



Board of Aldermen Request for Action

MEETING DATE: 4/3/2023

DEPARTMENT: Parks & Recreation

AGENDA ITEM: Resolution 1202 – Special Event Permit and Request – Smithville Chamber of Commerce

REQUESTED BOARD ACTION:

A motion to approve Resolution 1202, issuing a Special Event Permit and approving the request for Smithville Chamber of Commerce 2023 Backyard BBQ Bash and Junkville.

SUMMARY:

Approval of this item will issue a Special Event Permit and waive the Courtyard Special Event Fee for Smithville Chamber of Commerce 2023 Backyard BBQ Bash and Junkville partnered with Smithville Main Street on September 23. Smithville Main Street will be managing Junkville and will be providing a beer crawl.

The requested permit will allow the participants to have alcohol (open container) at each event. The 2023 Backyard BBQ Bash and Junkville are from 6:00 a.m. to 11:00 p.m. 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. The Liquor Licensing Permit request will be brought forward at a later date.

Staff recommends waiving the Courtyard Special Event Fee for Smithville Chamber of Commerce and Main Street District in recognition of the partnership between the City and Main Street District in community economic development effort.

PREVIOUS ACTION:

The Board has approved the BBQ bash for the Smithville Chamber in 2019, 2020, 2021 and 2022.

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: Ordinance 600.070 and Special Event Application | |

RESOLUTION 1202

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT AND REQUEST FOR SMITHVILLE CHAMBER OF COMMERCE 2023 SPECIAL EVENT AT COURTYARD PARK

WHEREAS, the Smithville Chamber of Commerce has submitted an Event Application with all required fees and documentation for Backyard BBQ Bash and Junkville; and

WHEREAS, licensed businesses will supply the beverages for a fee to the participants and guests in a contained area 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, sponsoring the event would allow waiver the Courtyard event fee of \$150 and \$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 SMITHVILLE CHAMBER
OF COMMERCE 2023 SPECIAL EVENT AT COURTYARD PARK 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 3rd day of April 2023.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

600.070 (G & H)

G. Drinking In Public Places Prohibited.

1. For purposes of this Section, the term "public place" shall mean any public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot, except in those areas above granted a special event permit.
2. No person shall drink or ingest any intoxicating liquor or non-intoxicating beer in or on any public place.
3. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while in or upon any public place.
4. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while within or on any motor vehicle while the same is being operated upon, or parked or standing in or upon any public place. Any person operating a motor vehicle shall be deemed to be in possession of an open container contained within the motor vehicle he/she has control of whether or not he/she has actual physical possession of the open container.

H. Special Event Permit. The Board of Aldermen may grant a special event permit for purposes as identified in Section 600.070(G)(1), above, and under the following conditions:

1. An application must be filed with the Chief of Police that describes the applicant's name and business or interest in the event; the name(s) and contact information of any or all liquor license holders who will be involved in such event; the public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot to be included in the event area; the beginning and ending time of such event, and the telephone contact of the person in charge of and present at the event.
2. The estimated number of participants in the event shall be provided to the Chief of Police, and the applicant shall pay all costs of security needed as a result of the event to ensure compliance.

[1] Editor's Note: Former Section 600.070, which derived from RSMo. §§311.280, 311.340, 311.600, 311.330, 311.310, 312, 400; Ord. No. 2255-04 §1, 3-16-2004, was repealed 6-21-2011 by Ord. No. 2790-11 §1.



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted _____

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: Smithville's Backyard BBQ Bash & Junkville

Event Location: Downtown Courtyard Event Tier: 2

Detailed event description (additional room on next page or sheet may be attached): Amateur BBQ Contest
with a maximum of 30 teams. Junkville vendor area with 70 vendors - organized by Smithville Main Street District. (Continued)

Estimated attendance: 500

Event Date(s) and Times: September 23, 2023 6:00 am - 9:00 pm

Set up date/time: September 23, 2023 6:00 am Cleanup finished date/time: September 23, 2023 9:00 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Smithville Area Chamber of Commerce &
Name: Smithville Main Street District

Organization: Smithville Area Chamber of Commerce

Address: 105 W. Main St.

City, State, Zip: Smithville, Mo 64089

Phone: 816-532-0946 Fax: _____

Emergency #: 816-532-0946

E-mail: director@smithvillechamber.org

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: Erika Winston, Executive Director

Phone: 816-918-0222

Alternative Contact

Name: Alyssa Sanders

Phone: 816-516-7963

Detailed event description continued (Attach additional sheet if necessary): Kids play area with
inflatables and games, food trucks, cornhole tournament and a band on stage for entertainment

3. EVENT TYPE:

Run ☐ Walk ☐ Parade/
March ☐ Bike
Race/Tour ☐ Street Fair ☒ Concert ☐ Film ☐ Festival ☐ Other: ☒ Amateur BBQ Contest
& Vendor Fair

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): I have attached a map of the planned
layout.

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): I will visit them in person, email/call to let them know about the event and the plan.

News letter, Facebook group

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): We will contact them by email and phone calls if needed. There will also be a

Facebook event page and event page on our website that would have a notice if it needs to be canceled. 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): We would like an off-duty

uniformed officer to patrol the BBQ area to ensure the alcohol stays within the designated area.

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 have used the public restrooms on the Courtyard in the past.

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): We will ask Johnny Viebrock and the FFA students

to help us out with clean up again this year. We also have our board members who will be helping throughout the day.

Additional trash cans needed

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): We will have a first aid kit on hand at the

judges table. Volunteers will have walkie-talkies to communicate effectively.

Officer will be on duty.

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? all

If Yes: How Many Water Hookups? 1

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

14. ROADWAY AND PARKING LOT CLOSURES:

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

If Yes: Explain (Attach additional sheet if necessary): We get the Road Closed signs through Johnny Viebrock
and I have attached a map as to where they would go.

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

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. We will be checking with Humphrey's on band information.
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 <i>Erika Winston</i>	Date 12-23-2022
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE Erika Winston	TITLE Executive Director

Note: I will send you an updated Certificate closer to the date of the event.



SMITARE-01

DPARRISH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cowell James Forge 10525 NW Ambassador #301 Kansas City, MO 64153	CONTACT NAME:	PHONE (A/C, No, Ext): (816) 471-4245	FAX (A/C, No): (816) 221-7649
	E-MAIL ADDRESS:		
INSURED Smithville Area Chamber of Com 105 W. Main Smithville, MO 64089	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: West Bend Mutual Insurance Co.		15350
	INSURER B: Missouri Employers Mutual Ins.		10191
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			A941725	7/6/2021	7/6/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 1,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			MEM1032229	2/24/2022	2/24/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N	N / A				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

The City of Smithville, Mo
107 Main St
Smithville, Mo 64089

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No): E-MAIL ADDRESS: info@theeventhelper.com																					
INSURED Smithville Main Street District Alyssa Sanders 107 E Main Street Smithville MO 64089	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Evanston Insurance Company</td><td>35378</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Evanston Insurance Company	35378	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Evanston Insurance Company	35378																				
INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	3DS5474-M3104880	09/23/2023 12:01 AM	09/24/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: 500, Event Type: Festival & Cultural Event - Indoor and/or Outdoor.

CERTIFICATE HOLDER**CANCELLATION**

Courtyard Park Smithville Main Street District Alyssa Sanders 118 N Commercial Ave, Smithville MO 64089	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE </p>
---	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Courtyard Park
Smithville Main Street District
Alyssa Sanders
118 N Commercial Ave,
Smithville, MO 64089

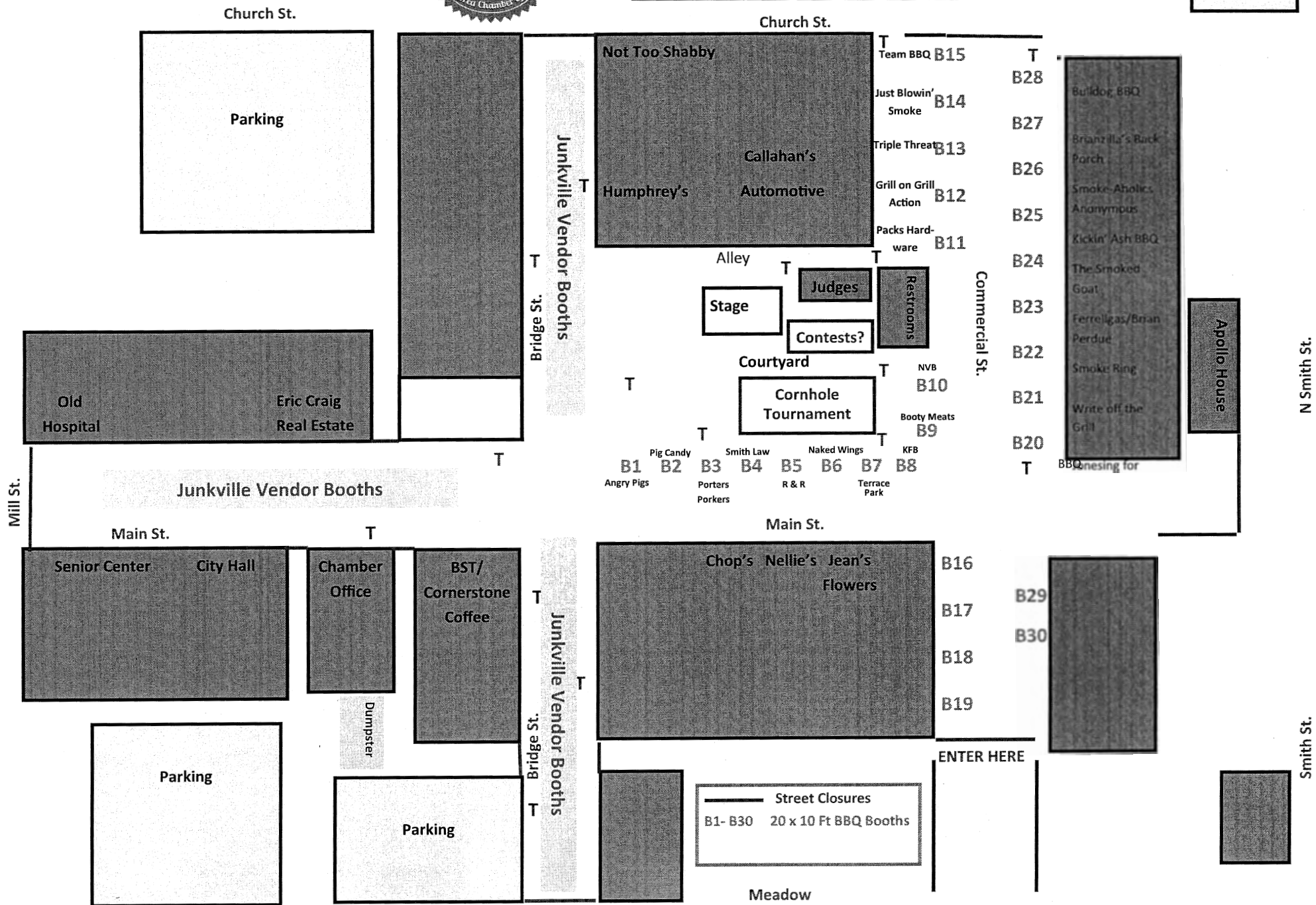
A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

BBQ Bash Event Layout





21City of Smithville, MO

Temporary Sign Permit Application
Smithville Code 400.485 – 400.540

TYPE OF SIGN:

Flexible ☐ Rigid ☐ Wood ☐ Metal ☐ Plastic ☐ Vinyl ☒

PROPERTY INFORMATION:

PROPERTY ADDRESS: 118 N Commercial Ave.	Zoning
PROPERTY OWNER: City of Smithville	
ADDRESS IF DIFFERENT FROM PROPERTY:	

CONTRACTOR INFORMATION (If different than owner): OCCUPATION LICENSE # _____
If you do not have a license, you MUST complete and submit an Occupation License Application

DESCRIPTION OF SIGN

The application shall describe the sign, including all size(s), colors, and layout of said sign in the space provided below. Attach additional sheets if necessary.	
Description of Colors and layout: (Picture of sign required. Color Proof recommended) Variety of sponsor signs	
Description of Sign Materials: Vinyl	
Location of Sign Placement on building or lot: Around the edges of the Courtyard	
Sign Display Area Dimensions:	*Building Façade Area (in ft ²):

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Erika Winston	director@smithvillechamber.org	816-532-0946
SIGNATURE	E-MAIL	PHONE NO.

P

P

Post Office
Post Office
Post Office
Post Office

Wanted
Chest

Green &
Curtain

800 Bath

800 Bath



21City of Smithville, MO

Temporary Sign Permit Application
Smithville Code 400.485 – 400.540

TYPE OF SIGN:

Flexible ☐ Rigid ☐ Wood ☐ Metal ☐ Plastic ☐ Vinyl ☒

PROPERTY INFORMATION:

PROPERTY ADDRESS: 302 W Main St	Zoning
PROPERTY OWNER: Central Bank of the Midwest	
ADDRESS IF DIFFERENT FROM PROPERTY:	

CONTRACTOR INFORMATION (If different than owner): OCCUPATION LICENSE # _____
If you do not have a license, you MUST complete and submit an Occupation License Application

DESCRIPTION OF SIGN

The application shall describe the sign, including all size(s), colors, and layout of said sign in the space provided below. Attach additional sheets if necessary.	
Description of Colors and layout: (Picture of sign required. Color Proof recommended)	
Description of Sign Materials: Vinyl sign held by posts	
Location of Sign Placement on building or lot: Southwest corner	
Sign Display Area Dimensions: 6' x 4'	*Building Façade Area (in ft ²):

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Erika Winston, Executive Director
SIGNATURE

director@smithvillechamber.org
E-MAIL

816-532-0946
PHONE NO.





21City of Smithville, MO

Temporary Sign Permit Application
Smithville Code 400.485 – 400.540

TYPE OF SIGN:

Flexible ☐ Rigid ☐ Wood ☐ Metal ☐ Plastic ☐ Vinyl ☒

PROPERTY INFORMATION:

PROPERTY ADDRESS: 1603 US - 169	Zoning
PROPERTY OWNER: Central Bank of the Midwest	
ADDRESS IF DIFFERENT FROM PROPERTY:	

CONTRACTOR INFORMATION (If different than owner): OCCUPATION LICENSE # _____

If you do not have a license, you MUST complete and submit an Occupation License Application

DESCRIPTION OF SIGN

The application shall describe the sign, including all size(s), colors, and layout of said sign in the space provided below. Attach additional sheets if necessary.	
Description of Colors and layout: (Picture of sign required. Color Proof recommended)	
Description of Sign Materials: Vinyl sign held by posts	
Location of Sign Placement on building or lot: Southwest corner	
Sign Display Area Dimensions: 6' x 4'	*Building Façade Area (in ft ²):

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

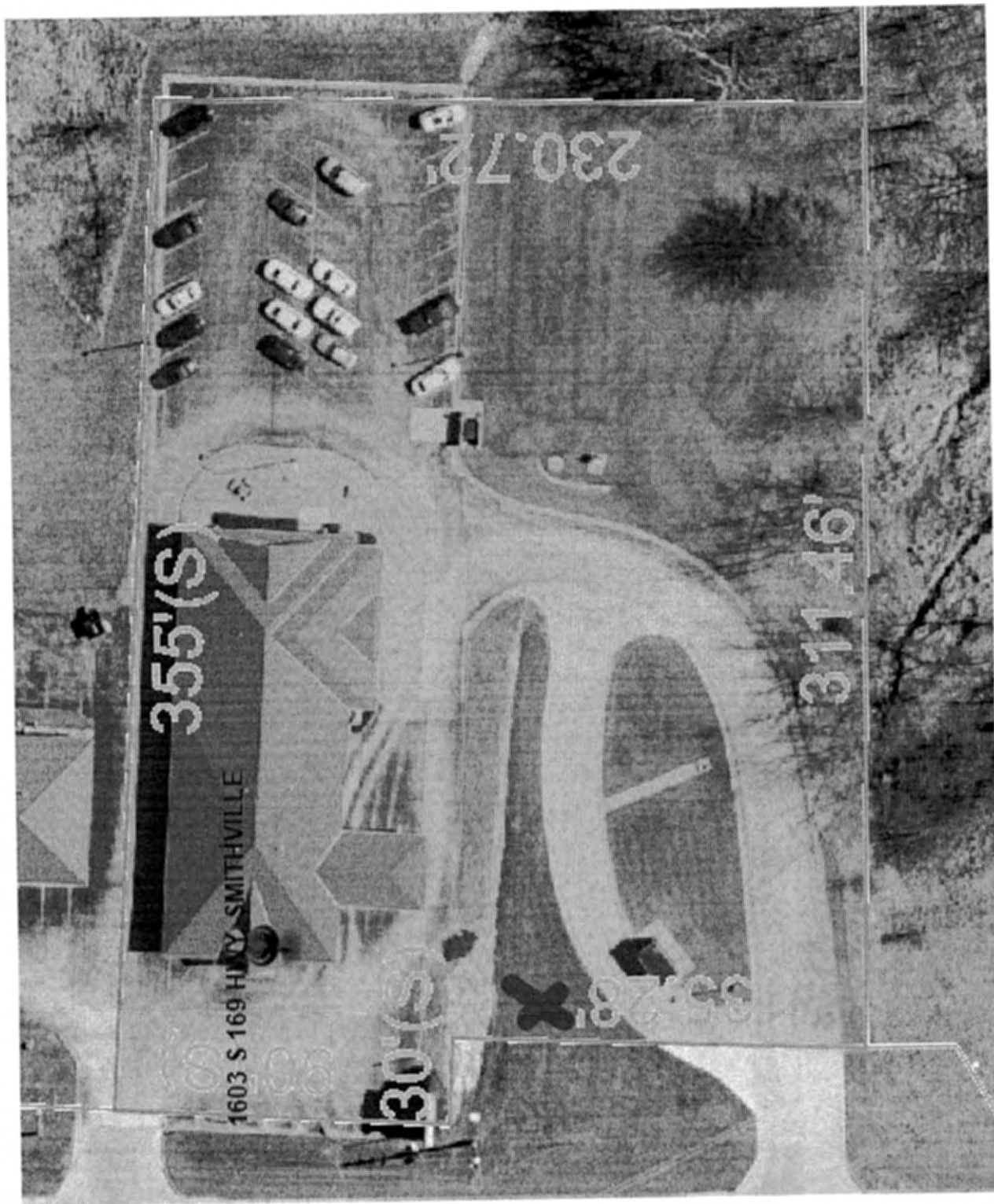
Erika Winston, Executive Director	director@smithvillechamber.org	816-532-0946
SIGNATURE	E-MAIL	PHONE NO.

Tempsignapp2013



Request for Off-Duty Officers

24



****CITY USE ONLY****

REQUIRED APPROVALS, IF APPLICABLE:

☒ **Parks and Recreation Director**

△Approved Date: 3-15 Conditions: _____

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

△Approved Date: _____ Conditions: _____

☒ **Police Chief** (closures/public safety/alcohol): △Approved Date: 3-15 Conditions: _____

☐ **Health Department** (food/beverage service): △Approved Date: _____ Conditions: _____

☐ **State of Missouri** (alcohol license): △Approved Date: _____ Conditions: _____

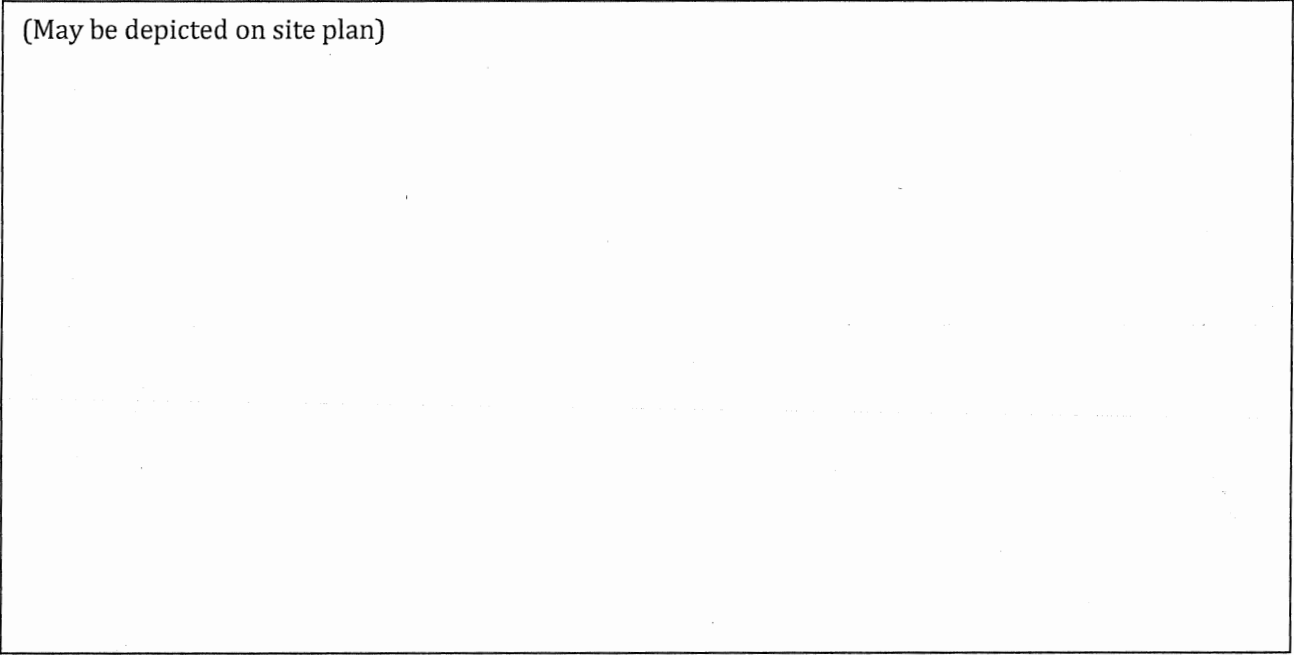
☐ **Finance Department** (licenses/taxes/fees): △Approved Date: _____ Conditions: _____

☐ **Development** (temporary sign permit): △Approved Date: _____ Conditions: _____

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.

Erika Winston Event coordinator 12-23-22

[Overview](#)[Tickets](#)[Marketplace](#)[Volunteers](#)[Map](#)

Junkville 2023

 Sep 23 9:00 am - Sep 23 5:00 pm · 107 E Main St, Smithville, Missouri 64089, United States
(GMT-06:00) Central Time (US & Canada)

 Event countdown: 218d 22h 49m 18s

 Share

 Junkville 2023

Hosted by Smithville Main Street District



Dates

Sep 23 9:00 am - Sep 23 5:00 pm
(GMT-06:00) Central Time (US & Canada)

Smithville Police Department

Request for Off-Duty Officers

Date of Request: 1/31/23

Date of Event: 9/23/2023

Address of Event: 118 N Commercial Ave, Smithville, MO

Number Expected to Attend: 500 (Depending on event, 1 officer for every 100 in attendance/commander discretion)

Number of Officers Requested: 1 Beginning Time: 11 am Ending Time: 5 pm

Will Alcohol Be Served? YES ☒ NO ☐

Type of Event (i.e., Wedding Reception, Large Party, Community Event, Concert, Site Security, etc.)
Festival, Vendor Market, Beer Crawl

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: Alyssa Sanders

Address: 107 E Main

Contact Name: Alyssa Sanders Phone #: 816-516-7963 Email: alyssa@smithvillemainstreetdistrict.com

After-Hours Contact: Same Phone #: Same

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

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

[Overview](#)[Tickets](#)[Marketplace](#)[Volunteers](#)[Map](#)

A boutique, vintage, antique, maker and pickers, open-air market, in the streets and courtyard of Historic Downtown Smithville, MO. Free to patrons.

Compiled of vendor booths with items including refurbished/painted furniture, project pieces, antiques, architectural salvage, various other locally handcrafted items, and food vendors.

*We do not, however, allow direct sales of any kind. (ie: Scentsy, Tupperware, etc.)

All proceeds benefit the Smithville Main Street District. Smithville Main Street District exists to preserve, promote, revitalize and enrich the historic, cultural, and economic landscapes of downtown Smithville, Missouri. By doing this we are not only benefitting the small businesses that make up the commerce in our town, but also creating an identity and a footprint that will protect the small-town community as the surrounding areas continue to grow.

Parking instructions

Parking available throughout the main street district.

Tickets

Price: \$35

Select

Overview

Tickets

Marketplace

Volunteers

Map

220 days left

Non-refundable

We invite you to join our NEW beer crawl. (More details to come!)

Along with that we will also be having our Junkville and Harvest Market. A boutique, vintage, antique, maker and pickers,... + More

Marketplace

Interested in becoming an artist or exhibitor:

2 active applications

Apply

Vendors

Deadline: Sep 15, 2023

[Overview](#)[Tickets](#)[Marketplace](#)[Volunteers](#)[Map](#)

All of our events are OUTDOORS (rain or shine)

One booth space is 10x10 and does NOT include a table or chairs. (If you are using a trailer during the event you will need to register for two 10x10 spaces)

Electricity availability pending.

This is an electronic agreement and by selecting the booths, you are validating and approving this agreement electronically.

*Reminder, these are "Rain or Shine" event, with no refunds. Please plan accordingly. Cancellations and No Shows: Booth space may be cancelled, in writing, up to 24 hours prior to the event without penalty, with the exception of a refund. If the cancellation is received less than 24 hours prior to the event, or if vendor fails to show up during the allowed time, that vendor will be penalized, and will not be able to register for the next 3 events hosted by Smithville Main Street District. Submission of payment constitutes agreement of any and all requirements of the Smithville Main Street District, as well as the acknowledgment that Smithville Main Street District and/or any representative of, will not be responsible for any loss, damages or accidents.

Any questions/concerns regarding the event may be directed to info@smithvillemainstreetdistrict.com - please include your name and phone number with your correspondence and be sure to add the email to your address book to keep messages from going to your spam folder. Additional information regarding the event will follow in the coming weeks.

Go here for more information about Smithville Main Street District - <https://smithvillemainstreetdistrict.com>

[Apply](#)

Food Trucks

Deadline: Sep 15, 2023

[Overview](#)[Tickets](#)[Marketplace](#)[Volunteers](#)[Map](#)

All of our events are OUTDOORS (rain or shine)
Electricity availability pending.

This is an electronic agreement and by selecting the booths, you are validating and approving this agreement electronically.

*Reminder, these are "Rain or Shine" event, with no refunds. Please plan accordingly. Cancellations and No Shows: Booth space may be cancelled, in writing, up to 24 hours prior to the event without penalty, with the exception of a refund. If the cancellation is received less than 24 hours prior to the event, or if vendor fails to show up during the allowed time, that vendor will be penalized, and will not be able to register for the next 3 events hosted by Smithville Main Street District. Submission of payment constitutes agreement of any and all requirements of the Smithville Main Street District, as well as the acknowledgment that Smithville Main Street District and/or any representative of, will not be responsible for any loss, damages or accidents.

Any questions/concerns regarding the event may be directed to info@smithvillemainstreetdistrict.com - please include your name and phone number with your correspondence and be sure to add the email to your address book to keep messages from going to your spam folder. Additional information regarding the event will follow in the coming weeks.

Go here for more information about Smithville Main Street District - <https://smithvillemainstreetdistrict.com>

Volunteers

Interested in becoming a volunteer:

1 active application

[Apply](#)

Junkville Volunteer

Deadline: May 06, 2023

Volunteer application for Derby Wine Walk and Spring Market 2023.

Overview

Tickets

Marketplace

Volunteers

Map



Junkville 2023

See full map



Hosted by Smithville Main Street District

Joined Eventeny in May 2022

2/16/23, 10:10 AM

Junkville 2023 - Eventeny

Overview

Tickets

Marketplace

Volunteers

Map

View profile

Message

Follow

Contact us

Technical support:

[Contact us here](#)

Eventeny was founded on the belief that managing large-scale events with hundreds of exhibitors, vendors, sponsors, and volunteers should not be stressful and burdensome. Our mission is to remove event organizers from being the 5th most stressful job in the world. That's why we built Eventeny and continue to work everyday on the biggest problems in the event industry. We don't just dream it, we build it.

Eventeny © 2023 [Terms](#) [Privacy](#) [Acceptable Use](#)






Sign in




APPLICATION


Vendors

 Deadline: Sep 15, 2023 11:59 pm (GMT-06:00) Central Time (US & Canada)

 Junkville 2023

 Date: Sep 23, 2023 9:00 am - Sep 23, 2023 5:00 pm

 Smithville, Missouri

 \$ \$0-150

About the event

Start Application

[Sign in](#)

including refurbished/painted furniture, project pieces, antiques, architectural salvage, various other locally handcrafted items, and food vendors. *We do not, however, allow direct sales of any kind. (ie: Scentsy, Tupperware, etc.) All proceeds benefit the Smithville Main Street District. Smithville Main Street District exists to preserve, promote, revitalize and enrich the historic, cultural, and economic landscapes of downtown Smithville, Missouri. By doing this we are not only benefitting the small businesses that make up the commerce in our town, but also creating an identity and a footprint that will protect the small-town community as the surrounding areas continue to grow.

Smithville Main Street District

[Contact organizer](#)[About the application](#)[Start Application](#)



Sign in



market is open to the public. Help be a part of someone's day in Smithville, MO. Vendor event is as follows, set up 7 am (No early set up) to, no earlier than 5 pm.

All of our events are OUTDOORS (rain or shine)

One booth space is 10x10 and does NOT include a table or chairs. (If you are using a trailer during the event you will need to register for two 10x10 spaces)

Electricity availability pending.

This is an electronic agreement and by selecting the booths, you are validating and approving this agreement electronically.

*Reminder, these are "Rain or Shine" event, with no refunds. Please plan accordingly.

Cancellations and No Shows: Booth space may be cancelled, in writing, up to 24 hours prior to the event without penalty, with the exception of a refund. If the cancellation is received less than 24 hours prior to the event, or if vendor fails to show up during the allowed time, that vendor will be penalized, and will not be able to register for the next 3 events hosted by Smithville Main Street District. Submission of payment constitutes agreement of any and all requirements of the Smithville Main Street District, as well as the acknowledgment that Smithville Main Street District and/or any representative of, will not be responsible for any loss, damages or accidents.

Any questions/concerns regarding the event may be directed to info@smithvillemainstreetdistrict.com - please include your name and phone number with your correspondence and be sure to add the email to your address book to keep messages from going to your spam folder. Additional information regarding the event will follow in the coming weeks.

Go here for more information about Smithville Main Street District - <https://smithvillemainstreetdistrict.com>

Terms & Conditions

Start Application



*Reminder, these are "Rain or Shine" event, with no refunds. Please plan accordingly.

Cancellations and No Shows: Booth space may be cancelled, in writing, up to 24 hours prior to the event without penalty, with the exception of a refund. If the cancellation is received less than 24 hours prior to the event, or if vendor fails to show up during the allowed time, that vendor will be penalized, and will not be able to register for the next 3 events hosted by Smithville Main Street District. Submission of payment constitutes agreement of any and all requirements of the Smithville Main Street District, as well as the acknowledgment that Smithville Main Street District and/or any representative of, will not be responsible for any loss, damages or accidents.

Prices

Booth prices

\$0 - 150

Questions on the application

Business information

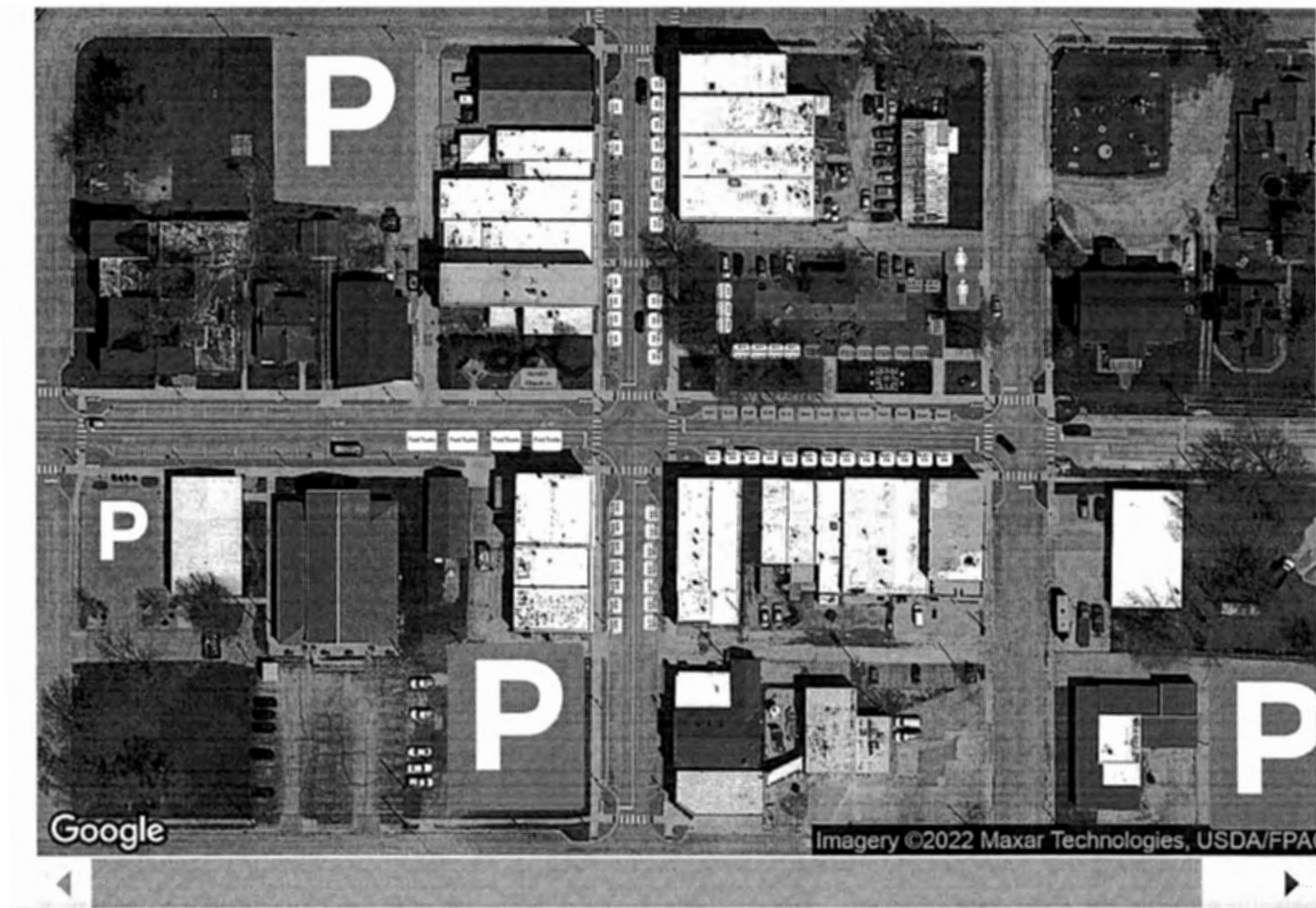
- Business name
- Legal business name
- Contact name
- Address
- Email
- Phone
- Website (Optional)
- Logo (Optional)

Start Application

- Certificate of Insurance (Optional)
- Picture requirements
- Minimum pictures required: 0

Junkville 2023

See the full map



Start Application

2/16/23, 10:10 AM

Vendors - Junkville 2023 - Eventeny

eventeny

Sign in



Technical support:
[Contact us here](#)

Eventeny was founded on the belief that managing large-scale events with hundreds of exhibitors, vendors, sponsors, and volunteers should not be stressful and burdensome. Our mission is to remove event organizers from being the 5th most stressful job in the world. That's why we built Eventeny and continue to work everyday on the biggest problems in the event industry. We don't just dream it, we build it.

Eventeny © 2023 [Terms](#) [Privacy](#) [Acceptable Use](#)



[Start Application](#)