



Board of Alderman Request for Action

MEETING DATE: 7/19/2022

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1087, Special Event Permit - Festiville

REQUESTED BOARD ACTION:

A motion to approve Resolution 1087 issuing a Special Event Permit to Eric Craig Real Estate Team for Festiville to be held on August 13, 2022.

SUMMARY:

Eric Craig Real Estate Team has submitted an event application for their event scheduled from 3:00 p.m. until 1:00 a.m. on August 13, 2022. Festiville will be using the Courtyard, Main Street, Bridge Street and Church Street. Street closures will begin at 8:00 a.m. for set-up.

Festiville has also requested to extend the noise ordinance policy (City Ordinance 205.2210) for their event to 1:00 a.m. They plan to wrap up the event at 12:00 a.m. and have an hour for clean up.

PREVIOUS ACTION:

Special Event Permit was approved for this event in June 2019. Temporary Liquor License was approved on 6/21/2022.

POLICY OBJECTIVE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|--|-----------------------------------|
| <input 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 and Map | |

RESOLUTION 1087

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR ERIC CRAIG REAL ESTATE TEAM FOR "FESTIVILLE" IN THE DOWNTOWN COURTYARD ON SATURDAY, AUGUST 13, 2022.

WHEREAS, Eric Craig Real Estate Team has submitted an application with all required fees and documentation; and,

WHEREAS, local businesses will supply the food and beverages for a fee to the participants in a vendor tent in the courtyard 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.

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

THAT A SPECIAL EVENT PERMIT TO ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE TO BE HELD AUGUST 13, 2022. 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, the 19th day of July 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted 2/23/2022

Application # 2

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: Festi-ville

Event Location: Smithville Square Event Tier: 3

Detailed event description (additional room on next page or sheet may be attached): MUSIC

festival with food, alcohol vendors, kids area with games +
inflatables

Estimated attendance: 3,000

Event Date(s) and Times: August 13th

Set up date/time: 8 am Cleanup finished date/time: 1 am

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Lydia Schuetz

Organization: Eric Craig Real Estate Team

Address: 106 W. Main St.

City, State, Zip: SMITHVILLE, MO 64089

Phone: 816-520-4208 Fax: —

Emergency #: 816-520-4208

E-mail: Lydia@EricCraigTeam.com

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: Jamie Karr

Phone: 816-838-1573

Alternative Contact

Name: Eric Craig

Phone: 816-726-8565

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

3. EVENT TYPE:

Run ☐ Walk ☐ Parade/
March ☐ Bike
Race/Tour ☐ Street Fair ☐ Concert ☐ Film ☐ Festival ☒ Other: ☐ _____

5. SITE PLAN

Where do you plan to have your event? Courtyard Park: _____ 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): Map attached

of event space. We will have a detailed
map of vendor location and temporary restroom
locations later on

6. PARKING PLAN

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

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 walk to surrounding businesses
offering them a vendor space, if they decline,
we will inform them of the event expectations of
crowd.

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): Phone call + 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): hire off-

duty police support.

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):

We will be providing temporary restrooms
+ cleaning necessary.

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):

Our team will
clean after event. We will provide trash
cans + removal.

12. FIRST AID PLAN:

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

See attached

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? all downtown

If Yes: How Many Water Hookups? not needed

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: ☒ No: ☐

If Yes: Explain (Attach additional sheet if necessary): See map, Johnny Viebrock
will do this

ERIC CRAIG

816-726-8565

ERICSCRAIG@GMAIL.COM

BIRTHDAY- JANUARY 31ST

ERIKA BORDEN

816-686-0788

ERIKABORDEN@KW.COM

BIRTHDAY-NOVEMBER 13TH

HUNTER CRAIG

816-835-2074

MHCRAIG@GMAIL.COM

BIRTHDAY- SEPTEMBER 4TH

JAMIE KARR

816-838-1573

CRAIGALLENASSISTANT@GMAIL.COM

BIRTHDAY- APRIL 5TH

JESSICA HEADY

816-560-3002

JESSICA@ERICCRAIGTEAM.COM

BIRTHDAY- JANUARY 14TH

LANDON WOOD

660-254-9421

LANDONWOOD@KW.COM

BIRTHDAY-NOVEMBER 1ST

LAUREN MIGLETZ

816-878-2701

LAUREN@ERICCRAIGTEAM.COM

BIRTHDAY-OCTOBER 5TH

LIBBI REICHERT

816-868-6718

LIBBI@ERICCRAIGTEAM.COM

BIRTHDAY-MAY 14TH

LYDIA SCHUETZ

816-520-4208

LYDIA@ERICCRAIGTEAM.COM

BIRTHDAY-DECEMBER 1ST

MARSHALL NETH

816-507-0133

MNETH0133@GMAIL.COM

BIRTHDAY-FEBRUARY 14TH

MAX NICHOLAS

816-785-3833

MAX@ERICCRAIGTEAM.COM

BIRTHDAY- MARCH 2ND

MELISSA YATES

816-351-9530

MELISSA@ERICCRAIGTEAM.COM

BIRTHDAY-DECEMBER 13TH

NEVIN ROSNER

816-810-6183

NEVIN@ERICCRAIGTEAM.COM

BIRTHDAY- JULY 7TH

SEAN VAN HORN

816-739-7049

SEAN@ERICCRAIGTEAM.COM

BIRTHDAY-JULY 19TH

SHANE HOMAN

816-507-3669

SHANE@ERICCRAIGTEAM.COM

BIRTHDAY- JULY 28TH

SHEA BREZNIK

806-886-3605

SHEA@ERICCRAIGTEAM.COM

BIRTHDAY- OCTOBER 31ST

SHELLY KIEFER

816-651-8478

SHELLY@ERICCRAIGTEAM.COM

BIRTHDAY- OCTOBER 26TH

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): _____

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](#)

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. Diamond Rio-Country-3-11
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

*Other bands TBD

INSURANCE

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

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

Lydia Schuetz

Date

3-14-22

PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE

Lydia Schuetz

TITLE

event coordinator

Smithville Police Department

Request for Off-Duty Officers

Date of Request: 3-14-22

Date of Event: 8-13-22 Address of Event: Smithville Square

Number Expected to Attend: 3,000 (Depending on event, 1 officer for every 100 in attendance/commander discretion)

Number of Officers Requested: Same as previous Beginning Time: 1 Ending Time: 11:30

Will Alcohol Be Served? YES ☒ NO ☐

Type of Event (i.e., Wedding Reception, Large Party, Community Event, Concert, Site Security, etc.)

Festivity

Job Description (i.e., Parking Lot Security, Building Security, Event Security, Traffic Control, etc.)

event security

Rate of Pay-\$45/hour (3 Hour Minimum)

REQUESTOR: Personal ☐ Business ☒

Name of Requestor: Enc Craig Real Estate team

Address: 106 W. Main St. Smithville, MO 64089

Contact Name: Lydia Schuetz Phone #: 816-520-4008 Email: Lydia@encraigteam.com

After-Hours Contact: Jamie Kan Phone #: 816-638-1573

INSURANCE REQUIREMENT:

Business requestors hiring off-duty Smithville Officers for security work shall carry the statutory limits for Workers Compensation Insurance and a minimum of \$500,000 general liability insurance coverage.

The requestor has provided a copy of the general liability insurance certificate. YES ☒ NO ☐

Description of Business Activity:

will send copy when we have it

Are there any potential concerns or threats to your event or the attendees? ☐ YES (explain) NO ☒

Approving Commander

Radio #

Date

Time

Event Emergency and Safety Operations Plan PURPOSE:

Smithville Parks and Recreation is committed to providing a safe and secure environment for staff, volunteers, guests, and attendees for City sponsored special events and community outreaches it conducts. As such, this Event Emergency and Safety Operations plan is constructed to provide protocols and procedures for handling a variety of emergencies and situations that may arise during these events.

In a dynamic and ever-changing world, it is impossible to predict or forecast every possible emergency and safety scenario. This plan has been established to address “reasonably foreseeable” situations that may arise.

Emergency and Security Team (EST) selection:

Each event is unique and the requirements to ensure a safe and secure event environment is contingent on a number of variables to include, but not limited to:

1. Location of event
2. Attendance of event
3. Length of event
4. Open or closed access to the event
5. Weather
6. Planned activities
7. Perceived external threats

In planning safety and security concerns for each event, it is imperative that a detailed assessment of the event complexion is conducted to identify the number of personnel, personnel skill set, and any special equipment that is needed.

It is also understood that “ALL” event staff and volunteers should serve as a member of the EST, in that this provides additional “eyes and ears” in the field to immediately identify and address safety concerns and report emergencies to designated personnel for resolution. SAFETY is a priority for all those involved in the event operations.

EST Structure:

Designated EST personnel will have divided into two primary functions:

1. Site Safety and Security (EST-SSS)
2. Emergency Response (EST-ER)

The primary Event Coordinator, in most instances, will serve as the EST Leader and will be supported by team leaders overseeing the respective functions of the EST-SSS and EST-ER components. Depending on the event dynamics the Event Coordinator may opt to designate an EST Leader.

The number of personnel in each EST component will be contingent on the results of the prevent assessment conducted. EST Team members should be clearly marked as security and safety personnel.

The EST Leader will be responsible for establishing a EST member schedule to ensure adequate coverage for response during the event.

EST Component Responsibilities:

Site Safety and Security (EST-SSS)

The primary function of the EST-SSS is to conduct pre-event site survey safety inspections to identify potential safety hazards and work to mitigate their risk. Additionally, the EST-SSS will be responsible for general security issues of site to include managing the people flow in and around the event area. The EST-SSS will also be vigilant in immediately identifying and correcting unsafe conditions that develop during the operation of the event. The EST-SSS will be responsible for monitoring weather conditions, addressing fire hazards, and other access to secure areas and other dangerous environments that may cause injury to attendees.

Emergency Response (EST-ER)

The EST-ER component will be primarily responsible for immediate response to the site of all emergencies identified by the EST-SSS. This will include medical emergencies, fires, disorderly subjects or dangerous environments.

The EST-ER component size will be contingent on the pre-event assessments, however in most instances will be a unit consisting of 1-2 persons. Depending on the dynamics of the event, the EST Leader may elect to designate more than one EST-ER unit.

Whenever possible, the personnel EST-ER should be individuals that have received first responder training, have current or prior law enforcement, Fire, EMS, or security experience.

Communications:

Reliable communications between components is necessary to ensure the safe operation of any event. For most events, a combination of phone and text communications will be utilized. To facilitate reliable communications the EST-SSS will designate a Communications Coordinator, who will compile a phone contact list for each EST member.

Emergency Contact Numbers:

911 Smithville Police: Daytime phone - (816) 532-0500. For non-medical emergencies after 5 p.m., call the Platte County Sheriff at (816) 858-3521

Clay County Sheriff's Department: (816) 407-3750

Fire Department: Smithville Area Fire Protection District: Daytime phone - (816) 532-4902

Ambulance: Northland Regional Ambulance District: Daytime phone - (816) 858-4450

Medical Emergencies

1. Tend to victim
2. Contact onsite First Aid responders
3. Administer First Aid as applicable
4. Activate EMS if necessary

5. If emergency is a result of an injury sustained at the site collect personal information from victim when practical.
6. Identify and document cause of injury

Weather Contingencies (For outdoor events)

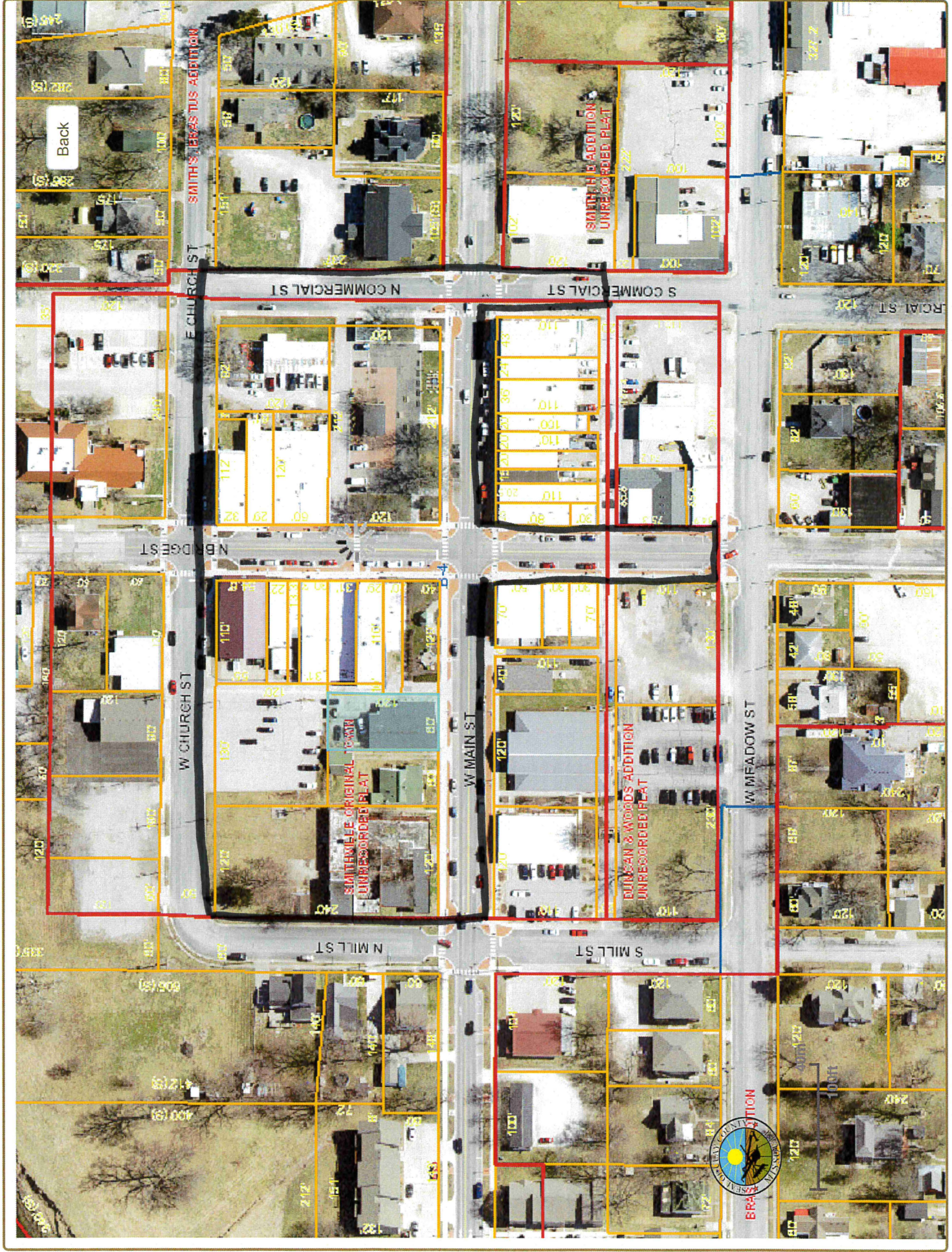
1. Monitor weather via radio, computer and/or smart phone
2. Communicate with National Weather Service for severe weather alert information
3. If necessary, activate emergency stage shut down procedures
4. Broadcast emergency weather situation to attendees.
5. In the event of flooding or extremely severe weather determine if evacuation is necessary.
6. Activate site evacuation procedures
7. Eric Craig Real Estate Team Office 106 W. Main Street is designated as the primary rally point and temporary storm shelter
8. Public Restroom facilities will be used for temporary storm shelters and for staging for evacuation.

Fire and other Hazardous Environments

1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event of an actual fire, activate the EST-ER, evacuate people from the area, and contact the fire department and other required emergency services.
5. Begin to clear access to the site of the emergency to allow for easy access for emergency equipment and personnel.
6. Identify potential victims, witness and document the scene.

Disorderly subjects

1. In the event of a disturbance or disorderly subject crew member(s) shall notify EST-ER immediately to respond.
2. Efforts will be made to de-escalate the situation and remove the disturbance from the public view. The strategy of "use your head, not your hands" should be the primary tactic.
3. If the subject(s) is violent in nature, appears to be under the influence of drugs or alcohol, or has committed a violation of law then law enforcement personnel will be immediately contacted immediately to respond and handle the situation



 Parking



Restrooms (clusters of 5)-we have
handicapped as well as hand washing
stations



Food trucks

