

# EXHIBIT A

<b>Division of State Parks Policy Manual Section:</b>  P. Permits and Special-Use Guidelines	<b>Policy:</b> P08 Public Assembly and Events		
	<b>Issued:</b> 03/28/2011	<b>Revised:</b> 9/5/2014	<b>Page:</b> 1 of 6

## Policy Statement

The purpose of this policy is to establish an organized process to manage third party public assemblies and events occurring on state park or historic site property to ensure proper care of lands and that they do not hamper regular services, programs or activities to the public.

This policy should be used to determine whether an event requires a contract or a permit, or whether it can be held without a permit with facility approval. The decision as to the level of approval required will be made following the submission of the Public Assembly and Event Application.

## References

537.600, RSMo. Sovereign Immunity Law et seq. (1999)

Division of State Parks Policy P01: Approval of Special Uses and Activities

Division of State Parks Policy PU03: Open and Enclosed Shelters

## Definitions

*Public Assembly or Event:* An organized activity or other gathering hosted on state park/state historic site grounds that requires exclusive use of one or more park facilities or features and may include any or all of the following:

- Attracts more than 50 people, including participants and spectators (excluding shelter rentals that do not exceed allowed capacity)
- Is advertised or open to the public (i.e. electronic, print, television, radio, internet media)
- Involves erection of staging or other temporary structure
- Offers merchandise for sale
- Offers food/beverages for sale or to be given away
- Requires an admittance fee
- Has an activity that requires insurance, as stated in this policy

*Public Assembly and Event Application:* An application completed by the requesting party that provides facility staff with information about a requested event, the size of the event and any activities associated with the event to determine the operational impact on the facility. An application is required for any of the following:

- Public assembly or event as defined in this policy (excluding shelter rentals that do not exceed allowed capacity)
- Reservation of areas or facilities (excluding shelter rentals unless activities requiring division director approval are involved)
- Conducting business (both for-profit and non-profit) on park property
- Activities or events that could impact public access or enjoyment
- Requests for exemption from general park rules and regulations

*Public Assembly and Event Permit:* The permit is a section of the Public Assembly and Event form that is completed by facility staff upon review and approval of the application. This document is issued to an individual or organization sponsoring a public assembly or event that does not rise to the level of requiring a contract, as defined in this policy. A Public Assembly and Event permit

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ensures that the individual or organization has access to the requested area of the facility, documentation of park/site rules, regulations, or waiver of a particular rule or regulation.

*Public Assembly and Event Contract:* A contract is a document issued for events that have activities identified in this policy (Refer to Event-Liability Level Matrix) requiring approval by the division director or a major event that requires a detailed description of activities or financial payments to the state park system.

### **General Provisions**

Individuals or organizations requesting to hold a public assembly or event (as identified in this policy) at a state park or state historic site must submit a Public Assembly and Event Application to the facility manager. The application and review process must be followed before the public assembly or event can be held.

#### ***Determining Whether the Event Requires a Contract, Permit, or Facility Approval***

Upon receipt of a Public Assembly and Event Application, the facility manager should determine whether the event requires a permit or a contract, or may be held without a permit. In general, the size, scope and details of the event determine what level of approval is needed. Refer to the Event-Liability Level Matrix for guidance.

In general, any event that does not require a permit can be approved by the facility manager; an event that needs a permit may be approved by the facility manager with concurrence from the district supervisor; an event that needs a contract must be reviewed by the facility manager and district supervisor with final approval by the director of Facility and Visitor Services Program or the division director.

#### **Issuing Approval from a Facility Manager**

All Public Assembly and Event Applications shall be submitted to the respective state park or historic site office at least six weeks in advance. After reviewing the application, the facility manager may determine that the event does not meet the criteria requiring a permit (based on the Event-Liability Level Matrix). In these cases, the facility manager may give approval for the event to occur as long as the event organizers meet all requirements. Approval should be given in an e-mail to the organization stating guidelines they must follow. The facility manager should copy the special events coordinator and the district supervisor on the approval. If the facility manager has any doubt about whether or not the event should or should not require a permit, they should contact Facility and Visitor Services Program.

#### **Issuing a Public Assembly and Event Permit**

Public Assembly and Event Applications shall be submitted to the respective state park or historic site office at least six weeks in advance of the requested event date to ensure facility staff has sufficient time to review and evaluate the request.

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Upon receipt of the Public Assembly and Event Application, the facility manager must inform the applicant of any applicable insurance requirements based on the type of activity and number in attendance associated with the planned event. These requirements are detailed in the Event-Liability Level Matrix referenced in the General Liability Insurance Requirements section of this policy.

Following the review of the application by the facility manager, the facility manager should complete the Permit section of the Public Assembly and Event Permit and forward it to the respective district supervisor. If the application meets the requirements listed under the Public Assembly and Event Permit Application definition, the district supervisor will approve the request. He/she will sign the document and return both forms to the facility manager.

After receiving the approved document, the facility manager shall obtain a copy of the applicant's certificate of insurance, if required, at least two weeks prior to the date of the requested event. The facility manager shall ensure the insurance policy meets the following requirements:

- The insurance policy must be valid for the date(s) of the event.
- The coverage amount must meet the minimum requirement as identified in the General Liability Insurance Requirement section.
- The insurance policy must cover the state of Missouri, the Department of Natural Resources, and all officers, employees and agents thereof as additional insured.

Once the certificate of insurance has been received and approved, the facility manager shall obtain signature from the applicant and issue the permit.

A copy of the fully signed Public Assembly and Event Permit and required certificate of insurance must be sent to the director of the Facility and Visitor Services Program at least one week prior to the event.

#### Issuing a Public Assembly and Event Contract

Individuals or organizations that sponsor events that require a Public Assembly and Event Contract are required to submit a Public Assembly and Event Application at least six weeks prior to the event.

Upon receipt of an application that requires a contract, the facility manager must inform the requesting applicant of any applicable insurance requirements based on the type of activity and number in attendance associated with the planned event. These requirements are detailed in the Event-Liability Level Matrix referenced in the General Liability Insurance Requirements section of this policy.

The facility manager will state the reason the contract is required in the Determination of Contract section, and sign the appropriate Determination of Contract section. The facility manager will then forward the application to their respective district supervisor or assistant district supervisor with

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their recommendations regarding the application. The district supervisor or assistant district supervisor will sign the application and forward it to the Facility and Visitor Services Program.

The director of the Facility and Visitor Services Program will prepare the contract and submit it to the division's legal counsel for review. Upon approval, the contract will be sent to the division director's office for approval and signature. The contract will then be forwarded to the facility for the organization's signature.

***Denying a Public Assembly and Event Application***

To the extent permitted by law, a Public Assembly and Event Application may be denied for any of the following reasons:

- (1) the applicant has previously made material misrepresentations regarding type and size of a public assembly or event, has violated the terms of prior permits or contracts, has previously damaged state park or historic site property and not paid in full for such damages, or has other outstanding and unpaid debts from previous use of state park or historic site property;
- (2) the application (including any necessary attachments and submissions) is incomplete;
- (3) the applicant has not tendered the necessary insurance certificate (where required) or security deposit (where required) within the time prescribed by this policy, P01 Approval of Special Uses and Activities, PU03 Open and Enclosed Shelters or their attachments;
- (4) the application contains a material falsehood or misrepresentation;
- (5) the applicant is legally incompetent to make a valid contract or sue and be sued;
- (6) a completed prior application has been or will be granted to a prior applicant for the same requested location, date and time, which does not reasonably allow multiple occupancy of the particular state park or historic site property or part thereof;
- (7) the applicant's intended use or activity would conflict with previously planned events of the state park or historic site and previously scheduled for the same time and place;
- (8) the applicant's intended use or activity would present an unreasonable danger to the health or safety of the applicant, or other users of the state park or historic site property;
- (9) the applicant's intended use or activity would exceed the number of parking spaces in lot/area designated for the location where the public assembly or event will be held;
- (10) the use or activity intended by the applicant is prohibited by law or Department of Natural Resources and Division of State Park rules, regulations or policies.

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Should a Public Assembly and Event Application be recommended for denial by the facility manager, the reason for denial shall be stated in writing on the application. In no event shall an application be denied because of the political, religious, or other affiliation, or the philosophy or viewpoint of the applicant. The application then must be sent to the respective district supervisor.

The district supervisor shall review the application and the facility manager's recommendation. The district supervisor shall indicate their concurrence of the denial and reason in writing on the application and send it back to the facility manager, with a copy to the director of the Facility and Visitor Services Program. The facility manager will then notify the applicant in writing of the reasons for the denial.

***Fee Structure and Process***

Any organized activity in a Missouri state park or historic site that charges a registration fee for profit and requires a Public Assembly and Event Permit Application will be charged \$3 fee per participant unless organized as a 501(c) tax exempt nonprofit status or operating as an Unincorporated Nonprofit Association. Ten percent of the registration fee will be charged up to a maximum of \$3 per person. See Special Event Fee Guidelines for examples of Unincorporated Nonprofit Association.

Any event in this category also will require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsor of the event, the state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof as additional insured. The minimum amount of liability coverage should be one million dollars (\$1,000,000) per occurrence. If event has multiple activities, the activity that requires the highest level of insurance will determine what amount of insurance is required for the event. Refer to the Event-Liability Level Matrix in this policy for guidance.

The event representative or organizer must confirm the number of participants and pay the full amount due within 30 days of the conclusion of the event.

Events where participants already pay a required use fee (i.e. boat launch fee, off road permit, etc.) directly associated with the activity or event will not be required to pay a participant fee.

Groups or organizations requesting to hold events must be in good standing with the state park system. Any outstanding balances that are not paid will forfeit the right for their organization to hold an event in a state park or state historic site in the future.

***General Liability Insurance Requirement***

In addition to a Public Assembly and Event Permit, events that include certain activities and/or attendance levels also will require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsor of the event, the state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof as additional insured.

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The Event-Liability Level Matrix indicates the required insurance level by type of event/activity and anticipated number of attendees. The minimum amount of liability coverage should be two million dollars (\$2,000,000) per occurrence, unless otherwise noted on the Event-Liability Level Matrix. The anticipated number of attendees must include both participants and spectators. The facility manager should reference the matrix in determining the level of required insurance for requested events.

#### Activities and Events with No Insurance Risk Identification

Should a Public Assembly and Event Permit Application be received for an activity or event that has not been categorized in the Event-Liability Level Matrix, a review will be required. The facility manager, district supervisor, director of the Facility and Visitor Services Program and Risk Management Administrator shall review the requested activity or application based upon the following criteria:

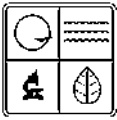
- nature of the activity
- number of participants
- hazard to staff, visitors and/or participants
- hazard to the facility, natural or cultural resources
- liability exposure to the Department of Natural Resources

A recommendation will be sent to the division director or designee for a final decision.

The Risk Management Administrator may review and make recommendations regarding the addition, deletion or changing of an activity or event insurance risk as necessary. Such recommendations will be sent to the director of Facility and Visitor Services Program and the division director for approval.

#### **Attachments**

Public Assembly and Event Application and Permit Form  
Event-Liability Level Matrix  
Special Event Fee Guidelines



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF STATE PARKS  
**PUBLIC ASSEMBLY AND EVENT APPLICATION**

**APPLICATION SECTION (TO BE COMPLETED BY REQUESTING ORGANIZATION/GROUP)**

This application notifies park staff of your intent to hold a public assembly or special event in a Missouri State Park or Historic Site. A permit, contract or insurance may or may not be required. You will be contacted by park staff, after a review of this application, with further information.

ORGANIZATION/GROUP NAME		REPRESENTATIVE NAME	
CONTACT PHONE NUMBER		CONTACT E-MAIL ADDRESS	
EVENT NAME		STATE PARK/HISTORIC SITE	
START DATE	START TIME	END DATE	END TIME
NUMBER OF PERSONS PARTICIPATING (TO INCLUDE STAFF, VOLUNTEERS, PARTICIPANTS)		ANTICIPATED NUMBER OF SPECTATORS	

NOT FOR PROFIT (Attach Documentation)       FOR PROFIT

**DETAILED DESCRIPTION OF EVENT (ATTACH ADDITIONAL SHEETS AS NECESSARY)**

*(This area is intentionally left blank for the applicant to provide a detailed description of the event.)*

**PLEASE CHECK ALL THAT APPLY TO YOUR EVENT**

<input type="checkbox"/> Admittance/Registration/Entry fee is required (a \$3 fee/participant may apply) <input type="checkbox"/> Advertised or open to the public <input type="checkbox"/> Aircraft (airplanes/helicopter/hot air balloons, etc.) <input type="checkbox"/> Alcohol sales or free to the general public <input type="checkbox"/> Amusement devices (see definition on matrix) <input type="checkbox"/> Competitive sporting events (marathons/bicycle races/etc.) <input type="checkbox"/> Equestrian Events (Trail Rides for Profit) <input type="checkbox"/> Equestrian Events (Benefit Rides/Club Rides) <input type="checkbox"/> Extreme sports events (parachuting/street luge/etc.) <input type="checkbox"/> Festivals or fairs <input type="checkbox"/> Fishing derbies or tournaments <input type="checkbox"/> Food cooked or prepared at event site and sold or given away to general public <input type="checkbox"/> Food cooked or prepared off-site, not commercially packaged and sold or given away to general public <input type="checkbox"/> Food commercially packaged that is sold or given away to general public <input type="checkbox"/> Fundraising (please include description above) <input type="checkbox"/> Gun or knife shows <input type="checkbox"/> Interpretive Programs; including Hikes and Wildflower walks <input type="checkbox"/> Items containing black powder (fireworks/explosives/etc.)	<input type="checkbox"/> Live animals, shows, or petting zoos <input type="checkbox"/> Motocross, ATV or ORV events <input type="checkbox"/> Motorized watercraft events <input type="checkbox"/> Non-competitive sporting events (bicycle rides/walkathons/etc.) <input type="checkbox"/> Non-Motorized Watercraft Competitive events <input type="checkbox"/> Non-Motorized Watercraft Non-Competitive events <input type="checkbox"/> Polar Bear Plunge <input type="checkbox"/> Rock Climbing and/or Rappelling Events <input type="checkbox"/> Sale of merchandise, produce or crafts <input type="checkbox"/> Search and Rescue Training Events <input type="checkbox"/> Spelunking Events <input type="checkbox"/> Staging, scaffolding or temporary structures <input type="checkbox"/> Tents ≥ 400 ft <sup>2</sup> enclosed or ≥ 800 ft <sup>2</sup> with open sides <input type="checkbox"/> Tents < 400 ft <sup>2</sup> enclosed or < 800 ft <sup>2</sup> with open sides <input type="checkbox"/> Theatrical, musical performances or jam sessions <input type="checkbox"/> Use of firearms, swords, knives or other weapons <input type="checkbox"/> Use of moving equipment or vehicles (hayrides/trams/etc.) <input type="checkbox"/> War reenactments <input type="checkbox"/> Weddings/Wedding Receptions
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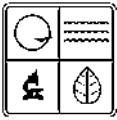
**INSURANCE/LIABILITY**

INSURANCE -- Events that include certain activities and/or attendance levels require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsoring organization, the state of Missouri, the Department of Natural Resources and all officers, employees, and agents thereof as additional insured. This documentation must be provided at least two weeks prior to the date of the requested event.

REPRESENTATIVE OR OFFICER SIGNATURE OF REQUESTING ORGANIZATION	ORGANIZATION	DATE
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**FOR DIVISION OF STATE PARKS USE ONLY**

DATE RECEIVED	SIGNATURE OF STAFF RECEIVING APPLICATION		
NO PERMIT/CONTRACT REQUIRED <input type="checkbox"/> No further action	PERMIT REQUIRED <input type="checkbox"/> (See Permit)	CONTRACT REQUIRED <input type="checkbox"/> (See PO8)	FACILITY MGR OR DESIGNEE SIGNATURE _____ DISTRICT SUPERVISOR SIGNATURE



MISSOURI DEPARTMENT OF NATURAL RESOURCES  
 DIVISION OF STATE PARKS  
**PUBLIC ASSEMBLY AND EVENT PERMIT**

**PERMIT SECTION (TO BE COMPLETED BY STATE PARK/HISTORIC SITE STAFF IF PERMIT OR CONTRACT IS REQUIRED)**

This permit when signed by all parties serves as approval to hold the approved event on the dates specified at the location specified on the attached application. Please have a copy of the signed permit and application available onsite during the event.

**INSURANCE & LIABILITY**

Insurance must meet the amounts set forth in RSMo. 537.600 Sovereign Immunity Law et seq. The minimum amount of liability coverage should be two million dollars (\$2,000,000) per occurrence, unless otherwise noted on the Event-Liability Level Matrix.

WHAT IS THE MINIMUM AMOUNT OF LIABILITY COVERAGE, PER THE POLICY P08, REQUIRED FOR THIS EVENT? (CHECK ONLY ONE)

- |  |  |
|--|--|
| <input type="checkbox"/> \$1,000,000 each occurrence                                     | <input type="checkbox"/> \$2,000,000 each occurrence   |
| <input type="checkbox"/> No Liability Insurance required<br>(Per Event Liability Matrix) | <input type="checkbox"/> No Liability Insurance required<br>(Meets State or Federal Agency Guidelines) |

FOR WHAT REASON DOES THIS EVENT REQUIRE THE ABOVE MINIMUM AMOUNT OF LIABILITY COVERAGE? (REFERENCE EVENT-LIABILITY LEVEL MATRIX)

WHEN INSURANCE IS REQUIRED - Permit holder shall maintain throughout the terms of this agreement an insurance policy for general liability coverage insuring itself, the State of Missouri, the Department of Natural Resources, and all officers, employees and agents thereof. The minimum amount of liability, as identified above has been obtained. A copy of such document or documents has been provided to the Department of Natural Resources for this event, and sent to the FVSP along with a copy of the permit. Copy must be received at least two (2) weeks prior to event.

SPECIAL EVENT FEE – For Profit groups that charge a per participant fee will be assessed a Special Event Fee equal to 10% of the per participant fee with a maximum of \$3 per participant. A check (made payable to Missouri State Parks), along with documentation verifying the number of paid participants, must be provided within 10 working days of the event date.

Fee		X	10%	=	Special Event Fee (Max \$3)		X	Participants	=	Total Due
<input type="text"/>			<input type="text"/>		<input type="text"/>			<input type="text"/>		<input type="text"/>

**RESPONSIBILITIES**

To be completed when additional actions are required to approve permit. (Attach additional sheets as necessary)

PERMIT HOLDER	DIVISION OF STATE PARKS
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**SIGNATURES FOR PERMIT APPROVAL**

SIGNATURE OF FACILITY MANAGER	DATE
SIGNATURE OF DISTRICT SUPERVISOR/ASSISTANT DISTRICT SUPERVISOR	DATE

As an authorized representative of the organization named on the application, I agree to uphold the rules and regulations posted by the Missouri Department of Natural Resources and to pay for all damages to park property other than normal wear and tear.

PRINT NAME	TITLE	ORGANIZATION
SIGNATURE OF REPRESENTATIVE OR OFFICER		DATE

**DENIAL OF PUBLIC ASSEMBLY AND EVENT PERMIT**

This section should be completed only if the facility manager is denying the Public Assembly and Event Application (based on criteria listed in Policy P08)

REASON FOR DENIAL	
SIGNATURE OF FACILITY MANAGER	DATE
DISTRICT COMMENTS/CONCURRENCE	
SIGNATURE OF DISTRICT SUPERVISOR/ASSISTANT DISTRICT SUPERVISOR	DATE



## Event-Liability Level Matrix

The number of attendees used for the matrix should include participants AND spectators.

Unless otherwise indicated, a Public Assembly and Event Permit is required for all activities on this list.

If event has multiple activities, the activity that requires the highest level of insurance will determine what amount of insurance is required for the event.

The number of participants can also determine if a permit is needed in some cases

If any activity is not listed, check with the Facility and Visitors Services Program for direction

\* = division director approval and Public Assembly and Event Contract required \*\* = No Public Assembly and Event Permit required

	Number of Attendees:			
	1-50	51-100	101-300	301+
Activities or events using fuel storage tanks in excess of 100 gallons	\$2M	\$2M	\$2M	\$2M
Activities where organizer or participants will use the state park system Showmobile or tents (20' x 20' or larger)	\$1M	\$1M	\$1M	\$2M
Aircraft (i.e. airplanes, helicopter, hot air balloons, etc.)	\$2M*	\$2M*	\$2M*	\$2M*
Alcohol sold or given away to the general public	\$2M*	\$2M*	\$2M*	\$2M*
Amusement devices (see definition below)	\$2M*	\$2M*	\$2M*	\$2M*
Art festival or shows	\$0**	\$0	\$0	\$1M
Auto show (static only)	\$0**	\$0	\$0	\$1M
Competitive sporting events <sup>1</sup> (i.e. marathons, triathlons, bicycle races, adventure races, swimming, inline speed skating, frisbee golf tournament, etc.)	\$1M	\$1M	\$1M	\$2M
Dance shows	\$0**	\$0	\$0	\$1M
DJ's	\$0	\$0	\$0	\$1M
Driving tours/poker runs	\$0**	\$0	\$0	\$1M
Easter egg hunts	\$0**	\$0	\$0	\$1M
Equestrian events (demonstrations, shows, performances, competitions, or trail rides for profit)	\$1M	\$2M	\$2M	\$2M
Equestrian events (Benefit trail rides, club rides)	\$0	\$0	\$1M	\$2M
Extreme sports events (i.e. parachuting, street luge, hang gliding, bungee jumping, etc.)	\$2M*	\$2M*	\$2M*	\$2M*
Festivals or fairs	\$0**	\$1M	\$1M	\$2M
Fishing derbies or tournaments	\$0**	\$0	\$0	\$1M
Food cooked or prepared at the event site and sold or given away to the general public	\$1M	\$1M	\$1M	\$2M
Food cooked or prepared off-site that is not commercially packaged and sold or given away to the general public	\$1M	\$1M	\$1M	\$1M
Food commercially packaged that is sold or given away to the general public	\$0	\$0	\$0	\$1M
Fundraising (i.e. non-food sales, raffle tickets, admission fees, etc.)	\$0	\$0	\$0	\$1M
Gun or knife shows	\$2M	\$2M	\$2M	\$2M
Interpretive programs; including Hikes and Wildflower walks	\$0	\$0	\$1M	\$2M
Items containing or the use of black powder (i.e. fireworks, powder for firearms, explosives, pyrotechnics, etc.)	\$2M*	\$2M*	\$2M*	\$2M*
Kite flying derbies	\$0**	\$0	\$0	\$1M
Live animals, shows, or petting zoos (not including Equestrian) see: Equestrian Events	\$2M*	\$2M*	\$2M*	\$2M*
Motocross, all-terrain vehicle, or off-road vehicle events	\$2M*	\$2M*	\$2M*	\$2M*

\* = division director approval and Public Assembly and Event Contract required \*\* = No Public Assembly and Event Permit required

	Number of Attendees:			
	1-50	51-100	101-300	301+
Motorized watercraft events	\$2M*	\$2M*	\$2M*	\$2M*
Non-competitive sporting events (i.e. bicycle rides/tours, walkathons, orienteering, etc.)	\$0**	\$0	\$0	\$1M
Non-Motorized Watercraft Competetive Events (canoe, kayaks, sailboats, paddle boards, rafts, longboards, etc.)	\$1M	\$1M	\$2M	\$2M
Non-Motorized Watercraft Non-Competetive events (canoe, kayaks, sailboats, paddle boards, rafts, longboards, etc.)	\$0	\$0	\$1M	\$2M
Polar Bear Plunge	\$2M*	\$2M*	\$2M*	\$2M*
Public speaking and dissemination or display of printed or electronic material	\$0**	\$0	\$0	\$1M
Religious services (including sunrise services, baptisms)	\$0**	\$0**	\$0**	\$0**
Rock Climbing, Rappelling events	\$2M	\$2M	\$2M	\$2M
Sale of merchandise, produce or crafts	\$0	\$0	\$0	\$1M
Search and Rescue training events	\$1M	\$1M	\$1M	\$2M
Soapbox derbies	\$0**	\$1M	\$1M	\$2M
Spelunking events	\$2M	\$2M	\$2M	\$2M
Staging, scaffolding or temporary structures will be erected (see also: Tents)	\$2M	\$2M	\$2M	\$2M
Tents >= 400 ft <sup>2</sup> that are enclosed, or >= 800 ft <sup>2</sup> with open sides	\$1M	\$1M	\$2M	\$2M
Tents < 400 ft <sup>2</sup> that are enclosed, or < 800 ft <sup>2</sup> with open sides	\$0	\$0	\$1M	\$1M
Theatrical, musical performances or jam sessions	\$0**	\$1M	\$1M	\$2M
Use of firearms, swords, knives or other weapons including archery equipment	\$2M*	\$2M*	\$2M*	\$2M*
Use of moving equipment or vehicles (i.e. hayrides, wagon rides, trams, trolleys, etc.)	\$2M*	\$2M*	\$2M*	\$2M*
War reenactments	\$2M*	\$2M*	\$2M*	\$2M*
Weddings/Wedding receptions	\$0	\$0	\$0	\$1M

<sup>1</sup>5K Fun Runs/Walks are considered competitive sporting events if prizes are awarded for 1st, 2nd, 3rd, etc. They are considered non-competitive if no prizes are awarded.

Amusement Device: A device(s) or structure(s), whether mechanically or manually manipulated, constructed and designed to carry one or more persons for entertainment or amusement purposes. Examples of amusement devices include but are not limited to: inflatable pools, slides, moon walk, bouncing houses, dunking machines, trampolines, carnival type rides, miniature train/car or any other type of mass amusement transportation.

Federal and State Agencies, except MODOT and the University of Missouri System, have self-funded liability reserves and are not required to provide proof of insurance for any activity type. Mark the "No Liability Insurance Required - self funded state/federal agency" checkbox in the insurance section of the Public Assembly and Event Permit Application. --- MODOT, the University of Missouri System, cities, counties and groups affilliated with the state (but not an official state agency such as Show-Me Games, Missouri State Fair) must provide proof of insurance or financial responsibility.

## **Special Event Fee Guidelines**

### **Attachment to Policy P08 Public Assembly and Events**

Any organized activity in a Missouri State Park or Historic Site that charges a registration fee for profit and requires a Public Assembly and Event Permit Application will be charged a \$3 fee per participant unless organized as a 501 ( c ) tax exempt nonprofit status or operating as an unincorporated nonprofit association\*. Ten percent of the registration fee will be charged up to a maximum of \$3 per person.

Any organization that is charged this fee will require proof of General Liability Insurance coverage and a certificate of insurance naming the sponsor of the event, the state of Missouri, the Department of Natural Resources, and all officers, employees, and agents thereof as additional insured. The minimum amount of liability coverage should be one million dollars (\$1,000,000) per occurrence.

If an event has multiple activities, the activity that requires the highest level of insurance will determine what amount of insurance is required for the event. (Refer to Event-Liability Level Matrix)

The event representative or organizer must confirm the number of participants and pay the full amount due within 30 days of the conclusion of the event.

Events where participants already pay a required use fee (i.e. boat launch fee, off road permit, etc.) directly associated with the activity or event will not be required to pay a participant fee.

Groups or organizations requesting to hold events must be in good standing with Missouri State Parks. Any outstanding balances that are not paid will forfeit the right for their organization to hold an event in Missouri State Parks in the future.

*\*Unincorporated nonprofit association - e.g. 5K fundraiser for cancer patient, walk-a-thon for a family tragedy, etc.*