



Board of Alderman Request for Action

MEETING DATE: 5/17/2022

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1065 – Special Event Permit – Smithville Lake Festival

RECOMMENDED ACTION:

A motion to approve Resolution 1065 approving a Special Event Permit to the Smithville Festival Committee for Smithville Lake Festival 2022.

SUMMARY:

This action was on the agenda for the May 3, 2022 Meeting. The Board had questions regarding the details of the event including road closures and vendor placement. Staff meet with Smithville Festival Committee Chairman, Barbara Lamb and the event and parade route map have been updated. Members of the festival committee will be present at the meeting to answer any remaining questions the Board may have.

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, 17 and 18, 2022.

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 17), from 10:00 a.m. to 12:00 a.m. Saturday (June 18). The committee has also requested closure of Main Street, Bridge Street and Church Street from 12 noon on Friday (June 17) through 12:00 a.m. on Saturday (June 18).

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.

PREVIOUS ACTION:

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

POLICY ISSUE:

n/a

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

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

- ☐ Contract
- ☐ Plans
- ☐ Minutes

RESOLUTION 1065

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE FESTIVAL COMMITTEE FOR SMITHVILLE LAKE FESTIVAL 2022 AT COURTYARD PARK ON THURSDAY, FRIDAY AND SATURDAY JUNE 16, 17 AND 18, 2022.

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.

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 2022 TO BE HELD JUNE 16, 17 AND 18, 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 17th day of May 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Insert Logo

CITY OF SMITHVILLE
107 West Main Street
Smithville, MO 64089

Date Submitted 7-14-2021
Application # 1
Date Approved _____
Permit # _____

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 Fest / Parade
Event Location: Courtyard Event Tier: 2
Detailed event description (additional room on next page or sheet may be attached): See next page
Estimated attendance: 0 - 1,000
Event Date(s) and Times: June 16/17 & 18, 2022
Set up date/time: 5pm (Fri) Cleanup finished date/time: June 18 12pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Barbara Lemb
Organization: Smithville Festville Committee
Address: Po Box 15
City, State, Zip: Smithville, MO 64089
Phone: 805-2290 Fax: _____
Emergency #: _____
E-mail: blamb4@att.net

Alternative Contact

Name: _____
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): _____

* See old Application - Attached

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): _____

See Map

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): _____

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): Let Alyssa Know

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): _____

Facebook

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): _____

Have requested Police presence

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): _____

3 porta Johns

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): _____

Volunteer

12. FIRST AID PLAN:

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

1 Friday -> 4 officer 5-12pm (update)
2 Saturday -> 4 officer 5-12pm

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? Maybe

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

15. OTHER STAFF SUPPORT:

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

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

Will need City City Staff 1 hour on Sat. Morn

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

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

VENDOR MAP

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

(May be depicted on site plan)

see map

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

LAKE FEST PARADE MAP



EVENT PARKING



RESTROOMS (4 total)



BEER SALES



POPCORN

1

SENIOR CENTER

2

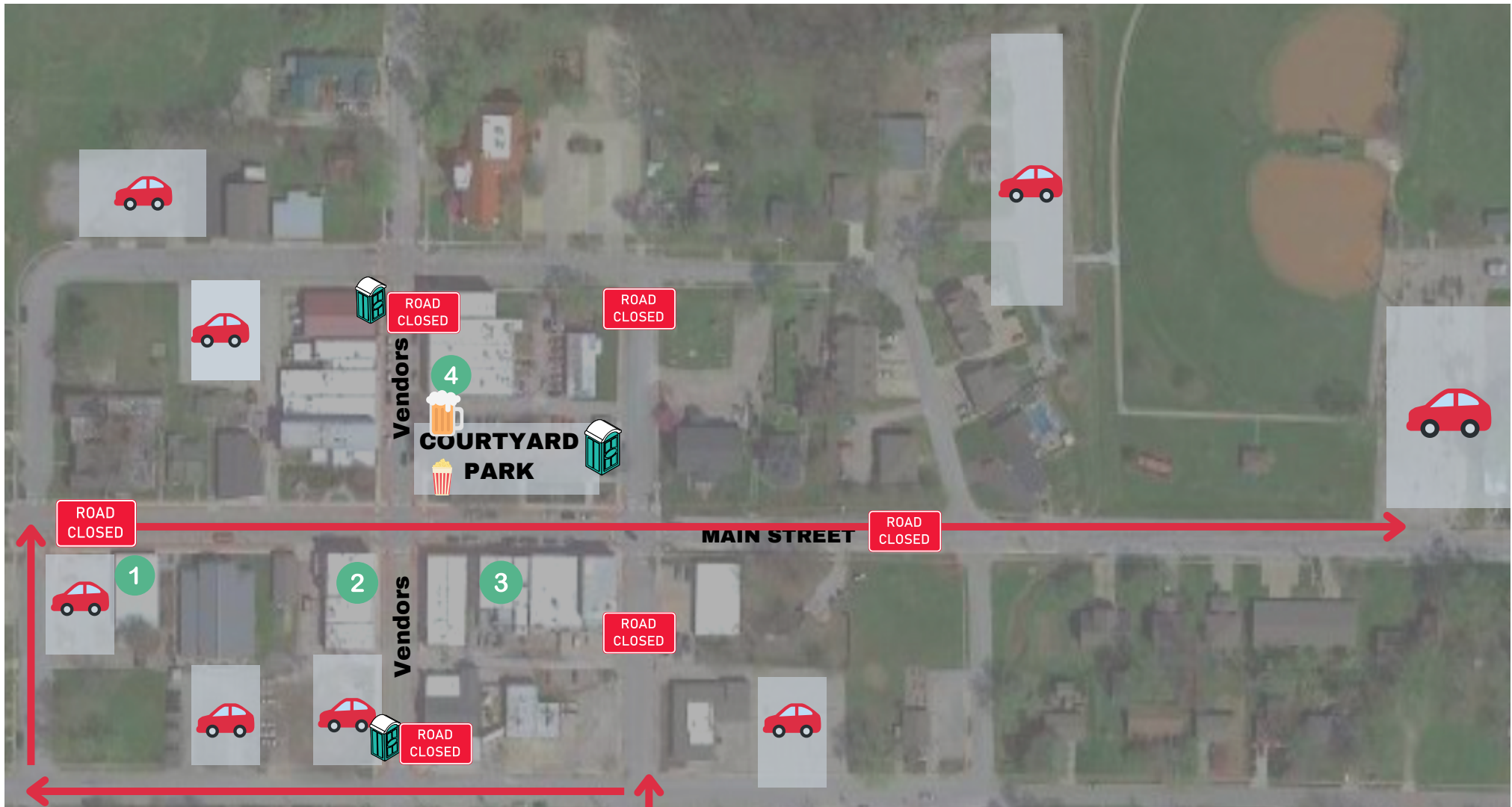
CORNERSTONE COFFEE

3

CHOPS BBQ

4

HUMPHREY'S BAR & GRILL



June 18 - 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

Smithville Police Department

Request for Off-Duty Officers

Date of Request: 07/14/2021
Date of Event: June 17-18, 2022 Address of Event: 100 East Main (Courtyard)
Number Expected to Attend: 1,000 (Depending on event, 1 officer for every 100 in attendance/commander discretion)
Number of Officers Requested: 2 Beginning Time: See below Ending Time: 12:00 midnight
Will Alcohol Be Served? ☒ YES ☐ NO 6/17 - 5:00 pm - midnight
6/18 - noon - midnight
Type of Event (i.e. Wedding Reception, Large Party, Community Event, Concert, Site Security, etc.)
Smithville Lake Festival

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: Barbara Lamb-Smithville Festival Committee

Address: Po Box 15, Smithville, Mo 64089

Contact Name: Barbara Lamb Phone #: 816-805-2290 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: Insurance will be provided when obtained.

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

Approving Commander

Radio #

Date

Time

Public Facility Use Permit Application

REQUIRED INFORMATION	TODAY'S DATE 07/14/2021		APPLICANT NAME Smithville Festival Committee	
	CATEGORY <input type="radio"/> I <input type="radio"/> II <input checked="" type="radio"/> III <input type="radio"/> IV <input type="radio"/> V		CONTACT NAME Barbara Lamb	
	ADDRESS PO Box 15			
	CITY Smithville		STATE Mo	ZIP 64089
	PHONE 816-805-2290		ALTERNATE PHONE 816-805-2230	
E-MAIL ADDRESS blamb4@att.net				
FACILITY INFORMATION	PERMIT TYPE <input type="radio"/> INDOOR <input checked="" type="radio"/> OUTDOOR <input checked="" type="radio"/> PARADE <input checked="" type="radio"/> SPECIAL EVENT <input type="radio"/> SPORTS FIELD <input type="radio"/> BLOCK PARTY			
	FACILITY Downtown/Courtyard		EVENT DATE June 17 + 18, 2022	
	EXPECTED ATTENDANCE 1,000	START TIME June 17 @ 5 pm	END TIME June 18 @ 12 midnight	
	OTHER REQUIREMENTS <input checked="" type="checkbox"/> ADVERTISING <input checked="" type="checkbox"/> ALCOHOL <input checked="" type="checkbox"/> CONCESSIONS <input checked="" type="checkbox"/> INSURANCE <input checked="" type="checkbox"/> STREET CLOSINGS <input checked="" type="checkbox"/> SECURITY <input checked="" type="checkbox"/> VENDORS			
	SIGNATURE Barbara Lamb			
OFFICE USE ONLY	SIGNATURE Barbara Lamb		DATE 07/14/2021	
	PRINTED NAME AND TITLE (IF APPLICABLE) Barbara Lamb, Secretary			
	PERMIT #		DEPOSIT	
	APPROVAL		RENTAL FEE	
	RELEASE		OTHER FEES	
REFUND		TOTAL		

**Public Facility Use Permit Application
Attachment C – Special Event Application**

CHAIR	SPECIAL EVENT CHAIR RESPONSIBLE FOR CONDUCT OF EVENT		
	Barbara Lamb		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
	816-805-2290	816-805-2230	

SPECIAL EVENT INFORMATION	NAME OF EVENT			
	Smithville Lake Festival			
	DATE OF EVENT			
	June 16, 17 + 18, 2022			
	START TIME		END TIME	
	June 16 @ 5pm		June 18 @ midnight	
	# OF SPECTATORS	# OF PARTICIPANTS	# OF ANIMALS	# OF VEHICLES
	1,000			

SITE PLAN	EVENT ORGANIZATION (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)
	<p>This is the second annual Lake Festival, a community favorite. This festival will be promoted to visitors + residents. The festival will provide a variety of activities for all ages. We will food a craft vendors, a parade, a children's area, live entertainment, pageants + a variety of other events.</p> <p>We respectfully request an exception to the noise ordinance from 11pm to midnight on both nights of the event.</p> <p>We also request the city's additional trash cans be brought downtown from Smith's Fork by noon on Friday, June 17, 2022, for the event.</p>

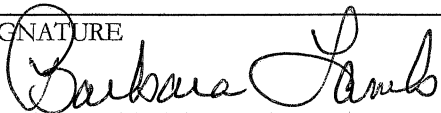
SIGNATURE	SIGNATURE	DATE
	Barbara Lamb	07/14/2021
	PRINTED NAME AND TITLE (IF APPLICABLE)	
	Barbara Lamb, Secretary	

**Public Facility Use Permit Application
Attachment B – Parade Application**

CHAIR	PARADE CHAIR RESPONSIBLE FOR CONDUCT OF PARADE			
	Charlene Bruce			
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE	
	816-805-6080	816-805-2290	816-805-2230	

PARADE INFORMATION	NAME OF EVENT			
	Smithville Lake Festival Parade			
	DATE OF EVENT			
	June 18, 2022			
	START TIME		END TIME	
	11:00 am		12:00 pm	
PARADE START POINT		PARADE TERMINATION POINT		
# OF SPECTATORS	# OF PARTICIPANTS	# OF ANIMALS	# OF VEHICLES	
1200	75	Approx. 10	40	

ROUTE	ROUTE TO BE TRAVELED (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)	
	<p>Parade route is TBD. Once known, an updated map will be provided.</p>	
	PORTION OF THE WIDTH OF THE STREETS THE PARADE WILL OCCUPY (INCLUDE IF THE RIGHT-OF-WAY AND SIDEWALK WILL BE IN USE BY SPECTATORS)	
	<p>Parade will use full width of city streets. Spectators will occupy sidewalks.</p>	

SIGNATURE	SIGNATURE	DATE
		07/14/2021
	PRINTED NAME AND TITLE (IF APPLICABLE)	
	Barbara Lamb, Secretary	

**Public Facility Use Permit Application
Attachment F – Insurance**

CONTACT	<small>NAME OF SPONSORING ORGANIZATION</small> Smithville Festival Committee	<small>PHONE</small> 816-865-2290	
	<small>ADDRESS</small> PO Box 15		
	<small>CITY</small> Smithville	<small>STATE</small> MO	<small>ZIP</small> 64089

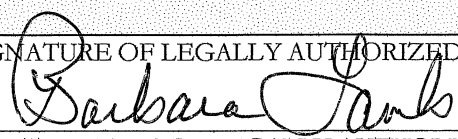
SIGNATURE

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.

<small>SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE</small> 	<small>DATE</small> 07/14/2021
<small>PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE</small> Barbara Lamb	<small>TITLE</small> Secretary

Proof of insurance will be provided once it is obtained.

Public Facility Use Permit Application
Attachment G – Alcohol Application

CONTACT	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE		PHONE
	Smithville Festival Committee		816-805-2240
	NAME OF ON-SITE CONTACT		PHONE
	Barbara Lamb		816-805-2230
	ADDRESS		
EVENT INFORMATION	506 Liberty Road		
	CITY	STATE	ZIP
	Smithville	MO	64089
	EXPECTED ATTENDANCE		NUMBER OF SERVERS
	1,000		
SIGNATURE	AREA WHERE ALCOHOL WILL BE SERVED (DESCRIBE IN DETAIL AND DRAW OR ATTACH A MAP)		
	Alcohol will be served on the courtyard within barricaded areas. IDs will be checked prior to the sale of alcohol to determine if individuals can legally purchase alcohol. Anyone purchasing alcohol will be required to wear a wristband after the ID check.		
	SIGNATURE		DATE
	Barbara Lamb		07/14/2021
	PRINTED NAME		TITLE
Barbara Lamb		Secretary	

**Public Facility Use Permit Application
Attachment H – Security Application**

CONTACT	LICENSED INDIVIDUAL OR COMPANY PROVIDING SERVICE <i>Smithville Police Department</i>		PHONE <i>816-532-3897</i>
	NAME OF ON-SITE CONTACT <i>Barbara Lamb</i>		PHONE <i>816-805-2290</i>
	ADDRESS <i>506 Liberty Road</i>		
	CITY <i>Smithville</i>	STATE <i>MO</i>	ZIP <i>64089</i>
	EXPECTED ATTENDANCE <i>1,000</i>		NUMBER OF SECURITY PERSONNEL
	DESCRIPTION OF SECURITY PERSONNEL ATTIRE <i>The officers being used are required to be in uniform & patrol within the barricaded areas. Generally, an officer will only be needed when alcohol is served.</i>		
SIGNATURE	SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE <i>Barbara Lamb</i>		DATE <i>07/14/2021</i>
	PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE <i>Barbara Lamb</i>		TITLE <i>Secretary</i>

**Public Facility Use Permit Application
Attachment I – Street Closing Application**

CONTACT	PERSON/TRAFFIC CONTROL COMPANY RESPONSIBLE FOR STREET CLOSINGS		
	Barbara Lamb		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
	816-805-2290	816-805-2230	

STREET INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)	DESCRIBE STREET CLOSINGS IN DETAIL AND DRAW OR ATTACH A MAP		
	Barricades will be provided by Johnny Viebrock. Streets will be closed at noon on Friday, June 17, 2022. Barricades will be placed at Main & Mill intersection but monitored to allow vendors in & out on Friday. Please see map for barricaded areas. No sidewalks will be closed in these areas. Streets will be closed in these areas & will reopen when they are properly cleaned.		
	STREET TO BE CLOSED BETWEEN	CROSS STREET 1	AND CROSS STREET 2
	see description above & attached map		
	REASON FOR CLOSING		
	Smithville Lake Festival		
	# OF TRAFFIC LANES CLOSED	# OF SIDEWALKS CLOSED	# OF STREET BLOCKS CLOSED
	DATE/TIME STREET CLOSED		DATE/TIME STREET REOPENED
	June 17, 2022 @ noon		June 19, 2022 by 6 am
	STREET TO BE CLOSED BETWEEN		CROSS STREET 1
	REASON FOR CLOSING		
	# OF TRAFFIC LANES CLOSED	# OF SIDEWALKS CLOSED	# OF STREET BLOCKS CLOSED
	DATE/TIME STREET CLOSED		DATE/TIME STREET REOPENED

SIGNATURE	SIGNATURE	DATE
	Barbara Lamb	07/14/2021
	PRINTED NAME AND TITLE (IF APPLICABLE)	
	Barbara Lamb, Secretary	

LAKE FEST EVENT MAP



EVENT PARKING



RESTROOMS (4 total)



FOOD TRUCK



BEER SALES



POPCORN

1

SENIOR CENTER

2

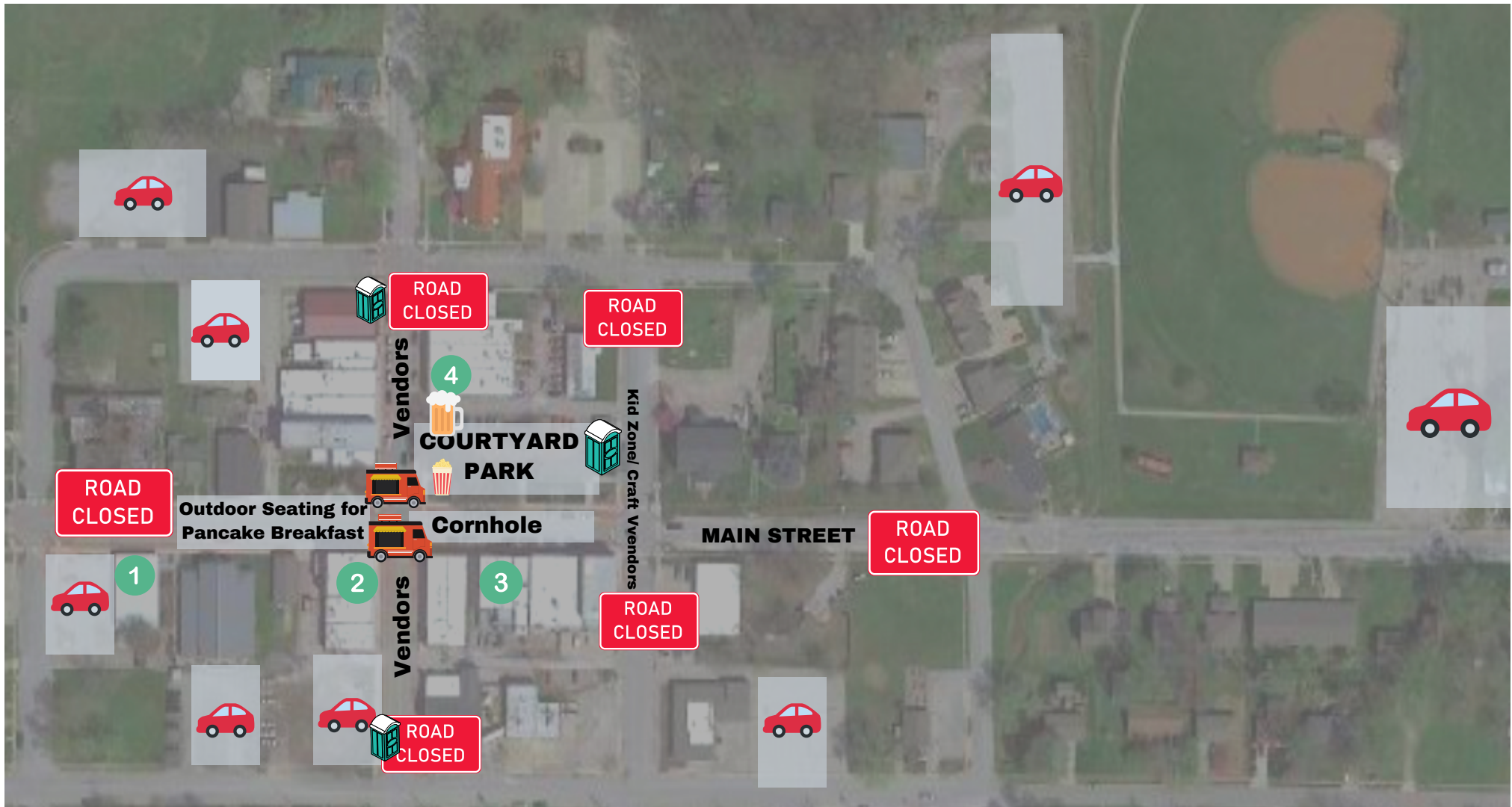
CORNERSTONE COFFEE

3

CHOPS BBQ

4

HUMPHREY'S BAR & GRILL



JUNE 16 - PAGENT NIGHT - STARTS AT 5:00 PM

JUNE 17 - LITTLE MR. & MRS. SMITHVILLE / BAND - STARTS AT 5:00 PM / BEER SALES BEGIN

JUNE 18 - LAKE FEST PARADE, MUSIC, AND VENDORS

