



Board of Aldermen Request for Action

MEETING DATE: 10/7/2025

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1511 – Special Event Permit – Winter Wine Walk and Christmas Market

REQUESTED BOARD ACTION

A motion to approve Resolution 1511, approving a Special Event Permit for the Smithville Main Street District for Winter Wine Walk and Christmas Market at Courtyard Park and surrounding Main Street businesses on Saturday, November 8, 2025.

SUMMARY

Approval of this item will issue a Special Event Permit to the Smithville Main Street District for Winter Wine Walk and Christmas Market at Courtyard Park and surrounding Main Street Businesses on Saturday, November 8, 2025.

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 1:00 p.m. to 5:00 p.m. on Saturday, November 8, 2025.

Per City Ordinance 600.070 (G&H), the Board of Aldermen may grant a Special Event Permit to allow drinking in public.

The event coordinators have applied for and obtained State Alcohol licensing. All businesses/501c3 selling alcohol are required to have City, County, and State Alcohol licenses.

PREVIOUS ACTION

Special Event Permits have been approved for this event in the past (2023 and 2024).

POLICY ISSUE

n/a

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

- | | |
|--|-----------------------------------|
| <input checked="" type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Application | |

RESOLUTION 1511

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE MAIN STREET DISTRICT FOR WINTER WINE WALK AND CHRISTMAS MARKET AT COURTYARD PARK AND SURROUNDING MAIN STREET BUSINESSES ON SATURDAY, NOVEMBER 8, 2025

WHEREAS, the Smithville Main Street District has submitted an application with documentation; and

WHEREAS, Alcohol tickets will be sold for a fee using their state, county and city licenses to serve 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 the city code; and

**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 MAIN
STREET DISTRICT FOR WINTER WINE WALK AND CHRISTMAS MARKET
AT COURTYARD PARK AND SURROUNDING MAIN STREET BUSINESSES
ON SATURDAY, NOVEMBER 8, 2025, 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 7th day of October 2025.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted Sept

Application # 1

Date Approved 10-1-2025

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: Winter Wine Walk and Christmas Market

Event Location: Courtyard Park Event Tier: Tier 1

Detailed event description (additional room on next page or sheet may be attached): Wine walk
through downtown businesses and vendors in courtyard park and street.

Estimated attendance: 300

Event Date(s) and Times: 11/8/25 1pm-5pm

Set up date/time: 11 am Cleanup finished date/time: 7 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Sarah Ulledahl

Organization: Smithville Main Street District

Address: 107 E. Main Street

City, State, Zip: Smithville, MO 64089

Phone: 816-877-3570 Fax: _____

Emergency #: _____

E-mail: sarah@smithvillemainstreetdistrict.com

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact Alternative Contact

Name: Haley Roe

Phone: 816-694-3112

Name: _____

Phone: _____

6. PARKING PLAN

Do you have sufficient on street/lot parking at your eventspace? 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): _____

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): _____

By email and on our business facebook page.

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): _____

Email

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 have several volunteers to help with crowd control and any questions/concern
may arise.

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:____ No: x

If Yes: Attach a Sign Permit Application

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: x No:____ (If Yes, see the Alcohol Guidelines)

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. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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:

[illegible]

Wine Walk 2025

Untitled layer

Line 1

Line 2

Line 3

Line 4



To Whom It May Concern,

On behalf of (Fill in business name here) Cornestone Coffee, I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 100 S Bridge St Smithville, Mo 64089

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

Leeah Stone

To Whom It May Concern,

On behalf of (Fill in business name here) Balance Fitness Studio, I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 112 S. Bridge St

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

Marcus VA

To Whom It May Concern,

On behalf of (Fill in business name here) The Warrior Shop I am
granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 13 E Main

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community
event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

Anthony Paul

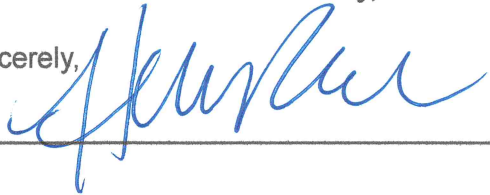
To Whom It May Concern,

On behalf of (Fill in business name here) Jean's Flowers, I am
granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 117 E Main Street

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community
event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,



To Whom It May Concern,

On behalf of (Fill in business name here) Centearium, I am
granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 110 N. Bridge St.

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community
event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

J. J. Cruz

To Whom It May Concern,

On behalf of (Fill in business name here) Main Street Boutique I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 103 E Main St Smithville, MO 64089

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

Kassidy Norton

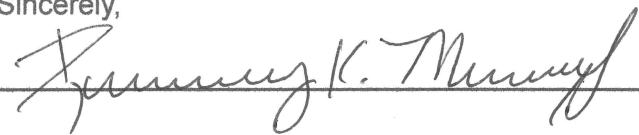
To Whom It May Concern,

On behalf of (Fill in business name here) ALL THE THINGS CANDY CO., I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 105 S. BRIDGE ST.

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,



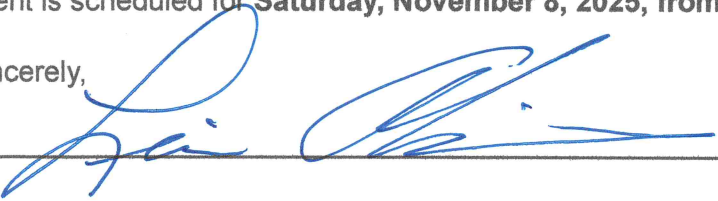
To Whom It May Concern,

On behalf of (Fill in business name here) Bridge Street Hair Studio, I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 202 N. Bridge St.

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,



To Whom It May Concern,

On behalf of (Fill in business name here) Not too Shabby, I am granting permission to the Smithville Main Street District to use the space located at:

(Fill in building address here) 119 N. Bridge St. Smithville 64009

for the **Downtown Smithville Winter Wine Walk and Christmas Market**. This community event is scheduled for **Saturday, November 8, 2025, from 1:00 p.m. to 5:00 p.m.**

Sincerely,

Shirley Ann