



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 be required additional licensing in accordance with the City of Odessa and the [State of Missouri Liquor regulations](#). All liquor license 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

Bryan Barner, Mayor (liq. only)