

1. Applicant should first be certain that the proposed date for the event has been reserved with the Department of Parks and Recreation. Reservation Line – 314-615-4386.
2. Applicant should contact the Department of Public Works for an application for an amusement event in a County Park. **A permit application takes approximately four (4) weeks to process after it is received.**
3. The application should be completed with as much information as possible, signed by the applicant and dated. A sketch of the area, its proposed uses, location of routes for emergency vehicles, etc. should be indicated on the sketch.
4. **Insurance requirements** must be approved through the Parks Department. Please contact the St. Louis County Parks Department at 314-615-8371 or 314-615-5456.

Please remember, if the event includes any helicopter rides, fire engine rides, hot air balloon exhibitions, etc. St. Louis County Department of Public Works must have a copy of their insurance, and in the case of any aerial events, we must have a copy of the letter of approval from the FAA.

5. The permit will be issued and mailed to the applicant once all of required information is received and approvals are received from all of the reviewing Departments.
6. If there are any questions by any Departments during review of the application, a representative of that Department will contact the organization prior to issuance of the permit.
7. If your event will require that a County maintained road be closed for the duration of the event, the **applicant** must contact the Department of Highways & Traffic @ 314-615-8568 and request permission well in advance of the event.
8. Inspection of the area, depending upon the type of event, will be scheduled by this department either on the day of the event or the day prior.

**APPLICATION INSTRUCTIONS FOR
AMUSEMENT EVENTS IN COUNTY PARKS**

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9. When the permit is issued there may be additional requirements attached as conditions of the permit's issuance. Please make certain that all these conditions are met.
10. The applicant shall keep the permit and the letter of conditions on the premises during the event; however, these documents need not be posted.
11. There is no fee required by the Department of Public Works for this permit; however, additional permits/licenses may be required by this and other Departments for the construction of temporary structures, tents, carnival rides, the serving of alcoholic beverages, raffles, etc., that do carry fees. **The applicant should allow adequate lead time for this process.**
12. Submit applications in person or by mail to:

Department of Public Works – Permit Processing
41 S. Central Avenue, 6th Floor
St Louis, MO 63105
Attention: Special Event Permits
13. To obtain additional information about this process please contact 314 615-7866.