



Board of Aldermen Request for Action

MEETING DATE: 2/3/2026

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1547 – Special Event Permit – Smithville Lake Festival and Carnival

RECOMMENDED ACTION

A motion to approve Resolution 1547, approving a Special Event Permit for the Smithville Festival Committee for Smithville Lake Festival and Carnival in Courtyard Park and surrounding area on Thursday, June 18 through Saturday, June 20, 2026.

SUMMARY

Approval of this item will issue a Special Event Permit to the Smithville Festival Committee for the Smithville Lake Festival and Carnival to be held in Courtyard Park and the surrounding area on Thursday, June 18, through Saturday, June 20, 2026.

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 Thursday and Friday (June 18 and 19) and from 9:00 a.m. to midnight on Saturday (June 20).

The committee has requested the closure of Meadow and South Bridge starting Sunday, June 14, to allow the carnival crew to begin setting up for the event. Additionally, Main Street, Bridge Street, and Church Street will be closed from 10:00 PM on Thursday, June 18, until midnight on Saturday, June 20.

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 designated area monitored by wristbands.

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 Smithville Lake Festival by waiving the Special Event fee of \$450 (\$150 x 3 days) + Parade fee of \$100 for a total of \$550.

PREVIOUS ACTION

Special Event Permits have been approved for this event since 2019

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 & Maps	

RESOLUTION 1547

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE FESTIVAL COMMITTEE FOR SMITHVILLE LAKE FESTIVAL AND CARNIVAL AT COURTYARD PARK AND SURROUNDING AREA ON THURSDAY, FRIDAY, AND SATURDAY, JUNE 18, 19, AND 20, 2026

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 \$450 (\$150 x 3 Days) + Parade Fee of \$100 for a total of \$550.

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 and Carnival to be held June 18, 19, and 20, 2026, in accordance with the plan approved by the Chief of Police and attached hereto as **Exhibit A**.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 3RD day of 2026.

Marvin Atkins, Mayor Pro-Tem

ATTEST:

Linda Drummond, City Clerk



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted 8/20/25

Application # _____

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: 118 N. Commercial + Surrounding streets
Event Tier: Tier 2

Detailed event description (additional room on next page or sheet may be attached): Community event with entertainment, pageants, vendors, parade & carnival (already applied)

Estimated attendance: 1,500

Event Date(s) and Times: June 18, 19 + 20, 2026

Set up date/time: June 18 @ 10pm Cleanup finished date/time: June 20 @ noon

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Barbara Lamb

Organization: Smithville Festival Committee

Address: 506 Liberty Rd

City, State, Zip: Smithville, MO 64089

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: 816-805-2290 Fax: _____

Phone: _____ Fax: _____

Emergency #: _____

Emergency #: _____

E-mail: barblamb2290@gmail.com

E-mail: _____

Alternative Contact

Name: Sherrie Coulter

Phone: 816-589-3860

Name: Shauna Houghton

Phone: 816-510-4693

5.	Are you going to have live performances at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 6
	<u>Performance List:</u>	
6.	Is there going to be limited parking near your event area?	
	Yes: See directly below for what you'll need complete.	No: That's all the questions for now
	<u>Parking Plan:</u>	
	If your event is in a location with limited parking availability. You will be asked to submit a parking plan. This is your plan of action to get people to and from your event. Use the provided space on the application or attach the parking plan to the special event application.	

Documents for after the Staff-Application Meeting

Proof of Insurance

Proof of Insurance:	Proof of Insurance must be provided to the City prior to your event. This amount is located in the <u>Event Rules and Conditions</u> .
---------------------	--

Payment Information

Pre-Event Invoice:	Provided to you after the staff-applicant meeting and includes the deposit amount and additional fees not included with the application.
Post-Event Invoice (If Applicable):	Provided to you by the city after your event has been completed. This invoice is used for additional charges that are incurred during the event.

Detailed event description continued (Attach additional sheet if necessary): _____

This is a community event. We will have pageants, a parade, entertainment, food & craft vendors and a carnival. There will also be a beer garden. We will promote thru social media, banners & local tv stations. We are adding a car show on Saturday afternoon in one of two locations- Heritage Park or Prevail Church.

3. EVENT TYPE:

Run	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Parade/ March	<input type="checkbox"/>	Bike Race/Tour	<input type="checkbox"/>	Street Fair	<input type="checkbox"/>	Concert	<input type="checkbox"/>	Film	<input type="checkbox"/>	Festival	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>	_____
-----	--------------------------	------	--------------------------	------------------	--------------------------	-------------------	--------------------------	-------------	--------------------------	---------	--------------------------	------	--------------------------	----------	-------------------------------------	--------	--------------------------	-------

5. SITE PLAN

Where do you plan to have your event? Courtyard Park: Other Public Property: Surrounding streets

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 + 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 in lieu of paying fees for the event. We would also like a noise ordinance exception so the bands can play until midnight each night. We would also like the City to provide 6 camping spaces + 1 large camping space @ Smith's Fork as a sponsorship. Vendors will be placed with a break frequently to allow attendees to enter businesses.

We will only block the alley between Main + Meadow from Commercial to Bridge during the parade. We will designate a parking lot for those businesses' employees to park to make deliveries.

6. PARKING PLAN

Do you have sufficient on street/lot parking at your eventspace? Yes: 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): a committee member will do door

knockers in advance of the event.

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 through our Facebook

page & our website. We will put cancelled signs 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 use off duty Smithville police officers. We request they patrol the festival area not just around the courtyard. No outside food or drinks are allowed so the officers should watch for coolers & drinks from local bars being brought into the event space. Smoking marijuana is also not allowed.

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 minimum hour.

we will contract with a port-a-potty company to provide adequate restrooms scattered 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 will not be needed. Our committee will do final clean up on Sunday and continually do clean up during the festival. We would like all city trash cans be brought downtown.

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary):

The City's strategic plan will be followed.

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? _____

If Yes: How Many Water Hookups? _____

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

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: X No: _____

If Yes: Explain (Attach additional sheet if necessary): We would like to close the city streets affected on Thursday at 10 pm.

If road barricades are needed, they can be rented by an outside business or locally from Jonny Viebrock 816-805-5949. The City of Smithville does not set up road barricades.

Parks & Rec has agreed to ^{plug} place our extension cords into street lights if we provide the cords to them.

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: No: _____

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

We hope city staff & elected officials will volunteer for our event.

16. SIGNAGE:

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

If Yes: Attach a Sign Permit Application

Sign permit applications will be done before the event.

17. SPECIAL ITEMS:

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

Are you having amplified music?..... Yes: No: _____ (If Yes, complete question 18 on pg. 13)

Will you have food/sales vendors?..... Yes: 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. _____

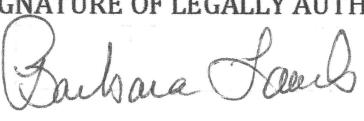
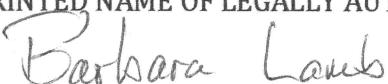
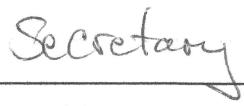
10. _____

INSURANCE

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

will submit at a later 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 
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE 	TITLE 

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 attach insurance certificate for each vendor
unknown at this time.				<input type="checkbox"/>
				<input type="checkbox"/>

VENDOR MAP

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

(May be depicted on site plan)

to be provided at a later date.

LEGAL

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.

Event coordinator Date

Printed Name

CHECK LIST

Required Items

✓	\$25 Special Event Application Fee.
	<u>Correct Event Rental Fee Paid</u>
✓	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.
	<u>Temporary Sign Application</u> and Fee.
✓	Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
✓	Completed Performance Section
✓	Completed Vendor Section.
✓	<u>City Police Request</u> \$45.00/hour per officer (3 hours min.)

Due 7 Days before the Event

Additional Fees and other Requested Information

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers

Smithville Parks and Recreation 816-532-8130; parks@smithvillemo.org	Missouri Liquor Control 573-526-2769
Smithville Police Department and 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 EVENT MAP



EVENT PARKING



BEER SALES



RESTROOMS (4 total)



FOOD TRUCK



Police and Emergency Entrance

1

SENIOR CENTER

2

CORNERSTONE COFFEE

3

CHOPS BBQ

4

GIZMOS



**Car Show at HP
Saturday 11:30 AM-4:00PM

Ride and Carnival Area

JUNE 14 (SUNDAY) - ARRIVE AND UNLOAD RIDES AND CARNIVAL (BARICADE W. MEADOW ST. THROUGH SUNDAY 21ST) - MEADOW LOTS CLOSED AT 10:00 PM SATURDAY, JUNE 13
JUNE 15-17 - (MONDAY THROUGH WEDNESDAY) - SET UP ALL CARNIVAL FEATURES
JUNE 18 (THURSDAY) - FINISH CARNIVAL SET UP - CARNIVAL STARTS AT 6:00 PM (CARNIVAL ONLY) - FULL ROADS CLOSURE WILL HAPPEN AT 10:00 PM
JUNE 19 (FRIDAY) - LAKE FEST STARTS AT 5:00 PM - CARNIVAL STARTS AT 6:00 PM
JUNE 20 (SATURDAY) - PARADE 10:30 AM START - CARNIVAL AND LAKE FEST 11:30 AM START
JUNE 21 (SUNDAY) - LEAVE THAT DAY AFTER THE CLEAN UP

ROAD CLOSURES - LAKE FEST EVENT MAP



EVENT PARKING

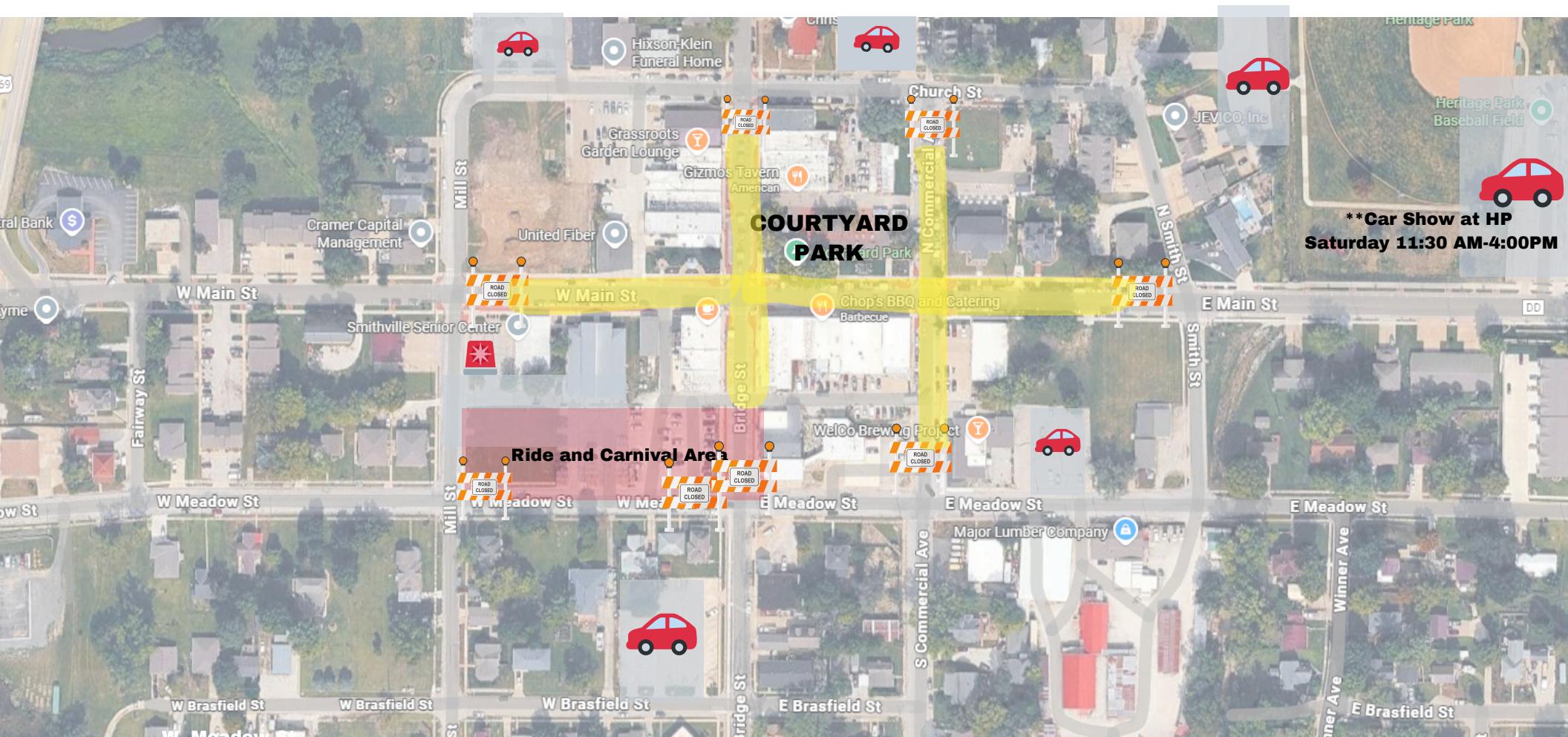


ROAD CLOSE SIGNS

EVENT AREA



POLICE PARKING



JUNE 14 (SUNDAY) - ARRIVE AND UNLOAD RIDES AND CARNIVAL (BARICADE W. MEADOW ST. THROUGH SUNDAY 21ST) - MEADOW LOTS CLOSED AT 10:00 PM SATURDAY, JUNE 13

JUNE 15-17 - (MONDAY THROUGH WEDNESDAY) - SET UP ALL CARNIVAL FEATURES

JUNE 18 (THURSDAY) - FINISH CARNIVAL SET UP - CARNIVAL STARTS AT 6:00 PM (CARNIVAL ONLY) - FULL ROADS CLOSURE WILL HAPPEN AT 10:00 PM

JUNE 19 (FRIDAY) - LAKE FEST STARTS AT 5:00 PM - CARNIVAL STARTS AT 6:00 PM

JUNE 20 (SATURDAY) - PARADE 10:30 AM START - CARNIVAL AND LAKE FEST 11:30 AM START

JUNE 21 (SUNDAY) - LEAVE THAT DAY AFTER THE CLEAN UP

DETOUR LAKE FEST EVENT MAP



EVENT PARKING

DETOUR EVENT

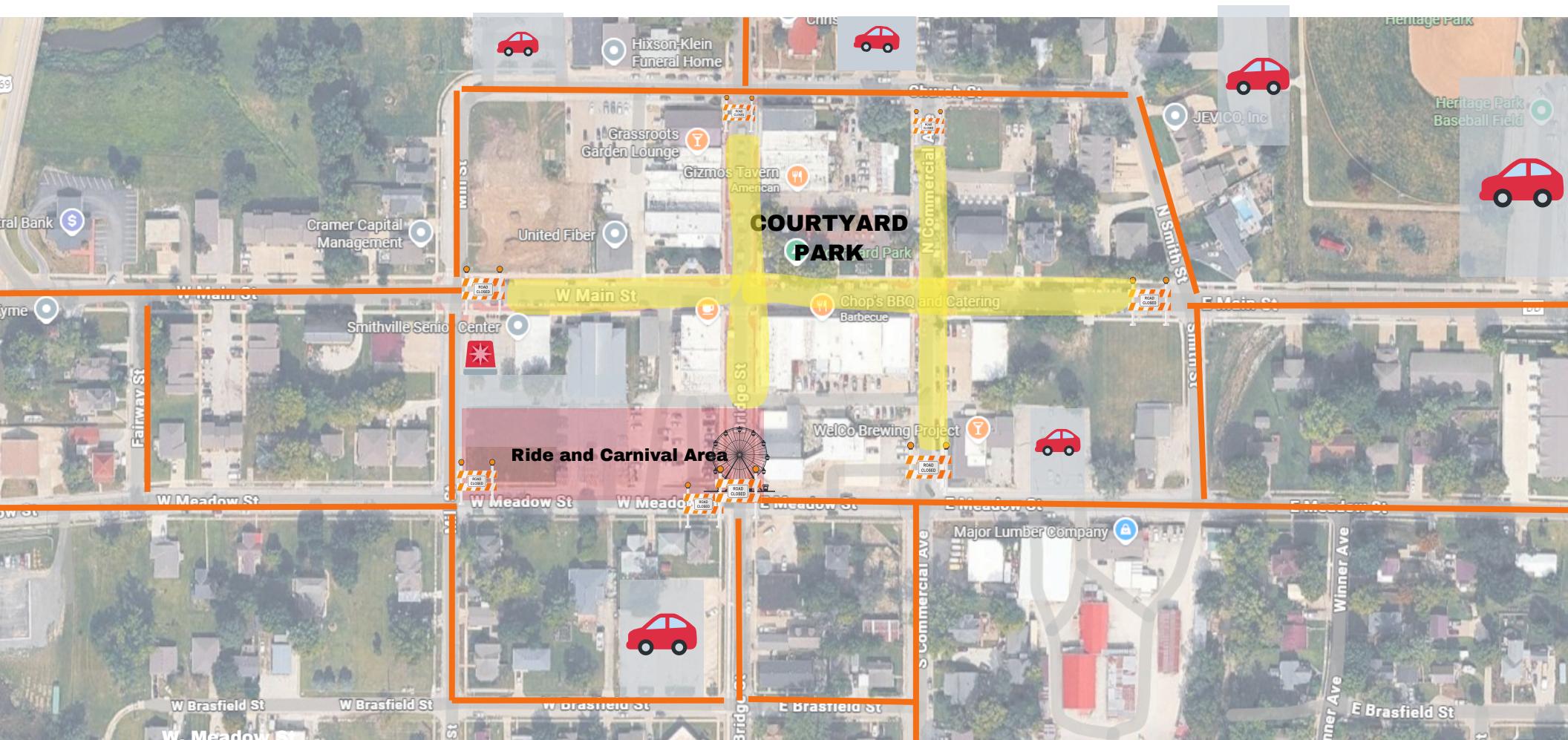
EVENT AREA



ROAD CLOSE SIGNS



POLICE PARKING



JUNE 14 (SUNDAY) - ARRIVE AND UNLOAD RIDES AND CARNIVAL (BARICADE W. MEADOW ST. THROUGH SUNDAY 21ST) - MEADOW LOTS CLOSED AT 10:00 PM SATURDAY, JUNE 13
JUNE 15-17 - (MONDAY THROUGH WEDNESDAY) - SET UP ALL CARNIVAL FEATURES
JUNE 18 (THURSDAY) - FINISH CARNIVAL SET UP - CARNIVAL STARTS AT 6:00 PM (CARNIVAL ONLY) - FULL ROADS CLOSURE WILL HAPPEN AT 10:00 PM
JUNE 19 (FRIDAY) - LAKE FEST STARTS AT 5:00 PM - CARNIVAL STARTS AT 6:00 PM
JUNE 20 (SATURDAY) - PARADE 10:30 AM START - CARNIVAL AND LAKE FEST 11:30 AM START
JUNE 21 (SUNDAY) - LEAVE THAT DAY AFTER THE CLEAN UP