



## Board of Aldermen Request for Action

**MEETING DATE:** 12/6/2022

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1150 – Special Event Permit – Smithville Lake Festival

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### **RECOMMENDED ACTION:**

A motion to approve Resolution 1150, approving a Special Event Permit to the Smithville Festival Committee for Smithville Lake Festival 2023.

### **SUMMARY:**

Approval of this item will issue a Special Event Permit to the Smithville Festival Committee (Chairman, Barbara Lamb) for Smithville Lake Festival to be held at Courtyard Park on June 16 and 17, 2023.

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 12:00 a.m. on Friday (June 16) and from 9:00 a.m. to 12:00 a.m. Saturday (June 17). The committee has also requested closure of Main Street, Bridge Street and Church Street from 12 noon on Friday (June 16) through 12:00 a.m. on Saturday (June 17).

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 at 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 Lake Festival by waiving the Special Event fee of \$300 (\$150 x 2 days) and \$200 Damage Deposit.

### **PREVIOUS ACTION:**

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

### **POLICY ISSUE:**

n/a

### **FINANCIAL CONSIDERATIONS:**

None

**ATTACHMENTS:**

- ☒ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☒ Other: Application

- ☐ Contract
- ☐ Plans
- ☐ Minutes

## **RESOLUTION 1150**

### **A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE FESTIVAL COMMITTEE FOR SMITHVILLE LAKE FESTIVAL 2023 AT COURTYARD PARK ON FRIDAY AND SATURDAY JUNE 16 AND 17, 2023**

**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 waiver the Special Event Fee of \$300 (\$150 x 2 Days) + \$200 Damage Deposit.

**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 SMITHVILLE LAKE FESTIVAL 2023 TO BE  
HELD JUNE 16 and 17, 2023 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 6<sup>th</sup> day of December 2022.

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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

11/1/22

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: Courtyard Park + surrounding streets Event Tier: 2

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

Community event with entertainment, parade, pageants, vendors, etc.

Estimated attendance: 1,500

Event Date(s) and Times: June 16 + 17, 2023 5pm on 16th to midnight June 17

Set up date/time: June 16 @ 9am Cleanup finished date/time: June 18 @ noon

### 2. APPLICANT / CONTACT INFORMATION:

#### Applicant

Name: Barbara Lamb

Organization: Smithville Festival Committee

Address: 506 Liberty Road

City, State, Zip: Smithville, Mo 64089

Phone: 816-805-2240 Fax: \_\_\_\_\_

Emergency #: 816-805-2230

E-mail: blamb40@att.net

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

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency #: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Alternative Contact

Name: Allison Lamb

Phone: 816-805-2230

#### 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. It will provide a variety of activities for all ages. We will have food + craft vendors, a parade, a children's area, live entertainment, 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: \_\_\_\_\_ 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 our 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.

Parade route will Commercial street north to Meadow,  
west on Meadow to Mill, north on Mill to Main  
+ east on Main to Liberty Rd. Participants can  
use Liberty Road to get back to High School.

## 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 drink are allowed so we need  
them to also watch for those bringing in coolers & bringing  
drinks from local bars into 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 are only needed for the initial hour. We will be renting restrooms & handwashing stations and strategically placing them 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 only requested to bring plastic trash cans to courtyard. Our festival volunteers will clean up all trash. We will purchase cardboard trash cans & place them throughout festival area. We have also 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, if needed. A first aid kit will be kept on courtyard. Serious injuries will require an ambulance be called.

#### 13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? \_\_\_\_\_ unsure at this time

If Yes: How Many Water Hookups? \_\_\_\_\_ unsure at this time.

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 10 am on June 16th. Rented barricades will be placed as shown on the attached map. Roads will reopen no later than noon on June 18th.

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):

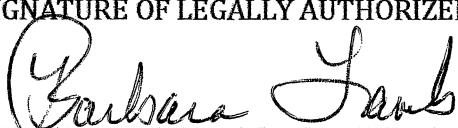
1. unknown at this time
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8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



INSURANCE will provide closer to the event date.

**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	Date
	11/1/22
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE	TITLE
Barbara Lamb	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"/>
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## VENDOR MAP

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

(May be depicted on site plan)

Our plan is to place craft vendors on Bridge Street.  
The kids zone will be at 309 E. Main with inflatables  
in the street on Main between Commercial & Smith.  
~~tentative plan is for food trucks to be in parking~~  
~~lot at 300 E. Main. If construction is delayed,~~  
~~our food trucks will be on the City owned lot at~~  
~~Bridge & Meadow.~~ Food trucks will be placed on  
Commercial from Church Street to Main & Main  
Commercial from Main to the alley south.  
Cornhole will be on the City owned gravel  
lot next to City Hall's paved parking lot.

## 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.

Barbara Lamb

Event coordinator

11/2/22

Date

## CHECK LIST

Required Items	
✓	\$25 Special Event Application Fee. <i>already paid w/ original application</i>
	<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; <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

**\*\*CITY USE ONLY\*\***

**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: \_\_\_\_\_

# Smithville Police Department

## Request for Off-Duty Officers

Date of Request: 11/1/22

Date of Event: June 16-17, 2023 Address of Event: Courtyard Park + surrounding streets

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

Number of Officers Requested: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
2 officers from 5-8 each night + 4 officers from 8-midnight.

Will Alcohol Be Served? ☒ YES ☐ NO

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

Community event

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

Event Security - would like officers to patrol entire festival area  
+ watch for alcohol not purchased at beer garden. No outside alcohol  
is allowed in festival barricaded areas so they need to watch for that too.  
Rate of Pay: \$45/hour (3 Hour Minimum)

REQUESTOR: ☒ Personal ☐ Business

Name of Requestor: Barbara Lamb

Address: 506 Liberty Rd, Smithville, Mo

Contact Name: Barbara Lamb Phone #: 816-805-2240 Email: blamb4@att.net

After-Hours Contact: Allison Lamb Phone #: 816-805-2230

### 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:

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

Approving Commander

Radio #

Date

Time

Rev-1

415 Fletcher Drive  
Smithville, MO 64089  
October 17, 2022

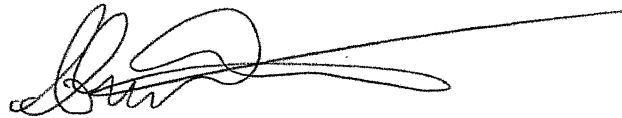
Smithville City Hall  
107 W. Main Street  
Smithville, MO 64089

To Whom It May Concern:

The North Lake Church gives permission to the Smithville Festival Committee to use our property at 209 E. Main Street during The Smithville Lake Festival on June 16 – 17, 2023. The property will be used for their Kids Zone. The Festival Committee will include our property on their insurance policy.

If you have any questions, please contact me at (620) 794-8922.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alvin Colston', with a long horizontal flourish extending to the right.

Alvin Colston



## LAKE FEST EVENT MAP



## EVENT PARKING



### RESTROOMS (4 total)



## FOOD TRUCK



## BEER SALES



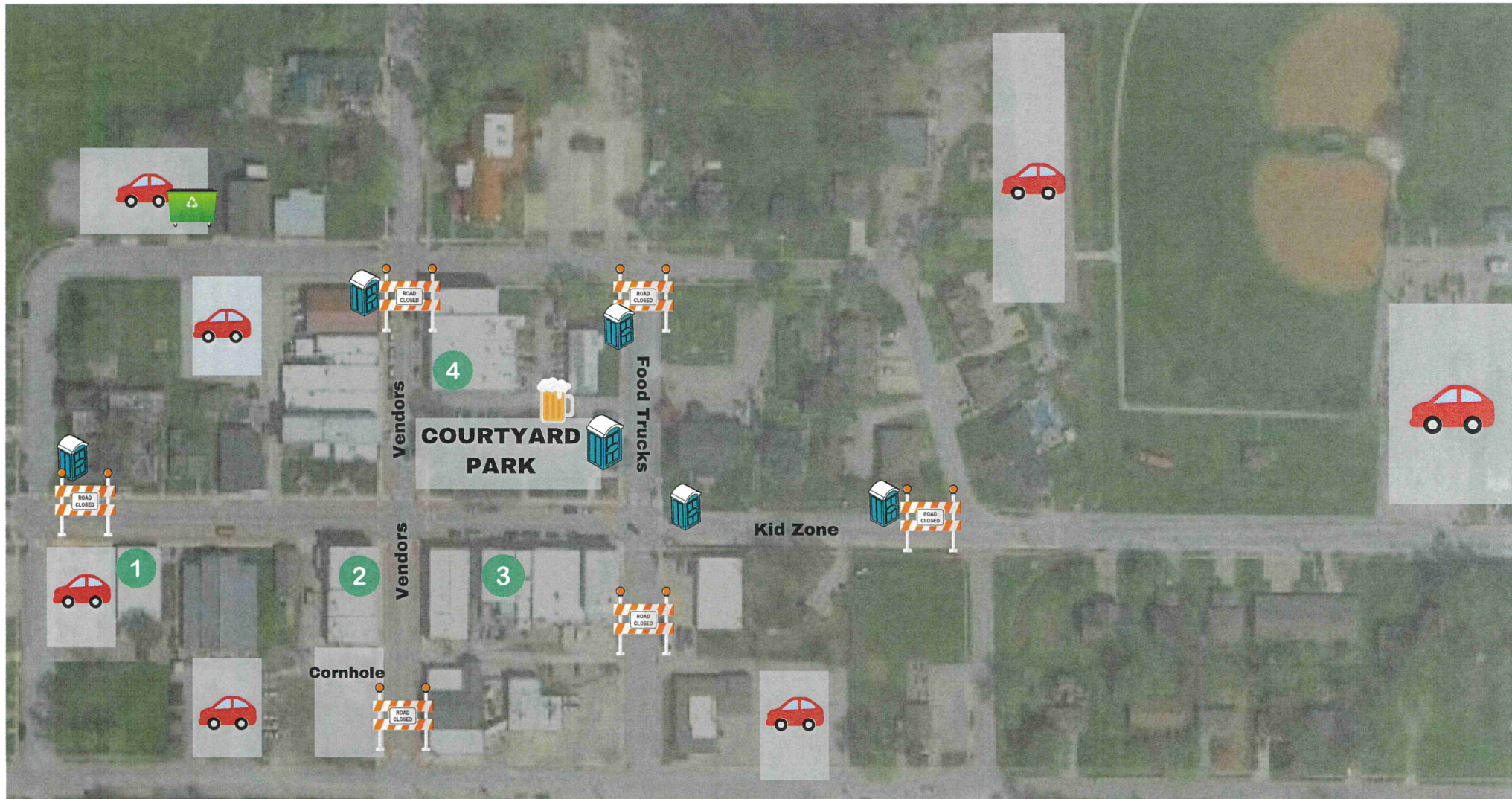
## POPCORN

## 1 SENIOR CENTER

## 2 CORNERSTONE COFFEE

### 3 CHOPS BBQ

#### 4 HUMPHREY'S BAR & GRILL



**JUNE 16 - STARTS AT 5:00 PM**

**JUNE 17- STARTS AT 9:00 AM**



# LAKE FEST PARADE MAP



**EVENT PARKING**



**RESTROOMS (4 total)**



**BEER SALES**



**POPCORN**

**1**

**SENIOR CENTER**

**2**

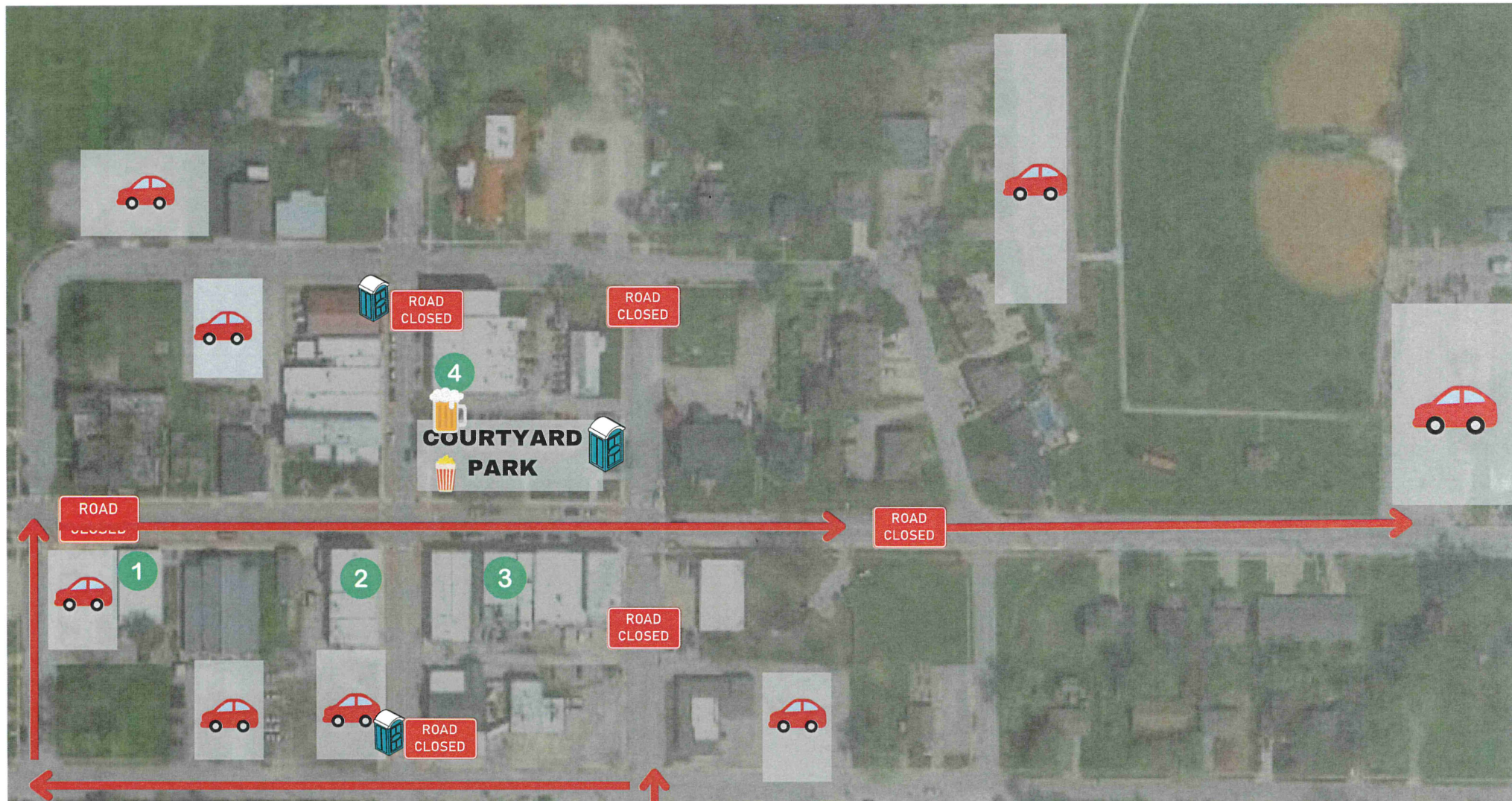
**CORNERSTONE COFFEE**

**3**

**CHOPS BBQ**

**4**

**HUMPHREY'S BAR & GRILL**



**June 17 - Lake Fest Parade Route - 11 AM Start**

**Start at High School - End at Heritage Park**

**Meadow and Mill Roads will be closed 30 mins before, as Police Request**