of operation; duration.](#)

[Section 450.040. - Duty to restore event location.](#)

[Section 450.050. - Exempt events.](#)

[Section 450.060. - Permit required.](#)

[Section 450.070. - Application for permit.](#)

[Section 450.075. - Application for permit involving closure of streets.](#)

[Section 450.080. - Issuance of permit; conditions; transfer; expiration.](#)

[Section 450.090. - Notice of denial of permit; appeal procedure.](#)

[Section 450.100. - Alternative permit.](#)

[Section 450.110. - Modification or rescission of permit.](#)

Section 450.010. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Parades means a group of more than five persons or group of more than five vehicles or units assembled for the purpose of marching, walking, or motoring over and along the city streets of Branson.

Person means any individual, association, partnership, limited liability company, corporation or entity.

Special event means any event, including parades, involving the extraordinary use of public property, such property including, without limitation, the public right-of-way, public parks, public buildings or other city facilities; or events or acts on public or private property as otherwise provided or required by the Branson Municipal Code as requiring a special event permit. Extraordinary use of public property includes amplified sound, closing of streets, electrical or plumbing hookups to city utility connections, fireworks, firearm salutes by military guards, the display of off-premises banners and signs, the use of off-premises vendors, and noise-generating events that continue past 11:00 p.m.

Sponsor means to conduct, stage, present or organize a special event. A sponsor under this definition must be in charge of the special event, or have primary control of its conduct, staging, presentation or organizing.

(Ord. No. 2002-053, § 2(625.070), 5-28-2002)

Section 450.020. - Responsibility for expenses incurred by city.

The special event sponsors, and any other individuals or organizations named in the permit, may be responsible for any expenses incurred by the city as a result of the sponsored special event for stolen or damaged city property, for cost of materials and utilities for the event by the city, including, but not limited to, water, sewer, solid waste disposal and electric service, and for city employee overtime wages for the event. The city may require a deposit or bond prior to the issuance of a special event permit.

(Ord. No. 2002-053, § 2(625.150), 5-28-2002; Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.030. - Period of operation; duration.

A special event shall take place only between the hours of 8:00 a.m. and 11:00 p.m., Sunday through Thursday, and 8:00 a.m. and 12:00 a.m., Friday through Sunday, and shall not operate for a duration greater than ten days in length, unless these days and times are otherwise extended by the director of planning and development for good cause.

(Ord. No. 2002-053, § 2(625.160), 5-28-2002)

Section 450.040. - Duty to restore event location.

- A. Special event sponsors shall be responsible for the cleaning and restoration of the location the event occupies, and/or causes debris or litter upon, within 48 hours of the conclusion of the event, or at such other time as may be set forth in the permit, to the condition which existed prior to the event, and shall provide waste disposal receptacles and toilet facilities for use of those attending the event.
- B. Special event sponsors may be required to submit to the director of planning and development a deposit for the cleaning and restoration of areas adjacent to the special event location by the department of public works.

(Ord. No. 2002-053, § 2(625.170), 5-28-2002)

Section 450.050. - Exempt events.

Any event sponsored by the city, as well as any emergency services program, military exercise simulation, or training drill, or any governmental agency acting within the scope of its functions, shall be exempt from complying with the requirements of this article [chapter].

(Ord. No. 2002-053, § 2(625.180), 5-28-2002)

Section 450.060. - Permit required.

It shall be unlawful for any person to sponsor or knowingly participate in any special event without a special event permit issued by the director of planning and development to the special event sponsor.

(Ord. No. 2002-053, § 2(625.090), 5-28-2002)

Section 450.070. - Application for permit.

- A. The application form for a special event permit shall be available in the department of planning and development. Applications requesting a special event permit shall be filed with the director of planning and development at least ten business days prior to the proposed start date of the special event, unless the ten-business-day time period is waived by the city administrator for good cause.
- B. The application for an event permit shall include:
 1. The name, address, and telephone and facsimile number of the applicant, and for any persons acting as sponsors of the special event who will be responsible for its conduct, staging, presentation or organizing. If the applicant is a company, corporation or civic organization, then the name of the company, corporation or civic organization, and names and addresses of its directors and officers, shall also be included.
 2. The purpose or description of the special event, the estimated number of participants or those attending, and a plan or description for the use of any off-premises advertising or off-premises vendors for the event.
 3. The dates the special event is to be held, and the time it is to commence and terminate, including setup and shutdown times.
 4. The location of the special event, including a drawing or plan showing the entire location to be utilized by the event in relation to existing buildings, location within the tract or lot, drive areas, layout of parking areas, and the amount of space available for off-street parking.
 5. The specific streets, or portions thereof, to be closed, if any, for the special event.
 6. Whether alcoholic beverages will be allowed, provided or sold by vendors during the special event, and the plan or description for such allowance or provision for the purpose of assessing police, fire, health and finance department responses.

7. A plan or description for the use of lighting, music, loudspeakers, a live band, or sound system, if any, during the special event, and the type and location of speakers and other audio and lighting equipment.
8. The name and address of the security company, if any, engaged for the special event, and a description of the duties to be performed. The city police department shall not provide the private security services for a special event.
9. A plan or description for fire protection for the special event, including a map specifying the location of 18-foot fire lanes, water supply for fire control and the use of tents.
10. A plan or description for emergency medical services for the special event.
11. A plan or description for compliance with chapter 46, article IV, division 2 (the food code) and the other applicable health ordinances of the Branson Municipal Code for the event.
12. A plan or description for the use or allowance of animals during or as a part of the special event.
13. A plan for the disposal of sanitary waste and sewage for the special event, including toilet facilities, and the disposal of garbage, trash, and refuse.
14. Compliance with the Branson Municipal Code relating to merchant's licenses for the special event.
15. For events to be located upon or require the closing or blocking of any street, alley, or road, or the use of any city-owned property or right-of-way areas, submission of an insurance policy. The policy shall meet the scope or extent of the city's tort liability as a governmental entity as described in RSM0 (Supp. 1995) 537.600 through 537.650. The policy shall not be canceled without 30 days' written notice to the city. The city shall be the named additional insured and the special event sponsor shall execute a hold harmless agreement indemnifying the city.
16. Any additional information which the director of planning and development shall find reasonably necessary to a fair determination as to whether a permit should be issued.

(Ord. No. 2002-053, § 2(625.100), 5-28-2002; Ord. No. 2009-075, § 1, 10-13-2009)

Section 450.075. - Application for permit involving closure of streets.

In addition to the other provisions of this chapter;

- A. Any event requiring the closure of streets or roadways within the City of Branson shall require approval of the board of aldermen. Application for such an event must be submitted to the planning and development department a minimum of 90 days prior to the event, for review by staff. Exceptions to the 90 day requirement may be granted at the discretion of the city administrator.
- B. Once the staff has done the review of the completed application, it will be submitted to the board of aldermen. Approval given by the board of aldermen shall be in the form of a resolution, stating any specific requirements or restrictions to be followed.

(Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.080. - Issuance of permit; conditions; transfer; expiration.

- A. *Granting or denial; conditions.* Special event permits shall be granted or denied by the director of planning and development, unless approval is required from the board of aldermen as specified in section 450.075, and shall contain terms and conditions as may be deemed necessary to assure a neat, safe and orderly event in accordance with the terms of this section. Such terms may include specific locations in which possession and consumption of alcoholic beverages will be confined, and regulations concerning prohibited noises.
- B. *Transfer; expiration; effect of noncompliance.* Special event permits are not transferable, and shall expire at the close of the last date of the event for which the permit has been issued. Failure of the sponsors of the event to comply with the terms and conditions of a special event permit and the applicable ordinances of the Branson Municipal Code and laws of the state shall immediately void the permit.
- C. *Standards for issuance.* The director of planning and development shall issue a special event permit as provided for in this section when, from a consideration of the application, upon the approval of the applicable city departments, including, without limitation, fire, police, health and finance, and from such other information as may otherwise be obtained, he/she finds that:
 1. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its location unless approved by the chief of police;
 - 2.

The conduct of the special event will not require the diversion of so great a number of police officers of the city to properly police the event and the areas contiguous thereto as to prevent police protection to the city unless approved by the chief of police;

3. The conduct of such special event will not require the diversion of so great a number of ambulances or emergency medical services not otherwise provided for by the event sponsor as to prevent normal ambulance and emergency medical service to portions of the city other than that to be occupied by the proposed event and areas contiguous thereto;
4. The concentration of persons, animals and vehicles at the location of the special event will not unduly interfere with proper fire and police protection or ambulance and emergency medical services to the area of the special event and the areas contiguous thereto unless approved by the fire chief and chief of police;
5. The conduct of such special event will not interfere with the movement of firefighting equipment en route to a fire unless approved by the fire chief;
6. The conduct of the special event, as provided for by the submitted application and plans, is not reasonably likely to cause or create any significant public health risks unless approved by the director of the health department;
7. The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or to create a disturbance beyond the capacity of the police department to protect the general public or those participating in the special event; and
8. Verification that the information contained in the permit application by the event sponsor is true and does not omit any material detail for the consideration of the factors listed in this section.

(Ord. No. 2002-053, § 2(625.110), 5-28-2002; Ord. No. 2010-033, § 1, 3-23-2010)

Section 450.090. - Notice of denial of permit; appeal procedure.

- A. The director of planning and development shall act upon the application for a special event permit within five business days after the date filed. If the director of planning and development disapproves the application, he/she shall mail the applicant, within five business days after the date upon which the application was filed, a notice of the action, stating the reasons for the denial of the permit.
- B. Any disapproval of a special event application must first be reviewed by the city administrator.
- C. Any person aggrieved by the decision of the director of planning and development shall have the right to appeal the denial of a special event permit to the board of aldermen. The appeal shall be filed with the city clerk no later than 30 days after the date of the notice issued by the director of planning and development. The board of aldermen shall hear the appeal of the applicant as an agenda item at the next regularly scheduled board of aldermen meeting after its receipt by the city clerk.

(Ord. No. 2002-053, § 2(625.120), 5-28-2002)

Section 450.100. - Alternative permit.

The director of planning and development, in denying an application for a special event permit, may issue an alternative special event permit for the conduct of the event on a date, at a time, at a place or in a manner different from that named by the applicant. Any applicant desiring to accept an alternate permit shall, within five business days after notice of the action of the director of planning and development, file a written notice of acceptance with the director of planning and development. An alternative special event permit shall conform to the requirements of and shall have the effect of a special event permit under this article [chapter].

(Ord. No. 2002-053, § 2(625.130), 5-28-2002)

Section 450.110. - Modification or rescission of permit.

- A. The director of planning and development may modify or rescind any special event permit for good cause, including, but not limited to:
 1. A determination that any representation or statements by the event sponsor contained in the event permit application are false or misleading in any material detail.
 2. A determination of noncompliance by the event sponsor of any terms or conditions of the permit.
 3. A determination that the event as applied for and described upon the submitted plans may pose an immediate threat to public health, welfare or safety due to reasons including, but not limited to,

weather conditions, overcrowding, traffic considerations, or violations of this Code [Branson Municipal Code] or the laws of the state by the event sponsor.

- 4.** A determination that the event sponsor is in violation of any ordinance of the Branson Municipal Code.
- B.** The appeal from the decision to modify or rescind a special event permit by the director of planning and development shall proceed in accordance with section 450.090, relating to the issuance of notifications, times, and procedures to be followed.

(Ord. No. 2002-053, § 2(625.140), 5-28-2002)
