


OPEN AIR EVENT APPLICATION

CITY OF BERKELEY
DEPARTMENT OF PUBLIC WORKS
8425 AIRPORT RD
BERKELEY MO 63134
Office 314-524-3313 Fax 314-264-2074
WEBSITE: www.cityofberkeley.us

DATE RECEIVED: 8/9/22 
DATE TO COUNCIL: _____
DATE APPROVED: _____
DATE DENIED: _____
WARD: 4

PLEASE COMPLETE THE ENTIRE FORM AND PRINT LEGIBLY

Incomplete forms will be returned. Complete application packets must be submitted no less than four (4) weeks before the event. All *open-air events* are approved by the City Council, pursuant Section 400.530 F (3).

CONTACT INFORMATION

Contact Name: Tracy Stevenson
Mailing Address: 8600 Airport Rd.
City: Berkeley State: MO Zip Code: 63134
E-mail Address: _____

Organization Name: OL Henry
Mailing Address: 8600 Airport Rd.
City: Berkeley State: MO Zip Code: 63134

SPECIFIC REQUEST INFORMATION

Type of Event: Food Truck Promoting / Grand Opening / Networking Event
Location of Event: 8600 Airport Rd, Berkeley MO 63134
Event Date: 9/2 - 9/3 Estimated Number of People Attending: 20-30
Starting and Ending Time (no later than 11:00 p.m.): 6pm to 9pm
Name of Street to be Closed Off (specify hundred block and cross streets):
OL Henry Parking Lot
Type of Parking Control Proposed (e.g. cones): _____
Provider of Barricades (the City of Berkeley does not provide barricades): _____

Use of Outdoor Sound Amplification:

No _____ Yes ☒ (Sound Amplification License required and must end prior to 11:00 p.m.)
Radio/Stereo _____ DJ _____ Live Band ☒
Use of Food Vendors or Caterers: No ☒ Yes _____ (Business requires separate license)
Name of Catering Business: NONE Phone Number: _____
Use of a Tent: No ☒ Yes _____ (Building Permit may be required and cannot erected at the existing pavement or sidewalk). The Inspections Department can be contacted at 314-400-3713. No cooking in the tent.
Use of a Stage: No ☒ Yes _____ (Building Permit may be required)
Use of Inflatable Children Toys (Jumpies): No ☒ Yes _____ (Must be located on Private property) List Special Events, Displays or Activities Planned: _____

Sec. 600.120L Use of Alcohol (sales and underage drinking is prohibited): Initials T.S
Sec. 210.2250: Outdoor cooking on the front building line is prohibited: Initials T.S
Sec. 605.580: Flea Market Prohibited

ADDITIONAL INFORMATION TO BE PROVIDED

• *Current copy of a state issued identification card for the contact person*

I have read, understand, agree and will fully comply Berkeley Municipal Code and the following:

1. An approved permit may be cancelled at the discretion of the City Manager or his designee for failure to obey the terms of the permit policy or for public safety reasons;
2. The applicant agrees to hold the City of Berkeley and its officials, agents and employees harmless for any claim or injury arising out of the use of any public street, sidewalk or other facility in conjunction with the terms and conditions of this permit;
3. The person listed on the application as having authority to control the event must remain at this event until its completion and shall be available to accept any complaints;
4. Street closing barricades must be easily moved in case of an emergency and equipped with appropriate warning devices also visible after sunset. The use of a vehicle as a barricade is prohibited;
5. An approximate twelve-foot (12') emergency drive aisle shall remain clear at all time;
6. No alcoholic beverages shall be sold at any event.
7. The use of illegal fireworks is prohibited; and
8. The open-air permit is limited to the date and time specified on the permit but in no event, shall it begin before noon on Sundays or continue after 11:00 p.m.

Tracy Stevenson

Contact Name (Print)

Date: 8/9/2022

[Signature]

Contact Name (Signature)