



Special Event Permit Application

[Ord. 3125](#)

228 S 2nd St. Odessa, MO 64076

(816) 230-5577 ext. 6

www.cityofodessamo.com

karen.findora@cityofodessamo.com

Application must be completed in full and turned into City Hall 10 days before the date of the event.

Name of Event: _____

Type of Event: _____

Date of Event: _____ Set up time: _____ Tear down time: _____

Location of Event: _____

Street Closure: _____

Time of Street Closure: From: _____ To: _____

Have all addresses within 185ft affected by the street closure been contacted: Yes ___ No ___

Police Dept. Assistance: Yes ___ No ___

Electric Dept. Assistance: Yes ___ No ___

Will you have alcohol: Yes ___ No ___ ([State of Missouri Liquor](#) regulations must be met before the event)

Applicant's Name: _____ Phone: _____

Email: _____

Address: _____ City _____ State _____ Zip Code _____

Organization's Name: _____ Phone: _____

Address: _____ City _____ State _____ Zip Code _____

Event's On-Site Coordinator: _____ Phone: _____

Please give a very detailed description of the event(s) taking place:

*Any events that will include the sale of liquor will require additional licensing in accordance with the City of Odessa and the State of Missouri liquor regulations. All liquor licenses must be submitted to the City before the event.

Permit Received By: _____ Date: _____

Karen Findora, City Clerk

Approved / Date: _____

Denied / Date: _____

Shawna Davis, City Administrator

Josh Thompson, Chief of Police

Bruce Whitsitt, Mayor (liq. Only)