



Board of Aldermen Request for Action

MEETING DATE: 3/19/2024

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1336, Special Request of Smithville Main Street District

REQUESTED BOARD ACTION:

A motion approving Resolution 1336, approving a special request for the Smithville Main Street District.

SUMMARY:

The public facility use policy allows the City to sponsor events if a written agreement is executed that describes the obligations between the parties, and if executed, removes the obligation for the group to reserve the facility or pay fees.

The Smithville Main Street district is requesting a waiver of fee for the use of Courtyard Park for the purpose of hosting the city-wide garage sale vendor spaces as a fundraiser and economic vitality event for the Smithville Main Street District. This event will be held on April 27 from 6:00 AM – 4:00 PM.

Sponsoring the event would waive the Courtyard Event fee of \$100 + \$200 Damage Deposit.

PREVIOUS ACTION:

The Board of Aldermen waived the special event fees for this organization in 2023.

POLICY ISSUE:

Click or tap here to enter text.

FINANCIAL CONSIDERATIONS:

Click or tap here to enter text.

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: Special Event Application | |

RESOLUTION 1336

A RESOLUTION APPROVING A SPECIAL REQUEST FOR THE SMITHVILLE MAIN STREET DISTRICT

WHEREAS, the Smithville Main Street District has submitted an Event Application and has requested the City sponsor their event; and

WHEREAS, the City-Wide Garage Sale that will take place at the Courtyard on Saturday, April 27, 2024, from 6:00 AM – 4:00 PM; and,

WHEREAS, sponsoring the event would allow a waiver of the Courtyard Event Fee of \$100 + \$200 Damage Deposit.

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

THAT the City of Smithville agrees to sponsor the City-Wide Garage Sale that will take place at the Courtyard on Saturday, April 27, 2024, from 6:00 AM – 4:00 PM. City sponsorship of this event would allow a waiver of event rental fees and deposits.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 19th day of March 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



Dear Council,

The Smithville Main Street district is requesting a waiver of fee for the use of the courtyard and stage in the downtown for the purpose of hosting the city wide garage sale vendor spaces as a fundraiser and economic vitality event for the Smithville Main Street District. This event will be held on April 27th.

The Smithville Main Street district is registered as a 501c3 and we are hoping that this event will also serve as a promotional event for the town of Smithville to boost tourism and our economic growth. Please let me know if you have any questions.

Sarah Ulledahl
Vice President
Smithville Main Street District
816-866-4337



CITY OF SMITHVILLE
107 West Main Street
Smithville, MO 64089

Date Submitted 2/21
Application # 1
Date Approved 2/23

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: City Wide Garage Sale
Event Location: Courtyard Park Event Tier: Tier 1
Detailed event description (additional room on next page or sheet may be attached): Durning city wide garage sale, Smithville Main St. district would like to have vendor spots in the courtyard.
Estimated attendance: 250 total through out the day.
Event Date(s) and Times: 4-27-2024
Set up date/time: 6 am- 4pm Cleanup finished date/time: 4-27-24 4pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Sarah Ulledahl
Organization: Smithville Main St. District
Address: 107 E. Main Street
City, State, Zip: Smithville, Mo 64089

Phone: 816-866-4337 Fax: _____
Emergency #: _____
E-mail: sarah@smithvillemainstreetdistrict@gmail.com

Alternative Contact

Name: _____

Phone: _____

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): These spots may be
people who do not have a space at their home to set up a garage sale or vendors who want to set up a space.

3. EVENT TYPE:

Run ☐ Walk ☐ Parade/
March ☐ Bike
Race/Tour ☐ Street Fair ☐ Concert ☐ Film ☐ Festival ☐ Other: ☒ garage sale

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): _____

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): _____

 The surrounding businesses will be emailed and we have information meetings once a month.

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 email them.

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): _____

 Because of the nature of the event the crowd will be throughout the day and not all at once. This will create a natural crowd control affect. If we have an issue we will call Smithville PD.

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): _____

Smithville Main Street will have volunteers check the restrooms throughout the event.

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): _____

Smithville Main Street will have volunteers check for trash throughout the event.

We will also hold the vendors responsible to keep their spots clean and pick up after themselves.

12. FIRST AID PLAN:

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

If there is an event that needs medical attention, we will defer to the professionals and keep documentation.

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? _____

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): _____

*If road barricades are needed, they can be rented by an outside business or locally from Jonny Viebrock 816-805-5949.
The City of Smithville does not set up road barricades.*

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ____ No: ☒

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: ☒ No: ____

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ____ No: ☒ (If Yes, see [the Alcohol Guidelines](#))

Are you having amplified music?..... Yes: ____ No: ☒ (If Yes, complete question 18 on [pg. 13](#))

Will you have food/sales vendors?..... Yes: ☒ 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
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE	TITLE

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"/>
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VENDOR MAP

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

(May be depicted on site plan)

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

CHECK LIST

Required Items	
	\$25 Special Event Application Fee.
	Correct Event Rental Fee Paid
	Completed Event Information, Application Contact Information, Event Type Sections
	Completed Site Plan Section
	Completed Parking Plan Section
	Completed Public Information and Cancellation Notice Sections
	Completed Security Plan
	Completed Restroom and Clean-Up Plan
	Completed First Aid Plan
Additional Items (If Needed)	
	Completed Roadway Closure Section.
	City Staff Request \$30.00/hour per staff member.
	Temporary Sign Application and Fee.
	Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
	Completed Performance Section
	Completed Vendor Section.
	City Police Request \$45.00/hour per officer (3 hours min.)
Due 7 Days before the Event	
	Additional Fees and other Requested Information

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers	
Smithville Parks and Recreation 816-532-8130; parks@smithvillemo.org	Missouri Liquor Control 573-526-2769
Smithville Police Department and City Hall 816-532-3897	Clay County Health Department 816-595-4200

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: _____



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: _____	Zoning _____
PROPERTY OWNER: _____	
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:	
Location of Sign Placement on building or lot:	
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.

SIGNATURE

E-MAIL

PHONE NO.

Tempsignapp2013

TEMPORARY SIGN REGULATIONS

TEMPORARY SIGN: A sign constructed of non-permanent materials, including, but not limited to vinyl, cardboard, coroplast, plastic, sheet metal or wood, and placed on the ground with a pole without a footing to support such pole, or to a building with such materials as rope, string, or screws and not enclosed in some form of a permanent cabinet or structure.

No temporary sign shall exceed thirty two square feet (32') in total area, be placed greater than five feet (5') above the ground, as measured from the ground to the bottom of the display area, unless temporarily attached to a building, but in no event taller than the façade of the wall upon which the sign is attached, and constructed of materials that will withstand the natural elements for a period of time not less than the validity of the permit. All temporary signs shall be maintained in good repair, have a clean, neat appearance, and remain free from cracks, rips, tears, and/or fading. All temporary signs and the stake or supporting structure for such sign shall be designed, constructed, and installed to resist normal wind loads, which may cause the sign to become dislodged from its location. All signs must be monitored by the applicant so as to identify any sign that becomes dislodged, in whole or in part, from its supporting structure, and replaced to the location contained in the permit with another method of attachment that will prevent it from becoming dislodged. In the event that any temporary sign becomes dislodged for a period longer than forty-eight (48) hours or becomes dislodged more than one time during the validity of the permit, such permit shall become immediately null and void; the sign may be removed by the city with no refund of fees or return of the sign so removed. *Section 400.505 Smithville Code.*

Fee Structure--Temporary Signs

Type of Material	Original Application Fee	Relabeling Fee
Flexible Materials*	\$25.00	\$5.00
Rigid Materials**	\$10.00	\$5.00

* Flexible materials shall include vinyl, paper, and cardboard.

** Rigid materials shall include wood, metal, plastic, corrugated cardboard and coroplast