

# 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](http://www.cityofberkeley.us)

DATE RECEIVED: \_\_\_\_\_  
DATE TO COUNCIL: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
DATE DENIED: \_\_\_\_\_  
WARD: \_\_\_\_\_

## 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: Henndis Joy  
Mailing Address: 6000 Madison Ave  
City: St. Louis State: MO Zip Code: 63134  
Phone Number: 314-736-4300 E-mail Address: kidzofjoydaycare@yahoo.com  
Organization Name: Kidz & Joy Learning Foundation  
Mailing Address: 2 Hazelwood Lane  
City: Hazelwood State: MO Zip Code: 63042  
Phone Number: 314-706-9393 E-mail Address: KojlFoundation@gmail.com

### SPECIFIC REQUEST INFORMATION

Type of Event: Free food distribution (once a week on Wednesday or Friday)  
Location of Event: Civic Center Parking Lot  
Event Date: 9/18-12/25/2020 Estimated Number of People Attending: 300 per day - driveby  
Starting and Ending Time (no later than 11:00 p.m.): 4:00-6:00 3:00-7:00pm  
Name of Street to be Closed Off (specify hundred block and cross streets):  
None  
Type of Parking Control Proposed (e.g. cones): Driveby + walk up  
Provider of Barricades (the City of Berkeley does not provide barricades): None needed

### 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: N/A 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 \_\_\_\_\_

Sec. 210.2250: Outdoor cooking on the front building line is prohibited: Initials \_\_\_\_\_

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.

Henndis Joy  
Contact Name (Print)

Henndis Joy  
Contact Name (Signature)

Date: 9/2/2020