

**ST. LOUIS COUNTY PARKS AND RECREATION**

**SPECIAL EVENT APPLICATION**Email completed form to mkmartin@stlouiscountymo.gov or mail to:
St. Louis County Parks, 41 S. Central Ave, Clayton, MO 63105

NAME OF EVENT:

COMPANY or ORGANIZATION:

NAME OF REPRESENTATIVE:

BUSINESS ADDRESS:
 *Street City State Zip Code*

PHONE:   EMAIL:

DATE(S) OF EVENT:   APPROXIMATE # OF PEOPLE:
 *count everyone at the event -- including vendors, attendees, volunteers, etc.*

EVENT TIMELINE: Setup Starts:   Event Times:   Teardown Ends:
 *earlier than 8am requires special approval* *later than sunset requires special approval*

ITEMS BEING SOLD:

PARK NAME:   LOCATION IN PARK:

CHECK ALL THAT APPLY: Selling Alcohol Providing Alcohol Allowing Alcohol (BYOB) No Alcohol

**PLEASE DESCRIBE YOUR EVENT AND INCLUDE ANY QUESTIONS:**

Please list caterers/vendors that you will be using and list all equipment, rentals, etc. that will brought into the park.

If food or drink is being sold by a food truck or caterer (must be on the Parks Approved Vendor List), a St. Louis County Department of Parks and Recreation Permit to Sell will be required -- usually at no additional cost to the USER.

Water inflatables are not allowed in St. Louis County Parks.

For more information please visit our website [www.STLCountyParks.com](http://www.STLCountyParks.com/)

VENDOR NAME (Food Truck, Inflatables, Catering, etc.) EQUIPMENT OR SERVICE PROVIDED

1.

2.

3.

4.

For questions, contact the Recreation Events Coordinator, Maggie Martin, at mkmartin@stlouiscountymo.gov or 314-615-8371.