

Board of Aldermen Request for Action

AGENDA ITEM: Resolution 1239, Special Event Permit - Festiville

REQUESTED BOARD ACTION:

A motion to approve Resolution 1239, issuing a Special Event Permit to Eric Craig Real Estate Team for Festiville to be held on August 19, 2023.

SUMMARY:

Eric Craig Real Estate Team has submitted an event application for their event scheduled from 3:00 p.m. until 1:00 a.m. on August 19, 2023. Festiville will be using the Courtyard, Main Street, Bridge Street and Church Street. Street closures will begin at 9:00 a.m. for set-up.

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

PREVIOUS ACTION:

A Special Event Permit was approved for this event in July 2022.

POLICY OBJECTIVE: N/A					
FINANCIAL CONSIDERATIONS : N/A					
ATTACHMENTS:					
□ Ordinance	□ Contract				
□ Resolution	□ Plans				
☐ Staff Report	☐ Minutes				

RESOLUTION 1239

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE IN THE DOWNTOWN COURTYARD ON SATURDAY, AUGUST 19, 2023

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

WHEREAS, local and outside businesses will supply the food and beverages for a fee to the participants in a vendor location using their State and City licenses to sell food and alcohol; and,

WHEREAS, the applicant has submitted a map of the area and will monitor the area that will allow open consumption of alcohol in accordance with city code; and,

WHEREAS, Smithville police officers will assist in providing security at the event.

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

THAT A SPECIAL EVENT PERMIT TO ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE TO BE HELD ON AUGUST 19, 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, on the 18th day of July 2023.

Damien Boley, Mayor
ATTEST:
Linda Drummond, City Clerk



CITY OF SMITHVILLE

107 West Main Street Smithville, MO 64089

Date Submitted _	7-7-203
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 <u>Application Information</u> and corresponding sections in the <u>Event Rules and Conditions</u> to answer most questions.

1. EVENT IN	NFORMATION:
Event Name: _Festi-Ville	
Event Location: Smithville Town Square	Event Tier: 3
Detailed event description (additional room on nex	ct page or sheet may be attached): A music festival
with vendors including food, alcohol, or merchandise and	d a kids area with games and inflatables.
Estimated attendance: _3,000	
Event Date(s) and Times: August 19, 2023 from 3pm-	-11pm
Set up date/time: 9am Clea	anup finished date/time: _1am
2. APPLICANT / CO	NTACT INFORMATION:
Applicant(s)	Property Owner(s), if not applicant or City
Name: Kylie Smart	Name:
Organization: Eric Craig Real Estate Team	
Address: 106 W. Main St	Address:
City, State, Zip: Smithville, MO 64089	_ City, State, Zip:
Phone: (423) 605-6561 Fax:	Phone:Fax:
Emergency #:_(423) 605-6561	
E-mail: kylie@ericcraigteam.com	
Alternative Contact Alternative Contact	
Name: Eric Craig	Name:
N (816) 726 8565	D
Phone: <u>(816) 726-8565</u>	Phone:

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				3. EVEN	T TYPE:				
Run	Walk	Parade/ March □	Bike Race/Tour □	Street Fair	Concert	Film	Festival	Other:	
			•	5. SITE	PLAN				
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Tho: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Place Attach additional sheet if necessary): Parking will be around the closed streets as well as designated areas shown on the provided map.
Attach additional sheet ifnecessary): Parking will be around the closed streets as well as designated areas shown on the provided map. We will have designated people on gators to provide assistance to concert from parking areas if needed. 7. PUBLIC INFORMATION: applicable, surrounding businesses that will be impacted by the event must be notified no later than 1 ays prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach dditional sheet ifnecessary): We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square and offered We have notified all surrounding businesses on the square a
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endor spaces to take part in the event.
8. CANCELLATION NOTICE:
ow will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach dditional sheet if necessary): If the event is cancelled, we will notify participants on all of our social media
atforms (Instagram, Facebook), on our website and any event platforms that this event has been posted on.
9. SECURITY PLAN:
escribe your security plan, including crowd control, internal security, and venue safety. Specify if you ould like to hire off-duty police support. (Attach additional sheet if necessary):
ur security plan is to have off-duty officers. They will be in charge of crowd control, lost items, if kids are
parated from their parents and any unlawful activities.

10. RESTROOM PLAN	:
Describe your restroom/restroom cleaning plan. At least three resestimated 500 attendees. Specify if you would like to hire city stanecessary):	ff support (Attach additional sheet if
We have ordered portable restrooms from Packs that will be droordered 18 standard event toilets and 4 ADA handicap units, as we event staff monitoring restrooms and stocking when needed.	pped off and picked up. We have vell as 5 sink stations. We will have
11. CLEAN UP PLAN:	
Describe your clean-up plan, including trash removal and recyclin hire city staff support. (Attach additional sheet if necessary):	
Trash cans will be placed around the event and will be monitore	d. Once full, all trash will be placed
in a dumpster on the corner of Mill St by Hixson-Klein Funeral Home and	relined for more trash.
12. FIRST AID PLAN:	
Describe your First Aid Plan. (Attach additional sheet if necessary):
We will have a police/medic tent or ambulance on site for any in	uries.
13. UTILITY CONNECTIONS	
Do you want to have a utility connection/s at your event? Yes: 💆	1 _No:
f Yes: How Many Electric Pedestals? At least 12. TBD on additional e	lectrical pedestals needed.
f Yes: How Many Water Hookups? None at the time being.	
Additional Utility Requests (Attach additional sheet if necessary):	N/A
14. ROADWAY AND PARKING LOT (CLOSURES:
Will you require a roadway closure? Yes:_☑_No:	
f Yes: Explain (Attach additional sheet if necessary):	
This is shown on the map. Johnny Viebrock will do the roadway	closure.

Da	desire to him situateff for other duties? Ves:
•	desire to hire city staff for other duties? Yes:No:No:
If Yes: P	lease Explain (Attach additional sheet ifnecessary):
Security and the security of t	
	16. SIGNAGE:
Do you v	vant to also have advertising signage for your event on private property? Yes:No:
	ttach a Sign PermitApplication
	17. SPECIAL ITEMS:
Are you s	serving alcohol?Yes:_☑_No:(If Yes, see the Alcohol Guidelines)
Are vou h	naving amplified music?
,	laving amplified music:
	havefood/sales vendors?Yes: No: (If Yes, complete question 20 on pg.15-16)
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Will you l	have food/sales vendors?Yes: No: (If Yes, complete question 20 on pg.15-16) 18. AMPLIFIED SOUND / PERFORMANCE LIST In to have amplified sound, provide a tentative list of performers, performance type, music genre
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INSURANCE

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

(SEE ATTACHED FOLLOWING APPLICATION)

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 LEGAL	LY AUTHORIZED REPRESENTATIVE	Date
Eric Craig	dotloop verified 07/05/23 4:14 PM CDT O9OZ-G9R7-RTG9-KWQU	07/05/2023
PRINTED NAME OF LE	GALLY AUTHORIZED REPRESENTATIVE	TITLE
Eric Craig		<u>Owner</u>

19. VENDORS:

Please fill out the following vendor information. Refer to the <u>Event Rules and Conditions</u> 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/Bever age venders only)	Please attached insurance certificate for each vendor
BesaMe Wellness Stef Lock 913-209-2	175 @besamewellness.com	Exposure of brand		Ø
Hot Shot Kettle Corn	Mitch Bosley 816-298-4719 cmbozz4@yahoo.com	Kettle Corn	Will apply for temporary one	
Trade Co	eissenbach 0-4547 issenbach1972@gmail.com	Candles & apparel	#26	
816-778 Kraftyc	th Pingleton i-9596 ritterkc@gmail.com	Tumblers & Shirts		N/A
Creations 816	ssidy Childerston 5-838-4125 ssidy.sb247@gmail.com	Cowhide creations		N/A
816-9	ey Hugunin 16-4990 technique@gmail.com	Home decor		\square
660-2	a Morlan .38-4585 enssweets@yahoo.com	Cotton candy & Funnel Cakes	Will apply for temporary one	\square
Fill'Em Up Marchella O 816-400-487: fillemupfood	neal 1 ltrailerllc@gmail.com	Burgers & nachos	Will apply for temporary one	
	antha Pinner ner@chickfilabr.com	Chicken sandwiches	Will apply for temporary one	Ø
The Swanky Stone Shop Melissa S 816-400-3 Melissak	Stone 3055 aystone11@gmail.com	Acrylic earrings & hats		
Carpenter's Chris Carpet Woodshop 913-306-651 Carpentersv	nter 1 voodshop@yahoo.com	Wooden items		Ø
Talagios Pizzeria	Lisa Dover 660-864-7461 Lisa@talagiospizza.com	Pizza		\square
I KU BOULIQUE 673-2	ann Jordan 201-7818 coutique@gmail.com	Women's clothing		٥
Touchstone Crystal	a Allen 89-0919 npson154@kc.rr.com	Crystal jewelry		Ø
B15-	8blingcastle@gmail.com	Fashion accessories		
Sakai Lee & Co	Kyrawllms@yahoo.com	Candles & body care		
Friends of Megan's Paws & Claws Friends	sco 8139 fmegans@gmail.com	Dog treats & apparel		
Woodworking 66	ian Roderick 0-215-2299 t_ roderick@hotmail.com	Wooden items		
Ziggy and Zaggy's Food Barn Ang	gie Deras i-588-2184 gieaco2003@yahoo.com	Nachos & Sandwiches	22-0083M	Ø

	N/A	
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j		

Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Clay County Health Dept. Permit # (Food/Bever age venders only)	Please attached insurance certificate for each vendor
Chop's BBQ Sarah Ulle 816-877-3: chopsbbq	dahl 570 andcatering@gmail.com	BBQ & Beer		
	keystuff@gmail.com	Funnel Cakes & Ice Cream	Will apply for temporary one	Ø
	ip i1 ewhip@gmail.com	Dole Soft Serve	19-0026M	Ø
816-6	immerman 51-2827 @CBDGreenleaf.Life	CBD Products		Ø
O'Boys Po'Boys	Chris Barngrover 816-419-0324 oboyspooys@gmail.com	Po'Boys: shrimp, alligator chicken, or mushroom; burgers, Sides,	[,] 22-0042M	
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Additional vendor sign-ups TBD.

***************************************		VEN	NDOR MAP		
Please map the	planned vendors at y	our event (Attach	additional sheet	if necessary):	
This is detailed	l and laid out on the ving application.	site map. See			
attached follov	ving application.				
			· · · · · · · · · · · · · · · · · · ·		
		I	LEGAL		
have read and	Lunderstand the Ev			Application Infor	nation Guide Lwill
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/05/2023

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			NAME: Will Mad	ddux			
East Main Street Insurance Services, Inc.	PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No):						
Will Maddux		E-MAIL ADDRESS: info@theeventhelper.com					
PO Box 1298		INSURER(S) AFFORDING COVERAGE NAI					
Grass Valley					35378		
INSURED			INSURER B:				
Smithville Festiville, LLC			INSURER C:				
c/o Eric Craig							
106 W Main St			INSURER D:				
			INSURER E:				
Smithville MO 64089			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 POLICIES.				ICV DEDICE			
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.						WHICH THIS	
INSR LTR TYPE OF INSURANCE	ADDL S		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
COMMERCIAL GENERAL LIABILITY	III V	, otior nomber	(MINIDD/TTTT)	(MINN DDI LILI)	EACH OCCURRENCE \$ 2,0	00.000	
CLAIMS-MADE OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100		
Host Liquor Liability					T C		
A Retail Liquor Liability	Y	N 3DS5474-M3093839	08/19/2023	08/20/2023	` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '		
	'	11 0000-17-1-100000009	12:01 AM	12:01 AM			
GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO- JECT LOC			12.01 AW	12.01 AW		<u> </u>	
					PRODUCTS - COMP/OP AGG \$ 2,00		
OTHER: AUTOMOBILE LIABILITY	-				Deductible \$ 1,00	00	
					(Ea accident)		
ANY AUTO OWNED SCHEDULED					BODILY INJURY (Per person) \$		
AUTOS ONLY AUTOS NON-OWNED					BODILY INJURY (Per accident) \$		
AUTOS ONLY AUTOS ONLY		·			PROPERTY DAMAGE (Per accident) \$		
					\$		
UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$		
EXCESS LIAB CLAIMS-MADE					AGGREGATE \$		
DED RETENTION \$					\$		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER OTH- STATUTE ER		
ANYPROPRIETOR/PARTNER/EXECUTIVE					E.L. EACH ACCIDENT \$		
OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. DISEASE - EA EMPLOYEE \$		
If yes, describe under DESCRIPTION OF OPERATIONS below					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: 3500, Event Type: Festival & Cultural Event - Indoor and/or Outdoor.							
CERTIFICATE HOLDER			CANCELLATION				
Smithville Festiville, LLC			THE EXPIRATION ACCORDANCE WI	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
Ÿ			AUTHORIZED REPRESENTATIVE				
106 W Main St			Will Maddres				
Smithville MO 64089				Uv.			



COMMERCIAL GENERAL LIABILITY
POLICY NUMBER: 3DS5474-M3093839

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):
Smithville Festiville, LLC c/o Eric Craig 106 W Main St 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.

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.

FESTI-VILLE MAP

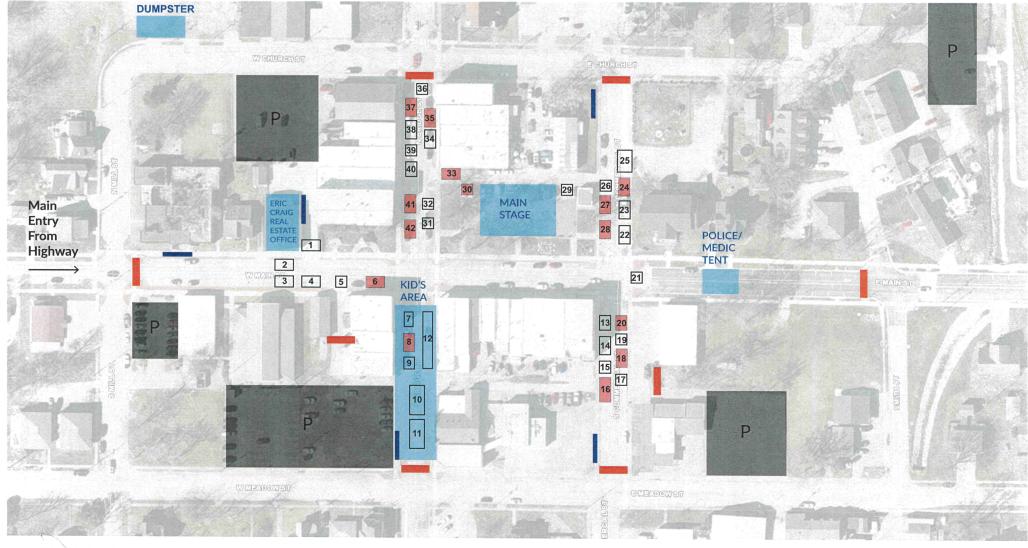
ROAD BLOCKED RESTROOMS



CRAFT VENDOR FOOD VENDOR







- Eric Craig Real Estate Team
- Eric Craig Real Estate Team
- Putt Putt and Cornhole
- Champion Inspection
- 5. TBD
- Kozak's
- Todd Nitsche
- Hayden's Sweets
- Face Paint & Balloon Artist
- 10. Kid's Games

- 11. Inflatable Slide
- 12. Inflatable Slide
- 13. TBD
- Sgt. Roderick American Woodworking
- Friends of Megan's Paws and Claws
- Ziggy and Zaggy's Food Barn
- CBD Greenleaf 17.
- Fluffy Monkey Stuff
- Krafty Critter KC
- Fill'Em Up

- Rick's Water Stand
- **TRU Boutique**
- THug-Technique
- O'Boys Po'Boys
- Combine
- 26. Sakai Lee & Co
- Chick-fil-A
- **BBQ** Food Trailer
- Chris Cagle Merchandise Chop's BBQ

- 31. The Swanky Stone Shop
- BesaMe Wellness
- 33. Humphrey's
- Ann's Bling Castle
- Bling With LJ's & Touchstone Crystal
- Hot Shot Kettle Corn
- Carpenter's Woodshop
- 48. Rockin' C Cowhide Creations 49. 50.

41. Talagio's Pizzeria

43.

44.

45.

46.

47.

KC Whip and Company

40. Eliza Rae Candle & Trade Co