

City of Smithville

Attention:

Board of Alderman

City Manager  
Park & Recreation Department

107 W. Main Street  
Smithville, MO 64089

Subject: Facility Use Application for Court Yard Park Saturday, July 27, 2024

To all concerned:

Please accept the following Facility Use Application, related addendums and required attachments to request use of Smith's Fork Park for the period of July 26 & 27, 2024 for the specific purpose of producing the 18th annual Christian Family Day sponsored and hosted by Grace Community Church of Smithville, MO.

EXEMPTION REQUESTED based on Smithville Code 400.54 (A)(6) and (A)(7) - Grace Community Church is a registered 501(c)3 organization and this is Free admission community outreach family oriented event.

Thank you for your time and consideration.

Sincerely,

David W. Lin  
Event Coordinator  
Worship Leader - Grace Community Church



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted 3-7

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: Christian Family Day #18

Event Location: Courtyard Park Event Tier: Tier 2

Detailed event description (additional room on next page or sheet may be attached): Annual music and vendor street fair event hosted by Grace Community Church

Estimated attendance: 600-800

Event Date(s) and Times: 7/27/2023 10:00am - 10:00pm

Set up date/time: 7/26/2023 7pm Cleanup finished date/time: 7/27/2023 10:00 PM  
4 4

### 2. APPLICANT / CONTACT INFORMATION:

#### Applicant(s)

Name: David Lin

Organization: Grace Community Church

Address: 1520 E. Main (DD)

City, State, Zip: Smithville, MO 64089

Phone: (816) 645-1982 Fax: \_\_\_\_\_

Emergency #: \_\_\_\_\_

E-mail: dlin@gccsmithville.org

#### Property Owner(s), if not applicant or City

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative Contact Alternative Contact

Name: Lauri Perkins

Phone: (816) 547-6113

Name: Ali Hammon

Phone: (816) 699-4352

Detailed event description continued (Attach additional sheet if necessary): Free admission public event  
featuring several musical acts on the Courtyard stage, street festival with vendors and food vendors.  
18th Annual event typically held on the last Saturday in July. This event is also a preview event for  
Nehemiah Fest.

### 3. EVENT TYPE:

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

### 5. SITE PLAN

Where do you plan to have your event? Courtyard Park: ☒ Other Public Property: \_\_\_\_\_

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, temporary restrooms, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document. Explain Your Site Plan (Attach additional sheet if necessary): See attached diagram of layout.

Event will encompass the entire Courtyard park area, with vendor and attraction areas on the Main Street  
and Commercial Street and will include the parking areas east and west of the stage. Street closures will  
include: Main from Bridge to Commercial and Commercial from Main to Church. The alley behind the stage will  
be restricted to event operations and emergency traffic and parking only.

## 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): Street parking & public parking in the surround downtown area is sufficient for this event.

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## 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): We will make personal contact with impacted business on the square.

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## 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): Social Media and email distribution will be the primary notification to vendors, artists and attendees.

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## 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): See attached security plan

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#### 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): Available public restrooms are sufficient for this event.

Our volunteer staff makes periodic checks of restrooms to ensure they are properly stocked and cleaned.

#### 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): All trash is removed from the site.

and transported to the church for disposal in our dumpster.

#### 12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): See attached security & emergency plan

#### 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 available

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: X No: \_\_\_\_\_

If Yes: Explain (Attach additional sheet if necessary): See attached site 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): \_\_\_\_\_

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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 **EXEMPTION REQUESTED** based on Smithville Code 400.54 (A)(6) and (A)(7) - Grace Community Church is a registered 501(c)3 organization and this is Free admission community outreach family oriented event.

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: \_\_\_\_\_ No: X (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. To be determined (there will be 8-10 Christian musical acts in a variety of genres)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

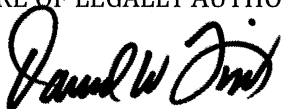
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## INSURANCE

**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

02/03/2024

PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE

David W. Lin

TITLE

Event Coordinator

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]

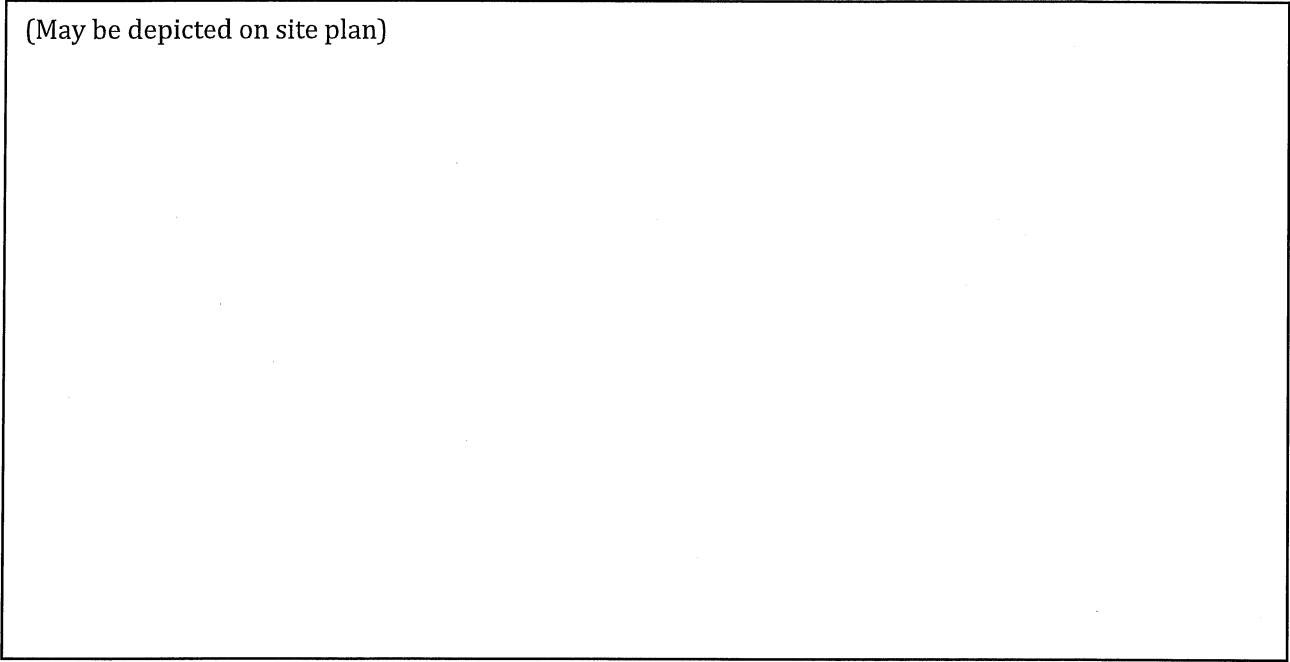


## VENDOR MAP

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

(May be depicted on site plan)



## LEGAL

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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](mailto: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

## 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

# State of Missouri

## LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Religious)

Issued to:

Missouri Tax I.D.: 17578752

GRACE COMMUNITY CHURCH OF SMITHVILLE  
1520 DD HWY  
SMITHVILLE MO 64089

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your organization's exempt status. The organization above must adhere to the exempt status requirements.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities.
- Sales intended to raise funds, not related to the exempt function of your organization, may be exempt only if such sales are occasional or isolated sales.
- If your organization engages in a competitive commercial business that serves the general public, even if the profits are used for your exempt charitable, religious and educational functions, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Division, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email [salestaxexemptions@dor.mo.gov](mailto:salestaxexemptions@dor.mo.gov), or call 573-751-2836.



Search - ...



Verify Ce...



UCC Sear...



Service o...



Help

## Search

Type



Company



Registered Agent

Name Search Type



Contains word



Starts with



Exact match

Entity Name

Charter Number

Registration Date  
From



mm/dd/yyyy

Registration Date To



mm/dd/yyyy



Active

Clear



Search [s]

Name

N00063944 -  
GRACE  
COMMUNITY  
CHURCH OF  
SMITHVILLE

Type

Nonprofit  
Corporation -  
Domestic

Represents

—

Status

Good Standing

Registered On

04/21/2000  
00:00



Open



About Us  
Privacy Policy  
Contacts  
Branch Offices

Contact Us  
600 West Main Street  
Jefferson City, MO 65101  
Main Office: (573) 751-4153

Hey there! My name is  
River & I am an A.I.  
chatbot, let's talk.



# Event Emergency and Safety Operations Plan

## PURPOSE:

Grace Community Church is committed to providing a safe and secure environment for staff, volunteers, guests, and attendees for church sponsored special events and community outreaches it conducts. As such, this Event Emergency and Safety Operations plan is constructed to provide protocols and procedures for handling a variety of emergencies and situations that may arise during these events.

In a dynamic and ever changing world it is impossible to predict or forecast every possible emergency and safety scenario. This plan has been established to address "reasonably foreseeable" situations that may arise.

## Emergency and Security Team (EST) selection:

Each event is unique and the requirements to ensure a safe and secure event environment is contingent on a number of variables to include, but not limited to:

1. Location of event
2. Attendance of event
3. Length of event
4. Open or closed access to the vent
5. Weather
6. Planned activities
7. Perceived external threats

In planning safety and security concerns for each event, it is imperative that a detailed assessment of the event complexion is conducted in an effort to identify the number of personnel, personnel skill set, and any special equipment that is needed.

It is also understood that “ALL” event staff and volunteers should serve as a member of the EST, in that this provides additional “eyes and ears” in the field to immediately identify and address safety concerns and report emergencies to designated personnel for resolution. SAFETY is a priority for all those involved in the event operations.

## **EST Structure:**

Designated EST personnel will have divided into two primary functions:

1. Site Safety and Security (EST-SSS)
2. Emergency Response (EST-ER)

The primary Event Coordinator, in most instances, will serve as the EST Leader and will be supported by team leaders overseeing the respective functions of the EST-SSS and EST-ER components. Depending on the event dynamics the Event Coordinate may opt to designate an EST Leader.

The number of personnel in each EST component will be contingent on the results of the pre-event assessment conducted. EST Team members should be clearly marked as security and safety personnel. The EST Leader will be responsible for establishing a EST member schedule to ensure adequate coverage for response during the event.

## **EST Component Responsibilities:**

### ***Site Safety and Security (EST-SSS)***

The primary function of the EST-SSS is to conduct pre-event site survey safety inspections to identify potential safety hazards and work to mitigate their risk. Additionally, the EST-SSS will be responsible for general security issues of site to include managing the people flow and vehicle traffic in and around the event area. The EST-SSS will also be vigilant in immediately identifying and correcting unsafe conditions that develop during the operation of the event. The EST-SSS will be responsible for monitoring weather conditions, addressing fire hazards, and other access to secure areas and other dangerous environments that may cause injury to attendees.

### ***Emergency Response (EST-ER)***

The EST-ER component will be primarily responsible for immediate response to the site of any and all emergencies identified by the EST-SSS. This will include medical emergencies, fires, disorderly subjects or dangerous environments.

The EST-ER component size will be contingent on the pre-event assessments, however in most instances will be a unit consisting of 2-4 persons. Depending on the dynamics of the event, the EST Leader may elect to designate more than one EST-ER unit.

Whenever possible, the personnel EST-ER should be individuals that have received first responder training, have current or prior law enforcement, Fire, EMS, or security experience.

## **Communications:**

Reliable communications between components is necessary to ensure the safe operation of any event. For most events, a combination of phone, text and radio communications will be utilized. To facilitate reliable communications the EST-SSS will designate a Communications Coordinator, who will compile a phone contact list for each EST member.

In large events the EST Leader may establish a central dispatch to coordinate communications and handle contacts with external Emergency Services personnel.

Radio interoperability is important. To allow for flexible, scalable and affordable communications the EST will utilize FRC "family radios" and employ the use of "push to talk" smart phone apps, such as "Zello".



## Emergency Contact Numbers:

### 911

#### Smithville Police:

Daytime phone - (816) 532-0500.

For non-medical emergencies after 5 p.m., call the Platte County Sheriff at (816) 858-3521

**Clay County Sheriff's Department:** (816) 407-3750 **Clay County Parks (Rangers):** (816) 407-3400

#### Fire Department:

Smithville Area Fire Protection District: Daytime phone - (816) 532-4902

#### Ambulance:

Northland Regional Ambulance District: Daytime phone - (816) 858-4450

#### Key Festival Personnel Roster:

Title/Role	Name	Mobile Phone
Event Coordinator/EST Leader	David Lin	(816) 645-1982
Operations Mgr/EST-SSS Leader	Dennis Lollar	(816) 509-3746
Security Chief/EST-ER Leader	Josh Temple	(816) 351-0610
Artist Relations	Anne Derksen	(816) 210-6205
Volunteer Coordinator	Ali Hamman	(816) 699-4352

## **INCIDENT PROCEDURES & PROTOCOL**

### **Medical Emergencies**

1. Tend to victim
2. Contact onsite First Aid responders
3. Administer First Aid as applicable
4. Activate EMS if necessary
5. If emergency is a result of an injury sustained at the site collect personal information from victim when practical.
6. Identify and document cause of injury

### **Weather Contingencies (For outdoor events)**

1. Monitor weather via radio, computer and/or smart phone
2. Communicate with National Weather Service for severe weather alert information
3. If necessary, activate emergency stage shut down procedures
4. Broadcast emergency weather situation to campers and attendees. (Nehemiah Fest)
5. In the event of flooding or extremely severe weather determine if evacuation is necessary.
6. Activate site evacuation procedures
7. Restroom buildings are designated as the primary rally point and temporary storm shelter. (Nehemiah Fest)
8. Transport vehicles and shuttle buses will move campers and attendees to Grace Community Church until weather has subsided. (Nehemiah Fest)

9. Public Restroom facilities will be used for temporary storm shelters and for staging for evacuation. (Nehemiah Fest)

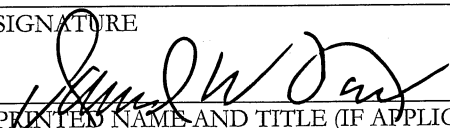
## **Fire and other Hazardous Environments**

1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event of an actual fire, activate the EST-ER, evacuate people from the area, and contact the fire department and other required emergency services.
5. Begin to clear access to the site of the emergency to allow for easy access for emergency equipment and personnel.
6. Identify potential victims, witness and document the scene.

## **Disorderly subjects**

1. In the event of a disturbance or disorderly subject crew member(s) shall notify EST-ER immediately to respond.
2. Efforts will be made to de-escalate the situation and remove the disturbance from the public view. The strategy of "use your head, not your hands" should be the primary tactic.
3. If the subject(s) is violent in nature, appears to be under the influence of drugs or alcohol, or has committed a violation of law law enforcement personnel shall be immediately contacted to respond and handle the situation.

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

<b>CONTACT</b>	PERSON/TRAFFIC CONTROL COMPANY RESPONSIBLE FOR STREET CLOSINGS		
	PHONE	ALTERNATE PHONE	ALTERNATE PHONE
<b>STREET INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)</b>	DESCRIBE STREET CLOSINGS IN DETAIL AND DRAW OR ATTACH A MAP		
	Approved traffic barricades will be rented from and placed by Johnny Viebrock - See attached diagram of propose layout for the event		
	STREET TO BE CLOSED BETWEEN 07:00 AM - 10:00 PM	CROSS STREET 1 Commercial M	AND CROSS STREET 2 between Main & Church
	REASON FOR CLOSING Event activities and vendors on street		
	# OF TRAFFIC LANES CLOSED	# OF SIDEWALKS CLOSED	# OF STREET BLOCKS CLOSED 1
	DATE/TIME STREET CLOSED 7AM Saturday 7/27/2023		DATE/TIME STREET REOPENED 10PM 7/27/2023
	STREET TO BE CLOSED BETWEEN 07:00 AM -10:00 PM	CROSS STREET 1 MAIN - between Bridge and Commercial	
	REASON FOR CLOSING Pedestrian safety, Motorcle "show" and vendor set up		
# OF TRAFFIC LANES CLOSED	# OF SIDEWALKS CLOSED	# OF STREET BLOCKS CLOSED 1	
DATE/TIME STREET CLOSED 7AM Saturday 7/27/2023		DATE/TIME STREET REOPENED 10PM 7/27/2023	
<b>SIGNATURE</b>	SIGNATURE 		DATE 02/04/2024
	PRINTED NAME AND TITLE (IF APPLICABLE) David W. Lin		

Church St

Church St

Com. ne. via a. n. ne cia Ave  
STREET CLOSED

Courtyard Park



STREET CLOSED

Chop's BBQ and Catering



Kennedy's

Bridge St

SCO

# Vendors

Commercial Avenue

VENDORS

GCC

GCC

PRODUCTION

CFD

CFD

STAGE

CFD

BAND PARKING

BAND LOADING

VENDORS

CFD

Controlled parking  
Bike Ride in

VENDORS

100 East Main Street

Bridge St

N Bridge St

Bridge St

Main St

Etc

Bridge

Keys

E Main St

Child