



Board of Aldermen Request for Action

MEETING DATE: 4/3/2023

DEPARTMENT: Parks & Recreation

AGENDA ITEM: Resolution 1201 – Special Event Permit and Request – Smithville Main Street District

REQUESTED BOARD ACTION:

A motion to approve Resolution 1201, issuing a Special Event Permit and approving the request for Smithville Main Street District’s 2023 Special Events.

SUMMARY:

Approval of this item will issue a Special Event Permit and waive the Courtyard Special Event Fee for Smithville Main Street District’s two 2023 Special Events. The two events are:

- Whiskey Walk and Market on July 15, 2023
- Wine Walk and Christmas Market on November 11, 2023

The requested permit will allow the participants to have alcohol (open container) at each event. The Whiskey Walk and Wine Walk/Christmas Market are from 11:00 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 Main Street District’s 2023 Special Events in recognition of the partnership between the City and Main Street District in community economic development efforts.

PREVIOUS ACTION:

A Special Event Permit has been approved for these events in past years.

POLICY ISSUE:

n/a

FINANCIAL CONSIDERATIONS:

n/a

ATTACHMENTS:

- Ordinance
- Resolution
- Staff Report
- Other: Ordinance 600.070 and Special Event Application
- Contract
- Plans
- Minutes

RESOLUTION 1201

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT AND REQUEST FOR SMITHVILLE MAIN STREET DISTRICT'S 2023 SPECIAL EVENTS AT COURTYARD PARK

WHEREAS, the Smithville Main Street District has submitted an Event Application with all required fees and documentation for Whiskey Walk and Wine Walk and Christmas Market; and,

WHEREAS, licensed businesses will supply the food and beverages for a fee to the participants at the 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,

WHEREAS, sponsoring the event would allow waiver of the Courtyard event fee of \$300 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 MAIN STREET DISTRICT FOR THEIR 2023 SPECIAL EVENTS 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 3-9-

*Wave Fees
 Liquor license*

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: Wine Walk & Christmas Market

Event Location: Courtyard Park Event Tier: Tier 2

Detailed event description (additional room on next page or sheet may be attached): *Attached

Estimated attendance: 500-700

Event Date(s) and Times: November 11th, 2023 3 pm - 7 pm

Set up date/time: 11 am Cleanup finished date/time: 8 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant

Name: Alyssa Sanders

Organization: Smithville Main Street District

Address: 107 E Main St

City, State, Zip: Smithville, MO 64089

Phone: 816-516-7963 Fax: _____

Emergency #: 816-343-4805

E-mail: _____

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: Cara Braithwaite

Phone: 913-749-6537

Alternative Contact

Name: _____

Phone: _____

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): _____

Via Newsletter, a visit and our downtown merchant 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): Email, social media and phone.

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 to hire an off-duty police officer for our event.

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: ___

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. TBD
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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 ad City Hall
816-532-3897

Clay County Health Department 816-595-4200

Smithville Police Department

Request for Off-Duty Officers

Date of Request: 1/31/23

Date of Event: 11-11-2023 Address of Event: 118 N. Commercial

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

Number of Officers Requested: 1-2 Beginning Time: 3 pm Ending Time: 7 pm

Will Alcohol Be Served? YES NO

Type of Event (i.e., Wedding Reception, Large Party, Community Event, Concert, Site Security, etc.)

Community Event, wine tasting and vendor market

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

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

We would like to invite you to our annual Wine Walk on the Smithville square, come wearing your ugliest Christmas Sweater. It will be a beautifully tacky evening of shopping at all of our local brick-and-mortar stores while you sip.

We will also have an open Christmas Market featuring many vendors including food trucks, NO tickets are required to shop so, come on down!

There will be several vendors selling all kinds of goodies just in time for some Christmas shopping.

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

There is public and street parking throughout the Main Street District.

Tickets

Price: \$35

[Select](#)

Overview

Tickets

Marketplace

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 4 hours prior to the event without penalty, with the exception of a refund. If the cancellation is received less than 4 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: Nov 03, 2023

Overview

Tickets

Marketplace

Map



Wine Walk & Christmas Market 2023

[See full map](#)



Hosted by Smithville Main Street District

Joined Eventeny in May 2022

 9 events

 Smithville, Missouri, United States



APPLICATION

Vendors

🕒 Deadline: Nov 03, 2023 11:59 pm (GMT-06:00) Central Time (US & Canada)

📦 Wine Walk & Christmas Market 2023

📅 Date: Nov 11, 2023 2:00 pm - Nov 11, 2023 5:30 pm

📍 Smithville, Missouri

💰 \$ 0-150

About the event

Start Application



be a part of someone's day in Smithville, MO. Vendor event is as follows, set up 12 pm (No early set up) to, no earlier than 5:30 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.

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Terms & Conditions

[Start Application](#)

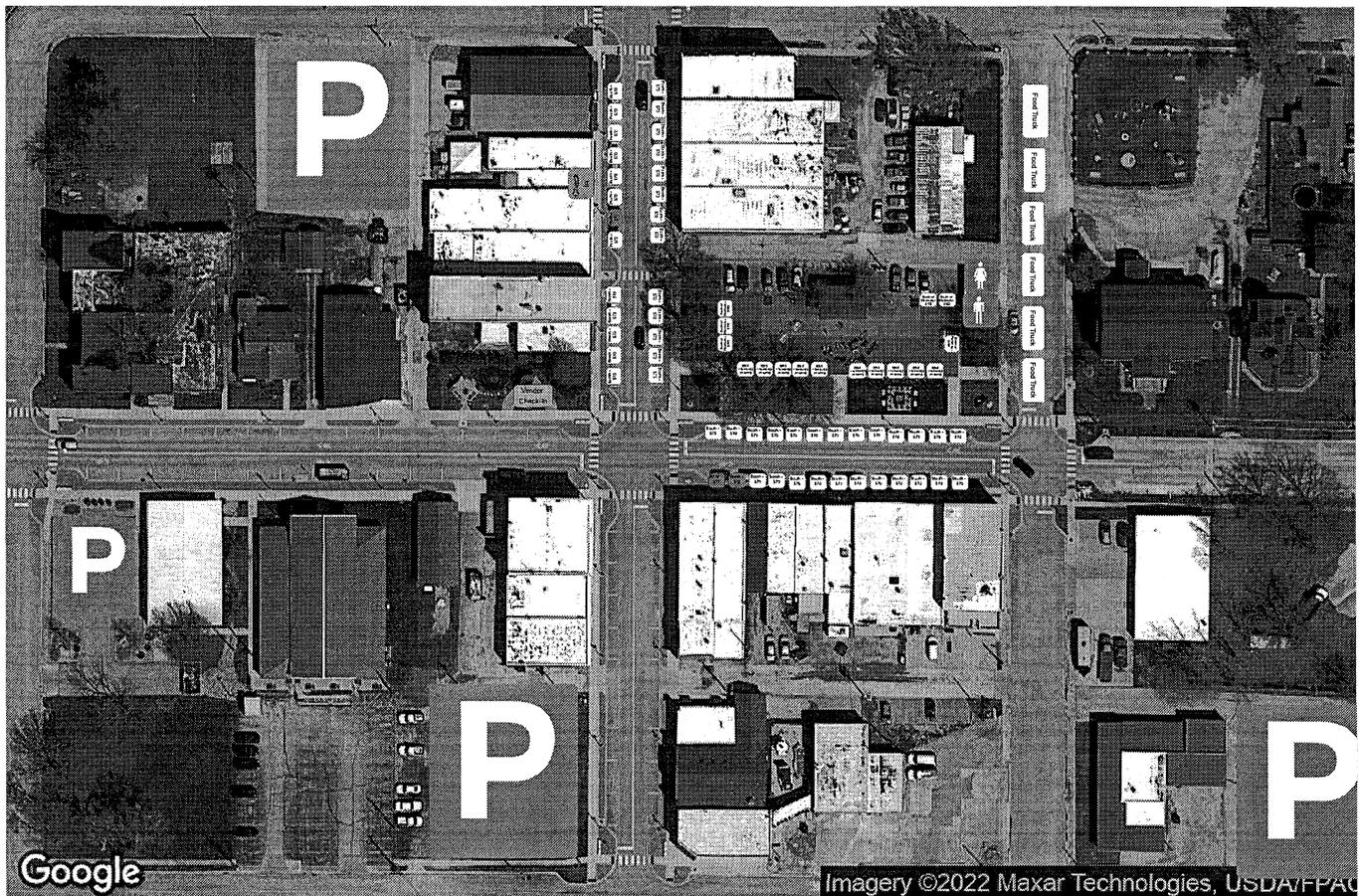


- Certificate of Insurance (Optional)
- Picture requirements
- Minimum pictures required: 0

Wine Walk & Christmas Market 2023

See the full map

● 43%



Start Application



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 E-MAIL ADDRESS: info@theeventhelper.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Smithville Main Street District Alyssa Sanders 107 E Main Street Smithville MO 64089	INSURER A : Lloyds Syndicate 2623	NAIC # AA-1128623
	INSURER B : Lloyds Syndicate 623	AA-1126623
	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	Y	N	EH-771323-L3418391	11/11/2023 12:01 AM	11/12/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	<input checked="" type="checkbox"/> Host Liquor Liability						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> Retail Liquor Liability						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Deductible \$ 1,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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 CG 20 26 07 04.
Attendance: 500, Event Type: Wine Tasting.

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

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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 Wine Walk & Winter Market as a fundraiser and economic vitality event for Smithville Main Street District. This event will be held on November 11th.

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.

Alyssa Sanders
Executive Director
Smithville Main Street District
816-516-7963