



**City of Dellwood**  
 1415 Chambers Rd.  
 Dellwood, MO 63135  
**Phone:** (314) 521-4339 **Fax:** (314) 521-4699

**APPLICATION FOR SPECIAL EVENT PERMIT**

Organization Name:

Person of Contact:  Address:

City, State, & Zip:

Business Phone:  Cell:

Proposed date/time of event:

Event Location:

Please provide the purpose/ or detailed description of the event

The following items **must** accompany this application before Board presentation:

1. A copy of the not-for-profit documentation, if applicable
2. Written permission from the business owner and/or property owner.
3. A Certificate of Liability Insurance with a minimum coverage amount of one million dollars (\$1,000,000) that names the City of Dellwood, the business owner, and the property owner as an “additional insured.”
4. If food will be served, a special event permit is needed from the Health Department for St. Louis County.
5. Fee for this permit application is fifty-dollars (\$50.00) payable upon submission of this application.

**“Special Event” applications must be submitted at least forty-five days (45) days prior to the event.**

NOTE: Any temporary signs related to this event must be approved by the Board.

A separate sign permit application must be completed and submitted.

Signature of Applicant

Date

***Office Use Only***

Board Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date of Verdict: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ Conditions if Applicable: \_\_\_\_\_