



Board of Aldermen Request for Action

MEETING DATE: 6/18/2024

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1367 – Special Event Permit – Hot Summer Nights Event Series

RECOMMENDED ACTION:

A motion to approve Resolution 1367, approving a Special Event Permit for the Smithville Main Street District for the Hot Summer Nights Event Series 2024 at Courtyard Park on August 3, 10, 17, and 24, 2024.

SUMMARY:

Approval of this item will issue a Special Event Permit to the Smithville Main Street District for the Hot Summer Nights Event Series to be held at Courtyard Park on August 3, 10, 17, and 24, 2024.

The requested permit will allow the participants to have alcohol (open container) at the event. The event coordinators have requested that the event run from 5:00 p.m. to 9:00 p.m. for each event date.

Per City Ordinance 600.070 (G &H) the Board of Aldermen may grant a Special Event Permit to allow drinking in public. Alcohol will be contained within the approved event area.

The event coordinators have applied for and obtained State Alcohol licensing. All businesses/committees selling alcohol are required to have City and State Alcohol licenses.

PREVIOUS ACTION:

n/a

POLICY ISSUE:

n/a

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

☒ Ordinance

☒ Resolution

☐ Staff Report

☒ Other: Application

☐ Contract

☐ Plans

☐ Minutes

RESOLUTION 1367

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE MAIN STREET DISTRICT FOR THE HOT SUMMER NIGHTS EVENT SERIES AT COURTYARD PARK ON AUGUST 3, 10, 17, AND 24, 2024

WHEREAS, the Smithville Main Street District has submitted an application with all required fees and documentation; and

WHEREAS, a licensed business will supply food and beverages for a fee to the participants at Courtyard Park using their state and city licenses to sell alcohol; and

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

**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 THE SMITHVILLE MAIN
STREET DISTRICT FOR THE HOT SUMMER NIGHTS EVENT SERIES AT
COURTYARD PARK ON AUGUST 3, 10, 17, AND 24, 2024.**

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 18th day of June 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk



CITY OF SMITHVILLE
107 West Main Street
Smithville, MO 64089

Date Submitted 6-12
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: Hot Summer Nights
Event Location: Courtyard Park Event Tier: _____
Detailed event description (additional room on next page or sheet may be attached): _____
Live music and small community activities like bubbles and sidewalk chalk.
Estimated attendance: 200
Event Date(s) and Times: 8-3-24/8-10-24/8-17-24/8-24-24
Set up date/time: 5:00 pm* Cleanup finished date/time: 9:00 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant

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

Phone: 816-877-3570 Fax: _____
Emergency #: _____
E-mail: sarah@smithvillemainstreetdistrict@gmail.com

Property Owner(s), if not applicant or City

Name: _____
Organization: _____
Address: _____
City, State, Zip: _____

Phone: _____ Fax: _____
Emergency #: _____
E-mail: _____

Alternative Contact

Name: Alicia Neth
Phone: 816-419-2951

Alternative Contact

Name: _____
Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

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): on front

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes: ☒ 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): _____

Will notify by meeting and email ☒

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): _____

Will make a social media post. ☒

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): ¹ _____

event coordination will manage all staff and
be point of contact

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): ✓

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): _____

Volunteers will clean up after event. ✓

12. FIRST AID PLAN:

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

We will have bandages and ice for small problems, and we will rely on the professionals for bigger problems. ✓

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? stage

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 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): _____

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: ____

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

Will you have food/sales vendors?..... Yes: ____ No: x (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. Chapel Hill Rebellion
2. Sass Monkey
3. The Hiway
4. EZ Street
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

* Sarah Ulledahl

PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE

TITLE

* Sarah Ulledahl

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

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

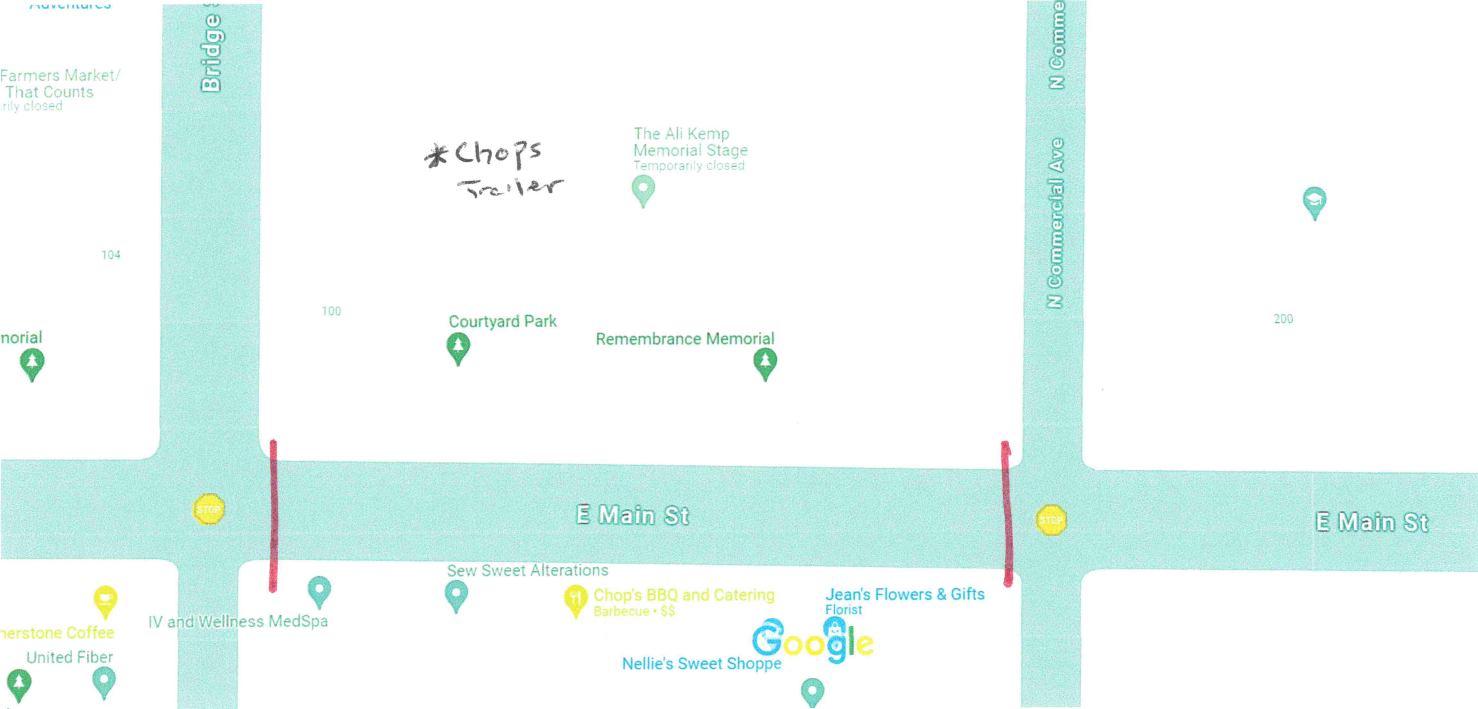
(May be depicted on site plan)

Attached

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.

*Sarah Ullrich Event coordinator 6-12-24 Date



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.