

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
 P: (636) 227-1385 ex. 118
 F: (636) 821-8099
 pandz@manchestermo.gov



Special Event Application

PROJECT ADDRESS: _____
 Owner: _____
 Address: _____ Phone: _____
 City, State, Zip: _____ Email: _____

Applicant: _____
 Address: _____ Phone: _____
 City, State, Zip: _____ Email: _____

- REQUIREMENTS:**
1. Completed application form.
 2. Site Plan/Map indicating layout of event including any equipment, games, food trucks, tents, and signs.
- Guidelines**
- This application must be submitted at least fourteen (14) days in advance of event.
 - Any tent 900 sq. ft. or larger requires Zoning Approval and permitting through St. Louis County. Generators or other mechanical devices may also require St. Louis County permitting.
 - Letter from Property Owner if different than Applicant.

Type of Event: <https://ecode360.com/27996057> Non-Commercial/Not-For-Profit Commercial Public Attraction

Will the event require traffic control or other services from the City? _____

Description of Event:	
Dates & Hours of Event:	Start Date: _____ End Date: _____ Start Time: _____ End Time: _____ Total Days: _____
Number Expected to Attend	Anticipated Total Attendance: _____ Anticipated Attendance at Peak: _____

I hereby certify that the information contained in this application and accompanying documents are correct and that I will conform to all applicable laws of the City of Manchester.
 Applicant Signature: _____ Date: _____
 Applicant's Name Printed: _____

FOR OFFICE USE ONLY BELOW

City of Manchester Permit #: _____

Zoning Approval: _____ Date: _____
 Administrative Approval: _____ Date: _____
 Police Approval: _____ Date: _____
 Public Works Approval: _____ Date: _____
 Parks & Recreation Approval: _____ Date: _____