



## Board of Aldermen Request for Action

**MEETING DATE:** 3/19/2024

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1332 – Special Event Permit – Smithville Lake Festival

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**RECOMMENDED ACTION:**

A motion to approve Resolution 1332, approving a Special Event Permit for the Smithville Festival Committee for Smithville Lake Festival 2024 at Courtyard Park on Friday and Saturday, June 14 and 15, 2024.

**SUMMARY:**

Approval of this item will issue a Special Event Permit to the Smithville Festival Committee (Chairman, Barbara Lamb) for the Smithville Lake Festival to be held at Courtyard Park on June 14 and 15, 2024.

The requested permit will allow the participants to have alcohol (open container) at the event. The event coordinators have requested that the event run from 5:00 p.m. to midnight on Friday (June 14) and from 9:00 a.m. to midnight, Saturday (June 15). The committee has also requested the closure of Main Street, Bridge Street, and Church Street from 9:00 a.m. on Friday (June 14) through midnight on Saturday (June 15).

Per City Ordinance 600.070 (G &H) the Board of Aldermen may grant a Special Event Permit to allow drinking in public. Alcohol will be contained within a "Beer Garden" area in the courtyard.

The event coordinators have applied for and obtained State Alcohol licensing. All businesses/committees selling alcohol are required to have City and State Alcohol licenses.

The public facility use policy allows the City to sponsor events if a written agreement is executed that describes the obligations between the parties, and if executed, removes the obligation for the group to reserve the facility or pay fees.

Smithville Lake Festival is asking the Board to sponsor the Lake Festival by waiving the Special Event fee of \$300 (\$150 x 2 days).

**PREVIOUS ACTION:**

Special Event Permits have been approved for this event in the past (2019, 2020, 2021, 2022 and 2023).

**POLICY ISSUE:**

n/a

**FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

Ordinance

Resolution

Staff Report

Other: Application

Contract

Plans

Minutes

**RESOLUTION 1332**

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR  
THE SMITHVILLE FESTIVAL COMMITTEE FOR SMITHVILLE  
LAKE FESTIVAL 2024 AT COURTYARD PARK ON FRIDAY AND  
SATURDAY JUNE 14 AND 15, 2024**

**WHEREAS**, the Smithville Festival Committee, LLC has submitted an application with all required fees and documentation; and

**WHEREAS**, licensed businesses will supply the food and beverages for a fee to the participants in a beer garden tent at Courtyard Park using their state and city licenses to sell alcohol; and

**WHEREAS**, the applicant has submitted a map of the area and will monitor the area that will allow open consumption of alcohol in accordance with city code; and

**WHEREAS**, Smithville police officers will assist in providing security at the event; and

**WHEREAS**, sponsoring the event would allow a waiver of the Special Event Fee of \$300 (\$150 x 2 Days).

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF  
THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:**

**THAT A SPECIAL EVENT PERMIT BE ISSUED TO THE SMITHVILLE  
FESTIVAL COMMITTEE FOR THE SMITHVILLE LAKE FESTIVAL 2024 TO  
BE HELD JUNE 14 AND 15, 2024 IN ACCORDANCE WITH THE PLAN  
APPROVED BY THE CHIEF OF POLICE.**

**PASSED AND ADOPTED** by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 19<sup>th</sup> day of March 2024.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



CITY OF SMITHVILLE  
 107 West Main Street  
 Smithville, MO 64089

Date Submitted 11/2/23  
 Application # 1  
 Date Approved \_\_\_\_\_

## SPECIAL EVENT APPLICATION

Thank you for choosing the City of Smithville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must be approved prior to the event. Please complete and return the following special event application to City Hall at the address above. Thank you again for choosing Smithville. Please refer to the Application Information and corresponding sections in the [Event Rules and Conditions](#) to answer most questions.

### 1. EVENT INFORMATION:

Event Name: Smithville Lake Festival  
 Event Location: Courtyard Park + surrounding streets Event Tier: 2  
 Detailed event description (additional room on next page or sheet may be attached):  
Community event with entertainment, pageants, vendors, children's area  
 Estimated attendance: 1,500  
 Event Date(s) and Times: June 14+15, 2024 5pm on 14th to midnight on 15th  
 Set up date/time: June 14 @ 9am Cleanup finished date/time: June 16 @ noon

### 2. APPLICANT / CONTACT INFORMATION:

**Applicant**

Name: Barbara Lamb  
 Organization: Smithville Festival Committee  
 Address: 506 Liberty Road  
 City, State, Zip: Smithville, Mo 64089

Phone: 816-805-2290 Fax: \_\_\_\_\_  
 Emergency #: 816-805-2230  
 E-mail: blamb4@att.net

**Alternative Contact**

Name: Allison Lamb  
 Phone: 816-805-2230

**Property Owner(s), if not applicant or City**

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Emergency #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Alternative Contact**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Detailed event description continued (Attach additional sheet if necessary): This is an annual event for the community's enjoyment. It will be promoted to visitors & residents thru social media & banners. It will provide a variety of activities for all ages. There will be food & craft vendors, live entertainment, a children's area, pageants, a beer garden, etc.

### 3. EVENT TYPE:

Run  Walk  Parade/March  Bike Race/Tour  Street Fair  Concert  Film  Festival  Other:  \_\_\_\_\_

MAP ATTACHED

### 5. SITE PLAN

Where do you plan to have your event? Courtyard Park: X Other Public Property: \_\_\_\_\_

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, temporary restrooms, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document. Explain Your Site Plan (Attach additional sheet if necessary): The event will

be centered around the courtyard and on the courtyard. City Streets will be used for the event so Main Street, Commercial + Bridge will be partially barricaded during the event.

We are requesting the City be a sponsor of the event, in lieu of paying fees for an event that benefits the community, we would also like an exception to the noise ordinance so bands can play until midnight.

## 6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: X No: \_\_\_\_\_

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): City surface lots & city streets

will be used for event parking.

## 7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): \_\_\_\_\_

We will provide surrounding businesses with information regarding the event within the required timeline.

## 8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): Social media thru our Facebook page.

+ our website. We will put a cancelled sign over our banners if cancelled or remove them.

## 9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): We will

request off duty SPD be used for security. We request the officers patrol the entire area for the festival not just the courtyard. No outside food or drinks are allowed so we need officers to watch for those bringing coolers + drinks from local bars into the event space.

### 10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least three restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): City staff is only needed for the initial hour. The Festival Committee will be renting restrooms + handwashing stations and placing them strategically throughout the festival area.

### 11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): City staff are requested to bring plastic trash cans to the courtyard. Our festival volunteers will clean up all trash. We will purchase cardboard trash cans + place them throughout festival area. We also have rented a dumpster for trash.

### 12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): Festival committee staff has 2 registered nurses who can administer first aid. The city's strategic plan will be in place.

### 13. UTILITY CONNECTIONS

Do you want to have a utility connection/s at your event? Yes:  No:

If Yes: How Many Electric Pedestals? \_\_\_\_\_

If Yes: How Many Water Hookups? \_\_\_\_\_

Additional Utility Requests (Attach additional sheet if necessary): We request power from street lights be turned on as well as power towers.

### 14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes:  No:

If Yes: Explain (Attach additional sheet if necessary): Roadways affected will be closed at 9 am on June 14th. Rented barricades will be placed as shown on the attached map. Roads will reopen no later than noon on June 16th.

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: \_\_\_ No: X

If Yes: Please Explain (Attach additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: X No: \_\_\_

If Yes: Attach a Sign Permit Application Sign permit applications will be submitted closer to event date.

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: X No: \_\_\_

Are you having amplified music?..... Yes: X No: \_\_\_ (If Yes, complete question 18 on [pg. 13](#))

Will you have food/sales vendors?..... Yes: X No: \_\_\_ (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

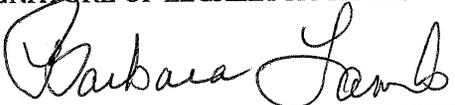
If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. unknown at this time
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Must submit a copy of your special event insurance policy with this form.

will provide closer to event date.

THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as "the Sponsor Organization") IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as "the Event"), THE SPONSOR ORGANIZATION: 1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees ("Releasees" are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event; 2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration. THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE 	Date 11/2/23
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE Barbara Lamb	TITLE Secretary

**19. VENDORS:**

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

**VENDOR LIST:**

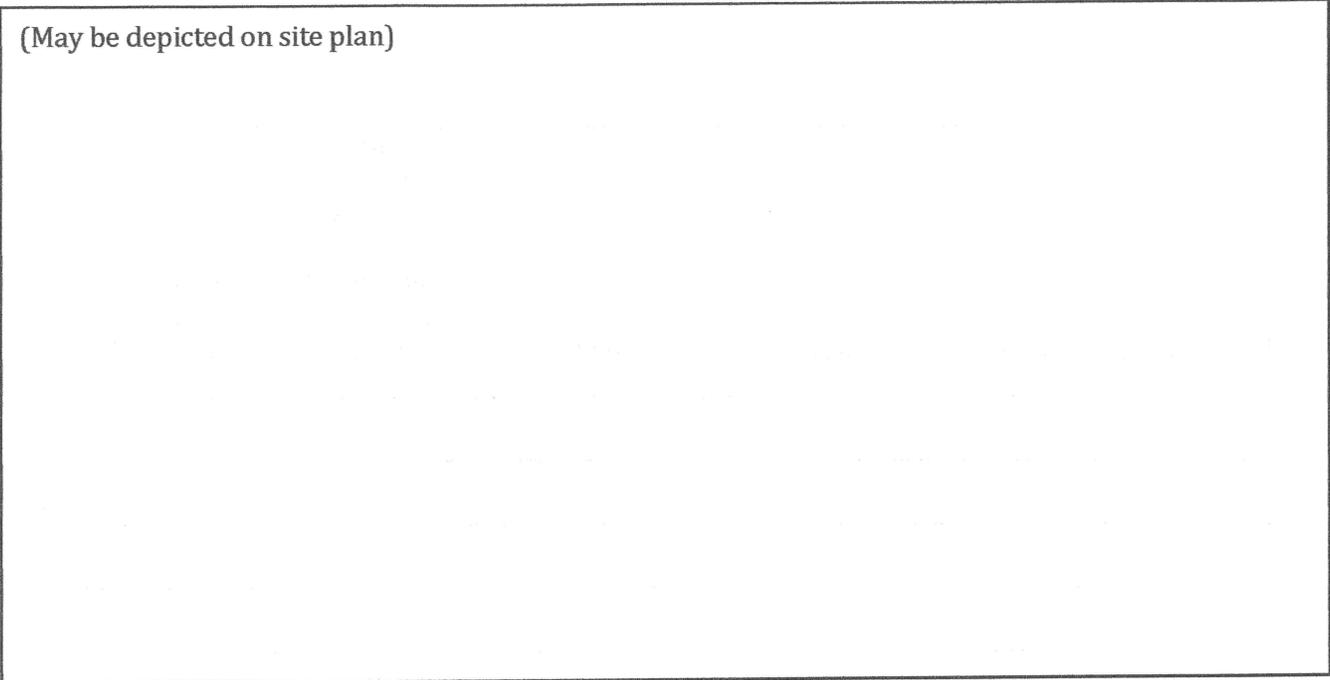
Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Clay County Health Dept. Permit # (Food/Beverage vendors only)	Please attached insurance certificate for each vendor
unknown at this	time			<input type="checkbox"/>
				<input type="checkbox"/>

## VENDOR MAP

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Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)



## LEGAL

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I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.

Barbara Lamb

Event coordinator

11/2/23

Date

## CHECK LIST

### Required Items

✓	\$25 Special Event Application Fee.
	<a href="#">Correct Event Rental Fee Paid</a>
✓	Completed Event Information, Application Contact Information, Event Type Sections
✓	Completed Site Plan Section
✓	Completed Parking Plan Section
✓	Completed Public Information and Cancellation Notice Sections
✓	Completed Security Plan
✓	Completed Restroom and Clean-Up Plan
✓	Completed First Aid Plan

### Additional Items (If Needed)

✓	Completed Roadway Closure Section.
✓	City Staff Request \$30.00/hour per staff member.
	<a href="#">Temporary Sign Application</a> and Fee.
	Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
	Completed Performance Section
	Completed Vendor Section.
✓	<a href="#">City Police Request</a> \$45.00/hour per officer (3 hours min.)

### Due 7 Days before the Event

	Additional Fees and other Requested Information
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**Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.**

### Helpful Phone Numbers

Smithville Parks and Recreation 816-532-8130; <a href="mailto:parks@smithvillemo.org">parks@smithvillemo.org</a>	Missouri Liquor Control 573-526-2769
Smithville Police Department ad City Hall 816-532-3897	Clay County Health Department 816-595-4200

**REQUIRED APPROVALS, IF APPLICABLE:**

**Parks and Recreation Director**

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**Board of Aldermen (alcohol/other)**

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**Police Chief** (closures/public safety/alcohol):

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**Health Department** (food/beverage service):

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**State of Missouri** (alcohol license):

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**Finance Department** (licenses/taxes/fees):

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

**Development** (temporary sign permit):

△ Approved Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

# LAKE FEST PARADE MAP



**EVENT PARKING**



**RESTROOMS (4 total)**



**BEER SALES**



**Kid Zone**

1

**SENIOR CENTER**

2

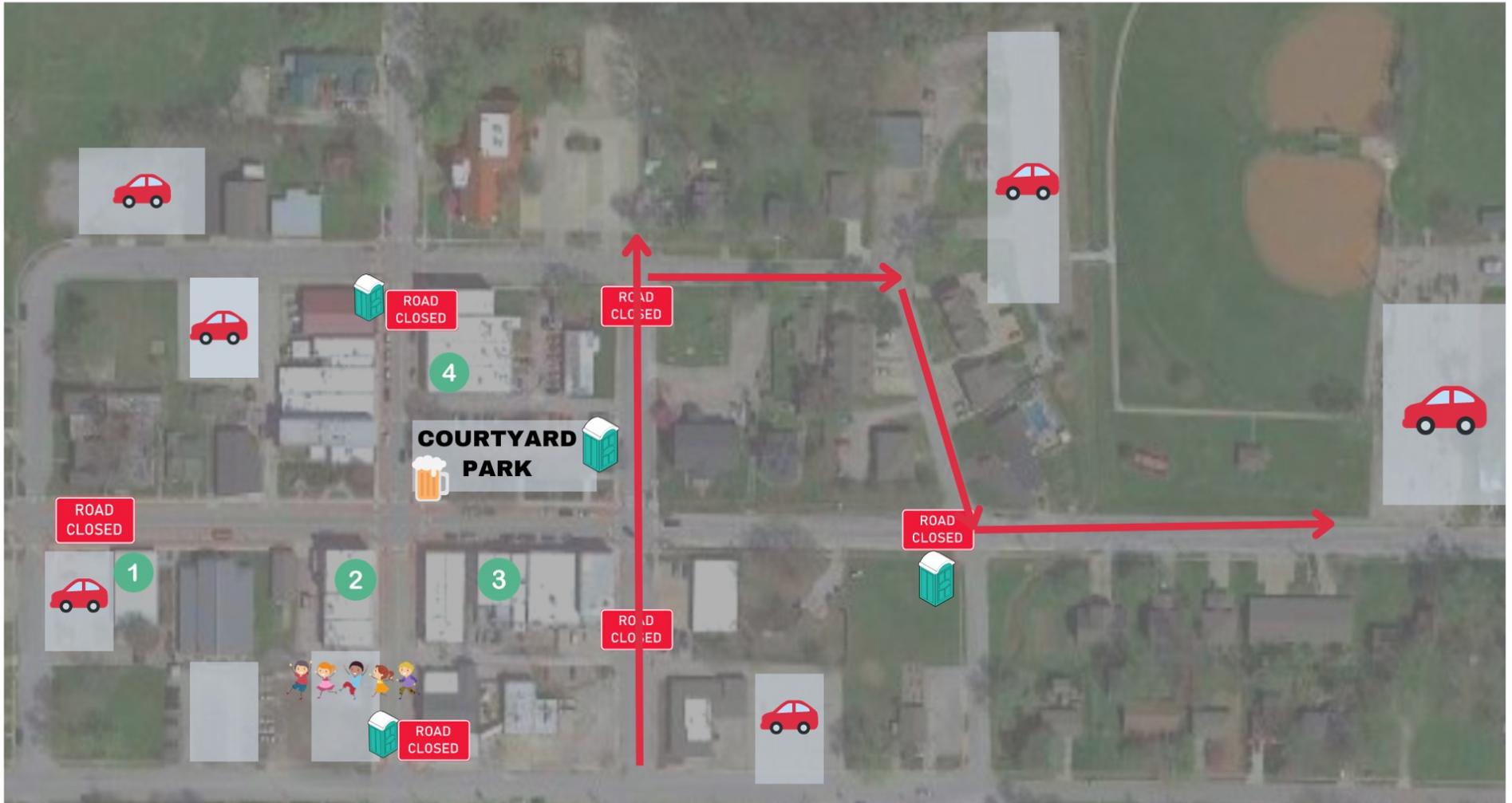
**CORNERSTONE COFFEE**

3

**CHOPS BBQ**

4

**HUMPHREY'S BAR & GRILL**



**June 15 - Lake Fest Parade Route - 11 AM Start**

**Start on Commercial- End to Liberty Road**

**Church and street will be closed 30 mins before, as Police Request**

# LAKE FEST EVENT MAP



**EVENT PARKING**



**RESTROOMS (4 total)**



**BEER SALES**



**FOOD TRUCK**

1

**SENIOR CENTER**

2

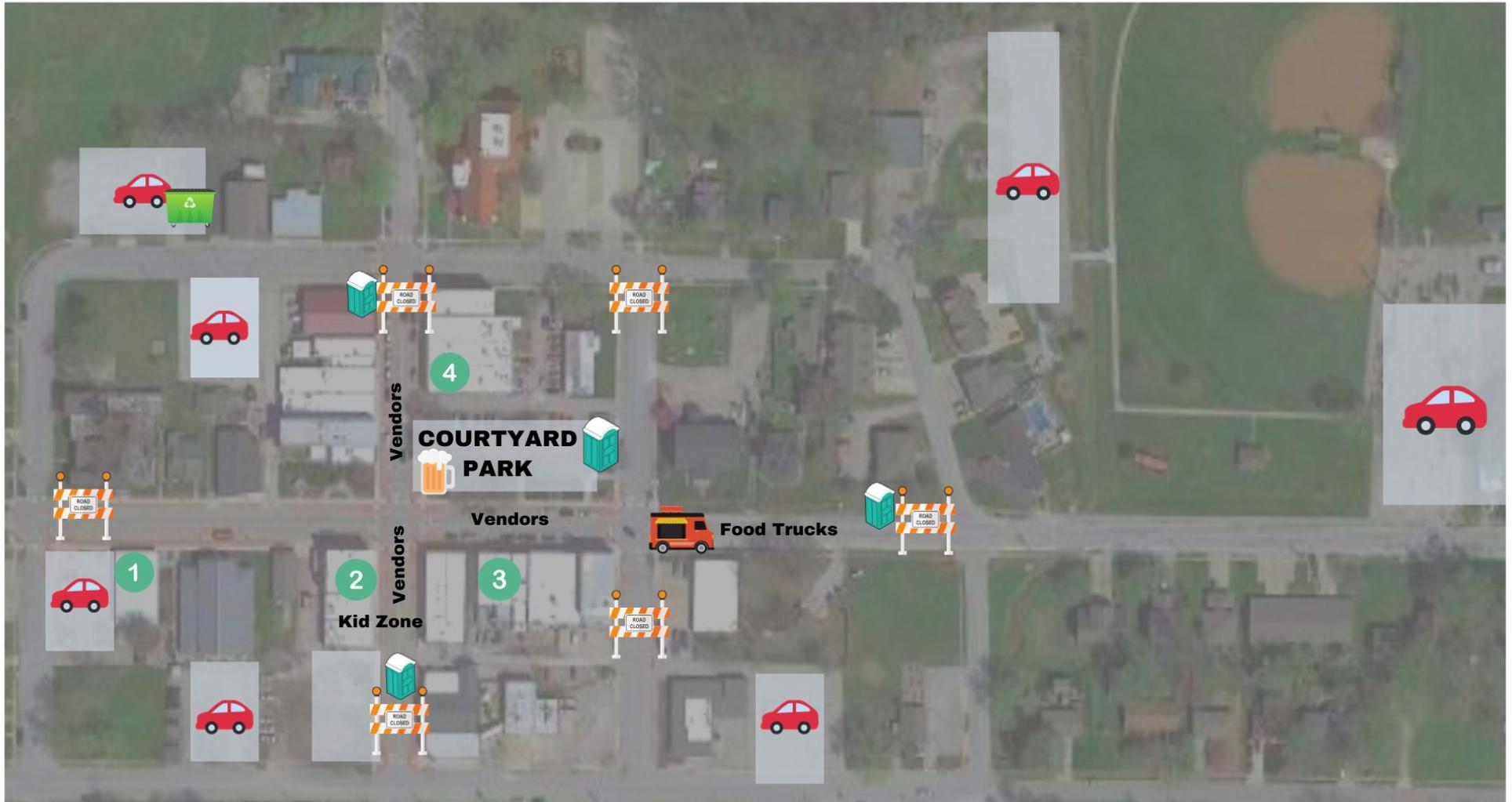
**CORNERSTONE COFFEE**

3

**CHOPS BBQ**

4

**HUMPHREY'S BAR & GRILL**



**JUNE 14 - STARTS AT 5:00 PM**

**JUNE 15- ENDS AT 12:00 AM**

## **600.070 (G & H )**

### *G. Drinking In Public Places Prohibited.*

1. For purposes of this Section, the term "public place" shall mean any public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot, except in those areas above granted a special event permit.
2. No person shall drink or ingest any intoxicating liquor or non-intoxicating beer in or on any public place.
3. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while in or upon any public place.
4. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while within or on any motor vehicle while the same is being operated upon, or parked or standing in or upon any public place. Any person operating a motor vehicle shall be deemed to be in possession of an open container contained within the motor vehicle he/she has control of whether or not he/she has actual physical possession of the open container.

### *H. Special Event Permit.* The Board of Aldermen may grant a special event permit for purposes as identified in Section 600.070(G)(1), above, and under the following conditions:

1. An application must be filed with the Chief of Police that describes the applicant's name and business or interest in the event; the name(s) and contact information of any or all liquor license holders who will be involved in such event; the public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot to be included in the event area; the beginning and ending time of such event, and the telephone contact of the person in charge of and present at the event.
2. The estimated number of participants in the event shall be provided to the Chief of Police, and the applicant shall pay all costs of security needed as a result of the event to ensure compliance.

[1] Editor's Note: Former Section 600.070, which derived from RSMo. §§311.280, 311.340, 311.600, 311.330, 311.310, 312, 400; Ord. No. 2255-04 §1, 3-16-2004, was repealed 6-21-2011 by Ord. No. 2790-11 §1.