



McDonald County, Missouri – Special Event Permit Application

This application is required under McDonald County Ordinance 2025-003 for all organized non-motorized special events using state highways, county roads, or local roads. Events include, but are not limited to, races, rides, marches, or rallies involving participants traveling on foot, bicycle, or other non-motorized means. Permits are required if the event lasts longer than 2 hours, involves any public road, and has 25 or more participants. Applications must be submitted at least 30 days prior to the event. Final approval will be granted administratively by the McDonald County Commission.

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GENERAL INFORMATION

Event Name: _____

Event Date(s): _____ Event Hours: Start: _____ End: _____

Expected Number of Participants: _____

Event Website: _____

APPLICANT INFORMATION

Event Organizer/Sponsor: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip: _____

Phone: (____) _____ Cell: (____) _____

Email: _____

On-Site Event Manager: _____ Cell: (____) _____

EVENT DETAILS

Event Description: (Provide a detailed description including purpose, activities, and unique aspects)

Previous Events: Have you organized similar events in McDonald County before? ☐ Yes ☐ No

If yes, please list dates and event names: _____

Proposed Route: (Attach detailed route map showing all roads to be used)

Start/Finish Location: _____

Rest Stops/Aid Stations: (List all locations) _____

INITIAL CONSULTATION VERIFICATION

☐ I have completed an initial consultation with County Commissioners and Sheriff

Date of consultation: _____

County staff present: _____

Route concerns identified: _____

TRAFFIC SAFETY PLAN

Traffic Control Measures:

List all major intersections requiring course marshals as identified by McDonald County or the State of Missouri:

Signage Plan: Attach map showing locations of warning signs for motorists and/or signage for participants.

Signage Removal Plan: Describe how/when (within 48 hours) all event-related signage will be removed:

Will you be using local groups for signage & trash removal: YES _____ NO _____

PROPERTY PROTECTION PLAN

Private Property Usage: Will your event require use of any private property? ☐ Yes ☐ No

If yes, attach written permission from all property owners.

Road Markings: Will your event require any temporary markings on roads? ☐ Yes ☐ No

If yes, describe marking method and removal plan: _____

Resident Notification Plan:

Describe how residents along the route will be notified of the event:

EMERGENCY SERVICES

Medical Services: Describe medical support arrangements: _____

Police/Sheriff Arrangements: Describe security arrangements: _____

Note: Use of law enforcement from outside of Missouri/McDonald County is prohibited without written consent of the McDonald County Commissioners.

INSURANCE REQUIREMENTS

The following insurance documentation must be attached:

- ☐ Certificate of Liability Insurance (minimum \$1,000,000 per occurrence)
- ☐ McDonald County listed as additional insured

FEES AND DEPOSITS

Application Fee: \$_____ (\$500 -Non-refundable)

Officer Fee \$_____ per officer used \$75/hour minimum of four hours.

ACKNOWLEDGMENT AND AGREEMENT

By signing below, I certify that:

Initial each item to indicate your understanding and agreement.

- _____ I agree to comply with all requirements outlined in this application.
- _____ I acknowledge that all participants must be made aware in writing that they are to:
 - Ride single-file when vehicles are present
 - Obey all traffic laws set forth by the State of Missouri
- _____ I acknowledge that the following activities are prohibited:
 - Marking of roads with temporary paint/chalk unless approved by the County Commission
 - Use of law enforcement from outside of Missouri/McDonald County
 - Use of private property without written permission
 - Blocking driveways or access points
 - Public urination or defecation
 - Harassment of residents or their pets
- _____ I agree to provide course marshals at all major intersections as identified by McDonald County or the State of Missouri.
- _____ I agree to coordinate with the McDonald County Sheriff's Department for law enforcement support. Law enforcement fee is \$75/hr. per person paid to the appropriate city/county departments.
- _____ I agree to post warning signs for motorists in accordance with Missouri Department of Transportation standards.
- _____ I agree to maintain emergency vehicle access at all times.
- _____ I agree to provide restroom facilities at locations indicated on the route map.
- _____ I agree to place trash receptacles at all checkpoints.
- _____ I agree to remove all event-related signage within 48 hours.
- _____ I agree to restore any disturbed areas to their original condition.
- _____ I agree to clean up any trash left by participants within 48 hours, preferably by utilizing local non-profits as a way to raise money for their organizations.
- _____ I understand that violations may result in immediate event suspension, fines up to \$1,000 per violation, and a ban from future event permits.

Signature of Applicant: _____ Date: _____

Print Name: _____ Title: _____

FOR OFFICIAL USE ONLY

Application Received On – Date: _____ By: _____

Application Fee Paid On – Date: \$ _____ Receipt #: _____

☐ Application Complete ☐ Application Incomplete

Comments: _____

Sheriff's Department Review: ☐ Approved ☐ Denied Date: _____

Describe reasons for denial _____

Signature: _____ Title: _____

County Commission Review: ☐ Approved ☐ Denied Date: _____

Describe reasons for denial _____

Signature: _____ Title: _____

APPROVED BY MCDONALD COUNTY COMMISSION ON THIS ____ DAY OF _____, 202__

Jamey Cope
Eastern Commissioner

Bryan Hall
Presiding Commissioner

Rick Lett
Western Commissioner