



Board of Aldermen Request for Action

MEETING DATE: 2/7/2023

DEPARTMENT: Parks & Recreation

AGENDA ITEM: Resolution 1174 – Special Event Permit – Humphrey's Gravel Adventure and Wine Walk

REQUESTED BOARD ACTION:

A motion to approve Resolution 1174, issuing a Special Event Permit for Humphrey's Gravel Adventure and Wine Walk on May 6, 2023.

SUMMARY:

Approval of this item will issue a Special Event Permit to Smithville Parks and Recreation Department and Smithville Main Street District for Humphrey Gravel Grinder and Wine Walk on May 6, 2023.

The requested permit will allow the participants to have alcohol (open container) at the event. The event is scheduled from 6:00 a.m. until 11:00 p.m. at Courtyard Park. 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 will be requesting and obtaining State Licensing. All businesses/committees selling alcohol are required to have City and State Alcohol Licenses.

PREVIOUS ACTION:

A Special Event Permit has been approved for these events in past years.

POLICY ISSUE:

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, Map and Ordinance 600.070 | |

RESOLUTION 1174

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR SMITHVILLE PARKS AND RECREATION FOR HUMPHREY'S GRAVEL ADVENTURE BIKE RACE AND SMITHVILLE MAIN STREET DISTRICT WINE WALK AT COURTYARD PARK ON SATURDAY, MAY 6, 2023

WHEREAS, Smithville Parks & Recreation has submitted an application with all required documentation; and,

WHEREAS, a local and licensed business will supply the alcoholic beverages for a fee to the participants in a vendor area 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:

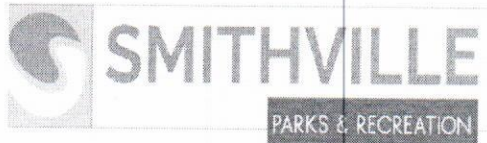
THAT A SPECIAL EVENT PERMIT BE ISSUED TO SMITHVILLE PARKS & RECREATION DEPARTMENT FOR HUMPHREY'S GRAVEL GRINDER BIKE RACE AND SMITHVILLE MAIN STREET DISTRICT WINE WALK TO BE HELD MAY 6, 2023, IN ACCORDANCE WITH THE APPROVED PLAN.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 7TH day of February 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



CITY OF SMITHVILLE
107 West Main Street
Smithville, MO 64089

Date Submitted 1-10-23
Application # 1
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: Gravel Grinder Bike Race
Event Location: Courtyard Event Tier: 2
Detailed event description (additional room on next page or sheet may be attached):
Annual Bike race, Partnered w/ Main Street Wine Walk & Spring Market
Estimated attendance: 1,000
Event Date(s) and Times: May 6, 2023
Set up date/time: 6:00 AM Cleanup finished date/time: 11:00 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Matt Denton
Organization: SPR
Address: 107 W. Main St.
City, State, Zip: Smithville, MO, 64089

Phone: 816-532-8130 Fax: _____
Emergency #: 533-2255
E-mail: mdenton@smithvillemo.org

Alternative Contact

Name: Alex Winkler
Phone: 532-8130

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): _____

Bike Race Saturday Morning

Wine Walk - Main Street businesses (Middle Afternoon)

Food, Alcohol & music @ Courtyard. Vendors on Street

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: X 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 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): _____

Downtown will lose close parking. Businesses will be notified.
They can still open during 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): _____

Facebook, Instagram & Bikereg

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): _____

There is a EAP. Emergency Personell will be on site. staff CPR certified
AED on site

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): _____

Add Additional RR. (1-2)

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): _____

Extra trash cans

12. FIRST AID PLAN:

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

First Aid & AED on site

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? 411

If Yes: How Many Water Hookups? 0

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: _____ No: X

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

Park Staff will cover

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

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

Date



1-10-2023

PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE

TITLE

Matt Denton

Director

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]

REQUIRED APPROVALS, IF APPLICABLE:

☐ **Parks and Recreation Director**

ΔApproved Date: _____ Conditions: _____

☐ **Board of Aldermen** (alcohol/other)

Δ Approved Date: _____ Conditions: _____

☐ **Police Chief** (closures/public safety/alcohol): ΔApproved

Date: _____ Conditions: _____

☐ **Health Department** (food/beverage service): ΔApproved

Date: _____ Conditions: _____

☐ **State of Missouri** (alcohol license):

ΔApproved Date: _____ Conditions: _____

☐ **Finance Department** (licenses/ taxes/fees): ΔApproved

Date: _____ Conditions: _____

☐ **Development** (temporary sign permit):

ΔApproved Date: _____ Conditions: _____

VENDOR MAP

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

(May be depicted on site plan)

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

1-10-2023 Date

Wine Walk and Bike Race EVENT MAP



EVENT PARKING



PUBLIC RESTROOMS



BIKE RACE START & FINISH



ROAD CLOSED



BARRIER TO STOP RIDERS



VENDOR BOOTHS

