



Castlewood State Park Event Hosting Guide Information for Prospective Event Organizers

Castlewood State Park is a day-use facility and is located in West St. Louis County. Hours of operation are 7 a.m. – 30 minutes past sunset. The park comprises 1,818 acres straddling both sides of the Meramec River. Castlewood was established in 1974 for the protection and preservation of the Meramec River corridor.

The mission of Castlewood State Park is to protect and preserve the Meramec River's natural communities and cultural resources while providing recreational opportunities and resource interpretation in a uniquely undeveloped setting in the midst of a growing metropolitan area.

The purpose of this packet is to provide information and guidance to those interested in hosting events at Castlewood State Park, through “an organized process to manage public assemblies and events occurring on state park property to ensure proper care of land and that they (events) do not hamper regular services, programs or activities to the general public.”

Event organizers hold a great level of responsibility for their clients as well as the resources the event relies upon. The event organizers performance directly affects the safety of the visiting public and the integrity of the natural environment. It is important to remember that being a permitted event organizer is a privilege, not a right.

Before scheduling an event, it is important to understand how Missouri State Parks determines the difference between an event that needs prior approval and permitting from an event that does not. Further information on this is provided below:

What does State Parks consider a public assembly or event?

“An organized activity or other gathering public or private, hosted on state park grounds, that requires exclusive use of park facilities or features and/or includes one or more of the following:

- Attracts more than 50 people, including participants and spectators (excluding shelter rentals that do not exceed allowed capacity
- Is advertised
- Is open to the public
- Involves erection of staging or other temporary structures
- Offers merchandise for sale
- Offers food or beverage for sale or to be given away
- Requires an admittance fee”

If your proposed event meets any of these requirements, a public assembly and event application must be submitted to park management for review.

Common examples of groups who likely need to submit applications include: school groups, athletic practices, weddings, prayer services, racing events, day camps, concerts, fundraisers, etc.

When can I submit a public assembly and event application?

Applications may be submitted as early as October 1st for the following calendar year; park management will not review or hold applications for the following calendar year submitted prior to October 1st. Park management will set the special event calendar by January 1st.

When the special event calendar is set, a date confirmation (and rain date, if applicable) will be sent to the organizer. This confirmation is for a tentative event date only and does not indicate or affirm the proposed event has fully gone through the review process and received final approval. An event organizer will know they have final approval for their event when they receive a signed permit or contract from park management. Organizers shall not advertise their event to the public until they have received a signed permit or contract.

Scheduling priority will be given to school groups, nonprofit groups, youth organizations, and/or applications with the earliest submittal date.

What does the permitting process look like?

Upon receiving an event application, park management will review the application and any additional information received with the application. Park management will first assess if there are open slots in the special event calendar to accommodate the requested event and preferred date. Event organizers will be informed of any applicable insurance requirements based on the type of activity and number in attendance associated with the proposed event.

Depending on the complexity of the proposed event, park management will submit the application packet to and confer with the deputy regional director, or both the deputy regional director and division director to determine approval or denial of the proposed event.

Once a decision has been made, park management will contact the event organizer to inform them if the proposed event has been approved or denied. For approved events, the signature of the event organizer is required on either the permit or contract. This signature indicates that the organizer understands and agrees to adhere to all applicable state laws, state park rules, regulations, insurance or fee requirements and permit holder responsibilities laid forth in the permit or contract.

I missed the early submission timeframe, and the special event calendar has been set. Can I still request to host an event at Castlewood?

Yes. Any organizer may submit an event application to park management for review at any time, so long as the application is submitted a minimum of eight (8) weeks before the proposed event. The application will then be reviewed by park management and may be approved if the proposed event meets all parameters outlined in this event hosting guide and if there are open slots in the special event calendar.

Scheduling priority will be given to school groups, nonprofit groups, youth organizations, and/or applications with the earliest submittal date.

Guidelines for Advertising to the Public:

“Events that are advertised to the general public shall not advertise until the Public Assembly and Events permit or contract has been issued to the event organizer. Groups that would like to advertise in advance of their event date the organization should complete the Public Assembly and Events application well in advance of the event to allow for time to process the permit or contract. Processing and final approval of a permit or contract may take up to eight (8) weeks. Organizations should take this into account when planning an event. Advertising an event without a permit or contract in place may result in the cancelation” of your event.

Available Event Spaces

Depending on the nature of the proposed event, Castlewood State Park offers reservable features to accommodate your needs.

Picnic Shelters:

Castlewood has two reservable, open picnic shelters available for small events. For further information, please visit mostateparks.com/page/54130/picnic-areas.

Special Event Area:

The lower day-use area has been designated as a Special Event Area, and is an ideal location for hosting large special events. This area is closed to vehicle traffic when not reserved for a special event.

The Special Event Area offers:

- A unique location for hosting events. The Special Event Area is located in a bottomland forest on a peninsula surrounded by the Meramec River. It is far from major roads, creating a calm and peaceful environment.
- Exclusive access to approximately 150 designated parking spots.
- A large, open grassy field.
- Picnic tables and grills.
- A flush restroom available seasonally from April 1st – October 31st. The restroom is closed for the off-season November – March.

The location of the Special Event Area near the Meramec River makes for a beautiful backdrop for special events. However, event organizers should be aware that when flooding conditions occur on the Meramec River, the Special Event Area may become dangerous and inaccessible for use of any kind.

When flooding or severe weather occurs, it may take weeks for park staff to bring the area and trail system back into service. At the discretion of park management, events may be cancelled due to the danger and unpredictability of flooding and natural conditions. Events may be postponed to a scheduled rain date if conditions allow or rescheduled if room is available in the special event calendar.

Event Scheduling

Due to Castlewood's popularity and high visitation, general limitations on event scheduling have been implemented in order to ensure event participants and day-users alike can enjoy the park. Private events are a fun aspect of outdoor recreation, but it is important to preserve the experience of day-use visitors who seek connection with nature in the park.

Events at Castlewood are limited to one scheduled event per week, year-round. A week is considered Monday through Sunday.

On-Season (April – October) Date Availability:

Events may be scheduled Monday through Friday. Events may not be scheduled on Saturdays, Sundays or the following holidays: Memorial Day, Independence Day (observed) or Labor Day. Weekends and holidays during this timeframe will remain available to the general public for day-use only.

Off-Season (November – March) Date Availability:

Events may be scheduled 7 days a week. Events may not be scheduled on the following days: Thanksgiving, Christmas Eve, Christmas and New Year's Day.

Additional:

Scheduling priority will be given to school groups, nonprofit groups, youth organizations, and/or applications with the earliest submittal date.

Event organizers should submit three proposed dates for their event; a first choice date and two backup dates to improve the chances of getting a preferred date. These three dates should be included in a detailed document accompanying the permit application.

Due to having one event scheduled per week, organizers will not be approved for numerous weeks in a row. Example: a weekly trail series may need to request monthly dates instead.

Running and biking events can cause great harm to trails and/or fields when conditions are wet or unfavorable. Additionally, unfavorable conditions may pose safety risks for event participants. As such, organizers must provide a scheduled backup or rain date in case of inclement weather or poor trail conditions. Poor trail conditions most commonly occur from precipitation or from what is known as the freeze-thaw cycle, which can happen without the presence of precipitation. When possible, the scheduled rain date will be for the week following the originally scheduled date. Park management may choose a different rain date based on the needs of the special event calendar.

Capacities

Small events that do not exceed the capacity of the shelters can potentially be held at a picnic shelter. It is always recommended to reserve a picnic shelter so that there are not unexpected conflicts with other user groups who may have reserved the shelter or arrived first on the day of your proposed event. Events that are not contained to the immediate area around a shelter (such as race or trail-use events) may be required to reserve a shelter or stage in the Special Event Area so as to not disrupt the experience of day-users.

- Shelter #1 has a capacity of 75 people.
- Shelter #2 has a capacity of 50 people.

Only one picnic shelter may be reserved for an event at a time. This is to help ensure picnic shelter availability for day-users.

Large events that exceed capacity or cannot be accommodated at a shelter will need to be held in the Special Event Area.

- The special event area has approximately 150 designated parking spots. Parking in non-designated parking spots, on the grass, or along the roadway is prohibited and may lead to ticketing or towing of vehicles by law enforcement.

- Events that exceed the number of designated parking spots must arrange for off-site parking and shuttling event participants to the park.

Events will be capped at 400 participants / spectators total.

Organizer responsibilities

Staffing / General:

Proposed events that plan to utilize the trail system must take into account the needs of the general public when planning race courses. Day-users who happen to visit the park on the day of an event must have sections of trail that are still accessible for their individual recreation.

Event organizers and staff are responsible for all aspects of conducting their event.

All event staff must wear high-visibility vests or shirts (whichever outer layer is weather appropriate) for their safety and to identify them as part of the event.

If event is occurring in the Special Event Area, event staff are required to operate the train trestle gate at all times, only allowing event participants to drive into the Special Event Area. Event staff will inform non-event participant day-users to park in upper day-use area, but that they may walk to or bicycle in the Special Event Area. Event staff will direct event participants and spectators to event parking. Event organizer will ensure the gate is closed and locked after the event is completed and that no vehicles are locked in the Special Event Area. A minimum of two event staff personnel are recommended for this role.

If event requires participants to cross public roadways, event staff are required at each road crossing for the duration of the event.

Event staff will shuttle participants and spectators from off-site parking to events that exceed the 150 designated parking spot capacity of the Special Event Area.

Event staff are responsible for all event preparation or teardown needs (portable toilet delivery/pickup, trash removal, course-marking, etc.).

Event organizers must notify Metro West Fire Department of the event date, number of participants, etc.

Pick up and remove all trash generated during the event by the end of the event day. Trash may be disposed of in a park dumpster. Trash that will not fit in dumpster so that lids may close must be hauled away and disposed of by event organizer.

Course Markings:

All race or event courses must be conducted on officially designated trails or through officially maintained areas of the day-use area. Please visit apps5.mo.gov/trails/fullMap.action for detailed trail information.

All race or event courses must be approved by park management.

All course identifiers must be temporary, and all trace of them must be completely removed by event staff within 24 hours of event completion. Flagging and stand-alone temporary signage recommended; paints or marking products are prohibited.

All course identifiers, such as signage, flagging, etc., will be allowed in place no more than 24 hours in advance of the event start time.

No park property or natural features are to be utilized, relocated or altered so as to block or otherwise direct participants to course or route. Altering, manipulating or damaging any natural or manmade objects within the park is strictly prohibited. This includes, but is not limited to: mowing grass, cutting trees, cutting tree limbs or roots, moving rocks or boulders, etc.

Fee Structure and Information

Any organized activity at Castlewood State Park that charges a registration fee for-profit and requires a Public Assembly and Event Permit application will be charged a special event fee of \$6 per participant, per day, unless organized as a 501 c tax exempt nonprofit status or operating as an unincorporated nonprofit association. Non-profit groups must include with the application documentation verifying the organization as a 501 c tax exempt non-profit or operating as an unincorporated non-profit association.

Special events held at or near picnic shelter may be required to pay the shelter reservation fee of \$100 per day. A \$250 damage deposit may be required.

Events occurring in the Special Event Area will be charged a reservation fee based on the hosting organization's non-profit or for-profit status. Charges are assessed daily.

2022:

- For-profit event reservation fee = \$250
- Tax exempt or non-profit event reservation fee = \$125

-2023:

- For-profit event reservation fee = \$500
- Tax exempt or non-profit event reservation fee = \$250

If the customer cancels a reservation more than seven days in advance of the scheduled use, a full refund will be issued. If the customer cancels seven days or less in advance of the scheduled use, the reservation fee is forfeited.

Any clean up or work needing to be done by park staff as a result of the organizer's failure to fulfill their responsibilities will be done at a rate of \$50 per hour, per park employee. Additional fees may also include materials or supplies necessary to repair or return the area back to service.

Any event charging a registration fee, regardless of number of participants, will also require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsor of the event, the

state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof as additional insured. In these cases, the minimum amount of liability coverage is one million dollars (\$1,000,000) per occurrence. Upon receiving an event application, park staff may determine additional coverage is required.

After event completion, the organizer must confirm the number of participants by submitting a full registration list of participants (including walk-up registrations) via e-mail to park management. Park management will provide an invoice for the amount due for the event. The full amount must be paid within ten (10) business days of the date on the invoice. Any late payments will be assessed a \$50 late fee.

Groups or organizations requesting to hold events must be in good standing with the state park system. Organizations with outstanding balances forfeit the right to hold future events in a state park or historic site. Applications from organizers with outstanding balances will not be reviewed, and will not be considered when selecting scheduling based on earliest submittal date of applications.

General Liability Insurance Requirements

In addition to a Public Assembly and Event Permit, events that charge a registration fee or that include certain activities and/or attendance levels will also require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsor of the event, and “the state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof” as additional insured. The certificate of insurance will list the event name and dates.

Applicant may be required to submit a risk management plan.

If a certificate of insurance is required, the event organizer needs to submit the certificate to park staff at least three weeks prior to the event. It can be emailed to park staff at castlewoodstatepark@dnr.mo.gov

For filling out the certificate of insurance, the event organizer must use the following language when listed the park as additionally insured:

“The state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof”

The park address is as follows:

Castlewood State Park
1401 Kiefer Creek Rd.
Ballwin, MO 63021

An example Certificate of Liability Insurance is provided at the end of this guide.

Instructions for Completing Event Application

The blank Public Assembly and Events Application is available at the end of this guide. Please work through the following instructions as you prepare to fill out and submit the application.

1. Review information and parameters outlined in the Castlewood State Park Event Hosting Guide.

2. “Application Section”.

Fully complete all requested information boxes.

3. “Detailed Description of Event”.

It is acceptable to provide a brief overview of the proposed event on the official application form. Plan to submit an additional document that outlines in the event in detail.

- Provide a detailed itinerary for the event day.
 - List starting and ending times for the event.
 - List what times you seek to gain access to the facility for setup and tear down. If access is sought before or after standard park operating hours, an Application for After Hours Access will need to be submitted to park management for review. Ask park management for the Application for After Hours Access. If the request is approved, fees will be accrued hourly for early or late park access.
- Provide a detailed proposed course map if intending to use the trail system.
- Provide information about event staffing levels.
- Provide registration fee information.

The more information that can be submitted with the application, the better.

4. “Please Check All That Apply To Your Event”.

Review each option carefully and check any that apply to your event. As a general rule, for every box checked off, you should provide further information in the additional document you provided due to step #3.

5. “Insurance / Liability”.

Fully complete all requested information boxes. The application cannot be accepted unless signed and dated.

6. Scan and submit application and any additional information forms, which may include:

- Detailed itinerary of proposed event.
- Course maps
- Documentation proving 501c tax exempt or non-profit status.

All scanned forms and information may be submitted via e-mail to castlewoodstatepark@dnr.mo.gov.

Park staff can be reached via email at castlewoodstatepark@dnr.mo.gov or by phone at 636.227.4433.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF STATE PARKS
UNDERSTANDING THE ACORD® CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE OF LIABILITY INSURANCE
DATE (MM/DD/YYYY)
01/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Joe Broker 1234 East Main Street P.O. Box 000 City MO 65000	CONTACT NAME: Joe Broker PHONE (A/C, No, Ext): (417) 123-4567 FAX (A/C, No): (417) 123-4567 E-MAIL ADDRESS: joebroker@gmail.com														
INSURED Example Company 1234 East Main Street City MO 65000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : American Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : American Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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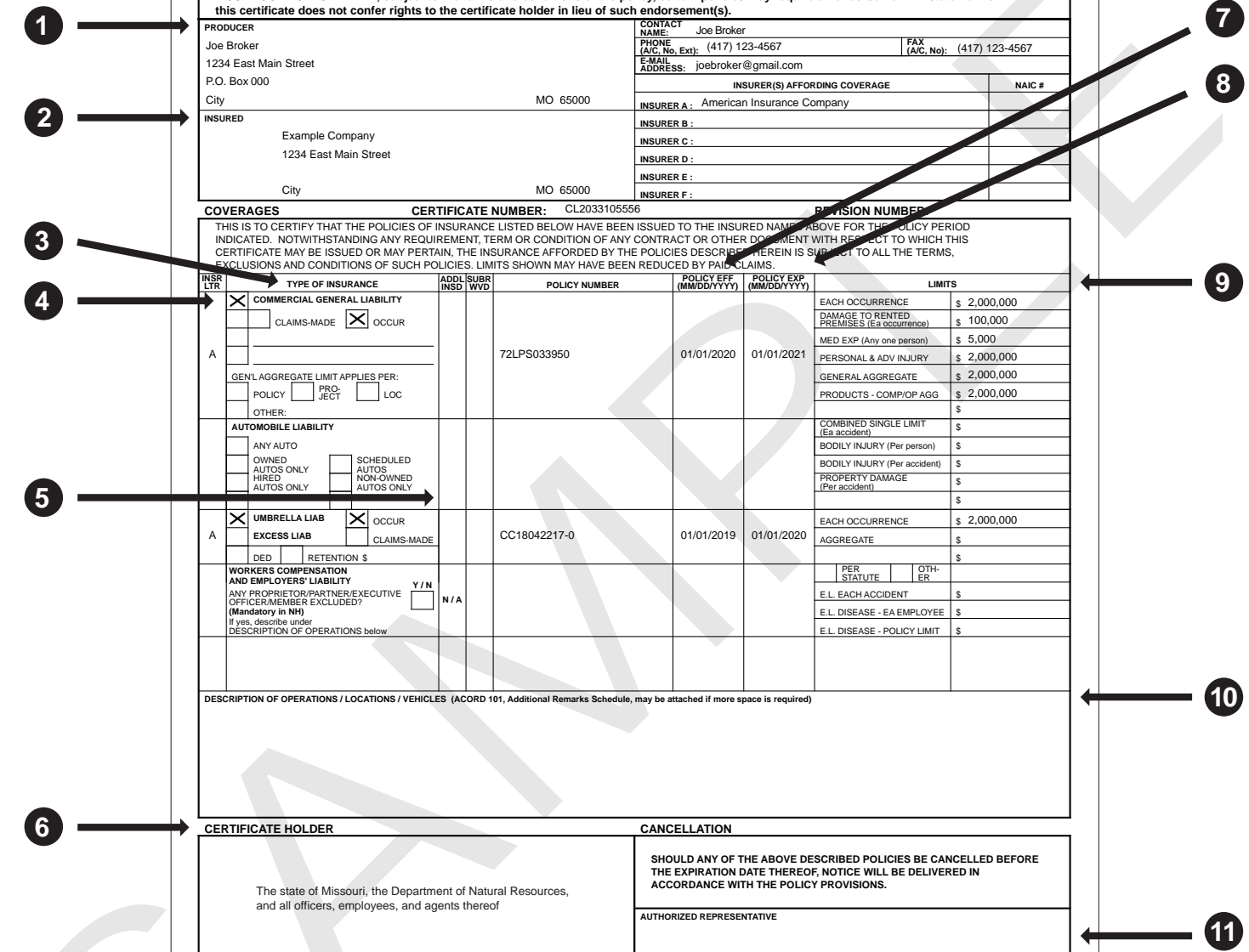
COVERAGES **CERTIFICATE NUMBER:** CL2033105556 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			72LPS033950	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CC18042217-0	01/01/2019	01/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							

CERTIFICATE HOLDER The state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Joe Broker
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- 1. PRODUCER:** Produces or order Certificate for Insured; answers questions, revises certificate to meet policy and/or contract requirements.
- 2. NAME OF INSURED:** Must be the legal name of the event sponsor and/or event co-sponsor.
- 3. TYPES OF INSURANCE:** Policy requires General Liability insurance.
- 4. POLICY FORM:** Should indicate that this insurance is per occurrence according to policy.
- 5. ADDITIONAL INSURED/WAIVER OF SUBROGATION:** The certificate must include a "Y" for additional insured and waiver of subrogation.
- 6. CERTIFICATE HOLDER:** Must be the legal name of the event sponsor and/or event co-sponsor. This may be where the additional insured language is found.
- 7. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with event date(s).
- 8. POLICY EXPIRATION DATE:** Must not be prior to the event date(s).
- 9. LIMITS OF INSURANCE:** Must be same or greater than required by policy and/or contract.
- 10. DESCRIPTION OF OPERATIONS:** Review information in this section to determine it is consistent with the contract. This may be where the additional insured language is found.
- 11. AUTHORIZED REPRESENTATIVE:** Must be signed by an authorized representative of Producer.

Risk Management Plan Outline

Plans should include the following information based on the type of event. Please provide as much detail as you can, the below list should not be considered all inclusive, please add any other pertinent details as necessary.

- Staffing and Volunteer Plan
 - Including safety precautions
 - Will you be providing safety vests for parking assistants?
 - Include contact information for staff on site day of event
 - Who/how will park management get in contact with the day of the event?
- Anticipated Attendance and Spectators
 - Participant and Spectator safety precautions
- Equipment use and safety measures
 - If you are using shade tents how will they be secured?
- Security for event
- Coordination with Law Enforcement or other local agencies
 - Including if needed medical staff onsite
 - Coordination with local officials as needed
 - Have you contacted the local officials in the city or county in which the event will take place?
- Traffic Management Plan
 - Is there a parking plan for the event?
 - What will you do if/when there is a need for additional parking?
- Health Guidelines
 - What guidelines are in place for staff, volunteers and participants?
- Waste Management Plan
 - Will you need to provide additional portable restrooms based on the event?
 - Who will be responsible to empty trashcans during and at the conclusion of the event?
- Inclement Weather
 - What will you do if severe weather pops up during your event?
 - What is your cancellation plan based on weather conditions?
- Emergency Plans

These questions are specific to Helicopter Landings:

The following questions must be answered

- What size landing zone is required?
- Where in the park will air operations and landing take place?
- Who will ultimately be responsible for securing the landing area? Indicate name(s) and contact number(s)
- Time when air operations will begin and end with the park boundaries?
- Will any refueling be required inside park boundaries?
- What assistance do/is needed or expected from park staff?



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF STATE PARKS
PUBLIC ASSEMBLY AND EVENT APPLICATION

Have you or an immediate family member ever served in the U.S. Armed Forces? YES NO

Thank you for your service! If YES, would you like information about military-related services in Missouri? YES NO
 Click [here](#) for additional information or send an email to moparks@dnr.mo.gov or call 800-344-6946.

APPLICATION SECTION (TO BE COMPLETED BY REQUESTING ORGANIZATION/GROUP)

This application notifies park staff of your intent to hold a public assembly or special event in a Missouri State Park or Historic Site. A permit, contract or insurance may or may not be required. You will be contacted by park staff, after a review of this application, with further information.

ORGANIZATION/GROUP NAME		REPRESENTATIVE NAME		
ADDRESS		CITY	STATE	ZIP
CONTACT PHONE NUMBER		CONTACT EMAIL ADDRESS		
EVENT NAME		STATE PARK/HISTORIC SITE		
DO YOU REQUIRE ACCESS FOR EVENT PREPARATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	START DATE	OFFICIAL START TIME	END DATE	OFFICIAL END TIME
NUMBER OF PERSONS PARTICIPATING (TO INCLUDE STAFF, VOLUNTEERS, PARTICIPANTS)		ANTICIPATED NUMBER OF SPECTATORS		
<input type="checkbox"/> NOT FOR PROFIT (Attach Documentation)		<input type="checkbox"/> FOR PROFIT		

DETAILED DESCRIPTION OF EVENT (ATTACH ADDITIONAL SHEETS AS NECESSARY)

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT *Risk Management Plan Required

<input type="checkbox"/> Activities using fuel storage tanks in excess of 100 gallons*	<input type="checkbox"/> Equestrian Events (Benefit Rides/Club Rides)	<input type="checkbox"/> Items containing black powder* (fireworks/explosives/etc.)	<input type="checkbox"/> Search and Rescue Training Events
<input type="checkbox"/> Admittance/Registration/Entry fee is required (a participant fee may apply)	<input type="checkbox"/> Extreme sports events (parachuting/street luge/etc.)	<input type="checkbox"/> Live animals, shows, or petting zoos*	<input type="checkbox"/> Spelunking Events
<input type="checkbox"/> Advertised or open to the public (shall not advertise until the public assembly and event permit or contract has been issued)	<input type="checkbox"/> Festivals or fairs	<input type="checkbox"/> Motocross, ATV or ORV events	<input type="checkbox"/> Staging, scaffolding or temporary structures
<input type="checkbox"/> Aircraft (airplanes/helicopter/hot air balloons, etc.)*	<input type="checkbox"/> Fishing derbies or tournaments	<input type="checkbox"/> Motorized watercraft events	<input type="checkbox"/> Tents ≥ 400 ft² enclosed or ≥ 800 ft² with open sides
<input type="checkbox"/> Alcohol sales or free	<input type="checkbox"/> Food cooked or prepared at event site and sold or given away	<input type="checkbox"/> Non-competitive sporting events (bicycle rides/walkathons/etc.)	<input type="checkbox"/> Tents < 400 ft² enclosed or < 800 ft² with open sides
<input type="checkbox"/> Amusement devices (see definition on matrix)	<input type="checkbox"/> Food cooked or prepared off-site, not commercially packaged and sold	<input type="checkbox"/> Non-Motorized Watercraft Competitive events	<input type="checkbox"/> Theatrical, musical performances or jam sessions
<input type="checkbox"/> Competitive sporting events (marathons/bicycle races/etc.)	<input type="checkbox"/> Food commercially packaged that is sold or given away	<input type="checkbox"/> Non-Motorized Watercraft Non-Competitive events	<input type="checkbox"/> Use of firearms, swords, knives or other weapons*
<input type="checkbox"/> Equestrian Events (Trail Rides for Profit)	<input type="checkbox"/> Fundraising (please include description above)	<input type="checkbox"/> Polar Bear Plunge	<input type="checkbox"/> Use of moving equipment or vehicles (hayrides/trams/etc.)
	<input type="checkbox"/> Gun or knife shows	<input type="checkbox"/> Radio or Remote Control Devices	<input type="checkbox"/> War reenactments*
	<input type="checkbox"/> Interpretive Programs; including Hikes and Wildflower walks	<input type="checkbox"/> Rock Climbing and/or Rappelling Events	<input type="checkbox"/> Weddings/Wedding Receptions
		<input type="checkbox"/> Sale of merchandise, produce or crafts	

INSURANCE/LIABILITY

INSURANCE – Events that include certain activities and/or attendance levels require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsoring organization, the state of Missouri, the Department of Natural Resources and all officers, employees, and agents thereof as additional insured. This documentation must be provided at least three weeks prior to the date of the requested event.

I am at least 18 years old and certify I have authority to act in an official capacity for the organization/contractor for this event.

REPRESENTATIVE OR OFFICER SIGNATURE OF REQUESTING ORGANIZATION	ORGANIZATION	DATE
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FOR DIVISION OF STATE PARKS USE ONLY

SIGNATURE OF STAFF RECEIVING APPLICATION		DATE RECEIVED
NO PERMIT/CONTRACT REQUIRED <input type="checkbox"/> No Further Action	PERMIT REQUIRED <input type="checkbox"/> (See Permit)	CONTRACT REQUIRED <input type="checkbox"/> (See PO8)
FACILITY MGR OR DESIGNEE SIGNATURE		DEPUTY REGIONAL DIRECTOR SIGNATURE