



## Board of Aldermen Request for Action

**MEETING DATE:** 4/3/2023

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1203 - Nehemiah Festival

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### **REQUESTED BOARD ACTION:**

Motion to approve Resolution 1203, authorizing and directing the Mayor to execute an agreement with Grace Community Church for use of Smith's Fork Park to host the Nehemiah music festival.

### **SUMMARY:**

David Lin, with Grace Community Church, has requested the exclusive use of Smith's Fork Park for the annual Nehemiah Festival hosted by Grace Community Church. The event has been held for the past seventeen years at Smith's Fork, with a similar exclusive agreement. Last year's attendance was estimated at 3,000.

Mr. Lin has requested rental of the entire campground September 14-16. Past agreements have outlined a rate based on per year average occupancy rate. This payment calculation is included in the recommended agreement. The average occupancy rate in 2022 was 43%. The church shall pay the City for such exclusive use as follows: \$4,231.20 (43% of 82 campsites X \$40 per day for 3 days). Fifty percent payable prior to September 14, 2021 and the remainder due on or before September 27, 2021.

In addition to the base amount, Nehemiah Festival will also pay two dollars for each primitive campsite used and \$50 per shelter per day (\$300).

### **PREVIOUS ACTION:**

The Board has approved agreements with Grace Community Church for the Nehemiah Festival every year since 2013

### **POLICY ISSUE:**

Click or tap here to enter text.

### **FINANCIAL CONSIDERATIONS:**

Click or tap here to enter text.

### **ATTACHMENTS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Ordinance                     | <input checked="" 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: Application |  |

**RESOLUTION 1203**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO  
EXECUTE AN AGREEMENT WITH GRACE COMMUNITY CHURCH  
FOR USE OF SMITH'S FORK PARK TO HOST NEHEMIAH MUSIC FESTIVAL**

**WHEREAS**, Grace Community Church has approached the City requesting use of Smith's Fork Park on September 14, 15 and 16, 2023 to host the Nehemiah music festival; and

**WHEREAS**, the Smithville Board of Aldermen have approved the exclusive use of Smith's Fork Park to Grace Community Church for the music festival; and

**WHEREAS**, the City and the Church have negotiated a contract.

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

**THAT THE MAYOR IS HEREBY AUTHORIZED AND DIRECTED TO EXECUTE AN  
AGREEMENT WITH GRACE COMMUNITY CHURCH FOR THE PURPOSE OF  
HOSTING THE NEHEMIAH FESTIVAL AT SMITH'S FORK PARK ON SEPTEMBER  
14, 15 AND 16, 2023.**

**PASSED AND ADOPTED** by the Mayor and Board of Aldermen this 3rd day of April 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond  
City Clerk

**City of Smithville,**

**Missouri**

**AGREEMENT**

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, between the **CITY OF SMITHVILLE, MISSOURI** (City) and **GRACE COMMUNITY CHURCH** of Smithville, a non-profit corporation (Church) as follows:

**WHEREAS**, Church desires to use City's Smith's Fork park to sponsor a Christian Music and Camping Festival called the Nehemiah Festival from September 14-16, 2023; and

**WHEREAS**, the use of said park facility as envisioned will sell out the use of the park area for any other purpose;

**NOW THEREFORE** it is agreed as follows:

1. City agrees that Church may have exclusive use of Smith's Fork Park area as hereinafter designated on Exhibit A on September 14, 15, and 16, 2023. Non-exclusive use for setting up is granted on September 13, 2023.
2. Church shall pay City for such exclusive use as follows:
  - A. Four Thousand Two Hundred and Thirty-One Dollars and Twenty Cents \$4,231.20 (43% of 82 campsites X \$40 per day for 3 days) Fifty percent (50%) payable prior to September 14, 2023, and the remainder due on or before September 25, 2023.
  - B. Two Dollars (\$2.00) for each primitive campsite used outside of the campground.
  - C. Fifty Dollars (\$50.00) per shelter per day (2 shelters for 3 days for a total of \$300.00).
  - D. Fees for B and C will be collected at end of Festival but not later than October 1, 2023.
3. Camp hosts have the option to stay in the campground without obligations to the festival.

4. Supplying and cleaning restrooms will be the responsibility of the Church. City to provide key for locked paper containers. City staff will conduct inspection on Monday, September 18, 2023, and notify Church of deficiencies. Church will be responsible for charges associated with additional clean up to get restroom facilities in operation.
5. Church will supply labor and containers sufficient to maintain the cleanliness of the festival area.
6. Church will supply security sufficient for actual crowd attending Festival.
7. Church will be allowed to use the driving range for Festival parking. Staff and Volunteers can use the ball field and soccer parking lots for overnight parking.
8. Church will be allowed to use the practice football fields and spillways parking lot for activities and concerts.
9. No primitive camping will be allowed on any of the two ball fields, football field or soccer fields.
10. No parking at the primitive campsites that are not in the campground. All campers must park in the designated parking areas and walk to the campsite.
11. Church will be responsible for the opening and closing of the campground gate starting Thursday, September 14, at 8:00 a.m., ending Sunday evening, September 17, at 5:00 p.m.
12. Church shall provide proof of a Two Million Dollar (\$2,000,000) liability insurance policy covering their use of the park with the City and U.S. Corp of Engineers listed as additional parties insured. Church hereby indemnifies City for any liability or damages incurred as a result of their use of the park.
13. In the event of default in this Agreement by either party, it is agreed that either party shall be entitled to equitable relief to require performance by the other party as well as for any damages incurred by the breach, including reasonable attorney fees.
14. This Agreement shall be governed by the laws of Missouri.
15. This Agreement shall not be effective until approved by an ordinance duly enacted by the Board of Aldermen of Smithville, Missouri.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date first above written.

**THE CITY OF SMITHVILLE, MISSOURI**

By \_\_\_\_\_  
Damien Boley, Mayor

**ATTEST:**

\_\_\_\_\_  
Linda Drummond, City Clerk

**GRACE COMMUNITY CHURCH**

By \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_

## City of Smithville

Attention:

Board of Alderman

City Manager  
Park & Recreation Department  
Smith's Fork Park Camp Host

107 W. Main Street  
Smithville, MO 64089

Subject: Facility Use Application for Smith's Fork Park September 15-17, 2023 (Nehemiah Fest)

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 September 15-17, 2023 for the specific purpose of producing the 17th annual Nehemiah Festival sponsored and hosted by Grace Community Church of Smithville, MO.

This also will serve as a request for a Board of Alderman exemption of Temporary Sign Permit requirements and fees, as detailed in Section 400.540 (A)(6) and (A)(7) of the Smithville City Code.

Thank you for your time and consideration.

Sincerely,

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

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- II. MO Secretary of State - Certification of Good Standing
- III. IRS letter of Tax Exempt Status
- IV. Attachment H - Security Application
  - A. Security Plan
- V. Site Map

## Addendum to Facility Use Application

### Clarification of facilities access for set up and tear down

Nehemiah Fest was established in 2007 and has requested use of the Smith's Fork Campground each year. In the early years of the event, prior to the current procedure of the facility use application, a contractual agreement with the City was drafted that spelled out the terms of the agreement to include when control of the campground was granted to Grace Community Church to set up for the event and other matters.

This addendum is attached to clearly address the items that is absent from the application and it is requested that the agreement be the same as in year's past.

Control of the campground will be granted to Grace Community Church at 8:00AM on Thursday, September 14, 2023 to allow ample time for site set up for the festival.

Control of the campground will be granted back to the camp hosts as soon as possible on the afternoon of Sunday, September 17, 2023. The majority of campsites should be vacant by 2:00 PM. However, those volunteers that are camping and assisting with the clean up may still be on site for a short time, but are generally "all clear" from the sites between 4:30 PM and 6:30 PM.

As in the past, Grace Community will work with the camp hosts to inform them which sites should be vacant on the morning of Thursday, September 15, 2023 to allow for set up to occur and for known early festival camper arrivals.

Nehemiah Fest campers that come prior to Thursday September 14, 2023 or staying the night of September 17, 2023 (or later) are instructed to make arrangements and pay appropriate fees to the Smith's Fork camp hosts.

Handling camping reservations for the specified period of September 14-16, 2023 will be the responsibility of Nehemiah Festival and staff, as will communication with event campers. The Smith's Fork Camp Host should direct any campers interested in reserving during the specified period should be directed to [www.nehemiahfest.com](http://www.nehemiahfest.com).



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted \_\_\_\_\_

Application # \_\_\_\_\_

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: NEHEMIAH FEST XVII

Event Location: Smith's Fork Park & Campground Event Tier: Tier 2

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

Estimated attendance: 1500-2000

Event Date(s) and Times: Friday-Sunday September 15-17, 2023

Set up date/time: 9/14/2023 8:00AM Cleanup finished date/time: 9/17/2023 4:30PM

#### 2. APPLICANT / CONTACT INFORMATION:

**Applicant(s)**  
Name: David Lin  
Organization: Grace Community Church  
Address: 1520 E. Main (DD)  
City, State, Zip: Smithville, MO 64089

**Property Owner(s), if not applicant or City**  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Phone: (816) 645-1982 Fax: \_\_\_\_\_  
Emergency #: \_\_\_\_\_  
E-mail: dlin@gccsmithville.org

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Emergency #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Alternative Contact Name: Lauri Perkins

Phone: (816) 547-6113

Alternative Contact Name: Ali Hammon

Phone: (816) 699-4352

Detailed event description continued (Attach additional sheet if necessary): 17th Annual Nehemiah Festival  
Camping and Christian music festival held at Smith's Fork Park & Campground.  
Four stages (3 in campground & 1 at Spillway parking lot). Event controlled camping  
reservations Thursday through Sunday in coordination with Camp Host and Park & Rec.  
Special agreement and fee assessment through contractual agreement with the  
Board of Alderman.

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.

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): See attached parking plan. Overflow parking at Grace Community Church

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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): N/A

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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): Use of onsite dumpster at campground. If there is overflow

trash will be transported to the church for disposal in church 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:  No:

If Yes: How Many Electric Pedestals? <sup>all available</sup>           

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):

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 **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

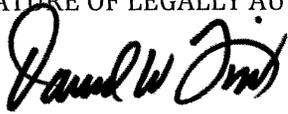
If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. To be determined (there will be 45-50 Christian musical acts in a variety of genres)
2. on four stages throughout the park and campground. Event schedule can be found
3. at www.nehemiahfest.com
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 02/03/2023
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE David W. Lin	TITLE Event Coordinator

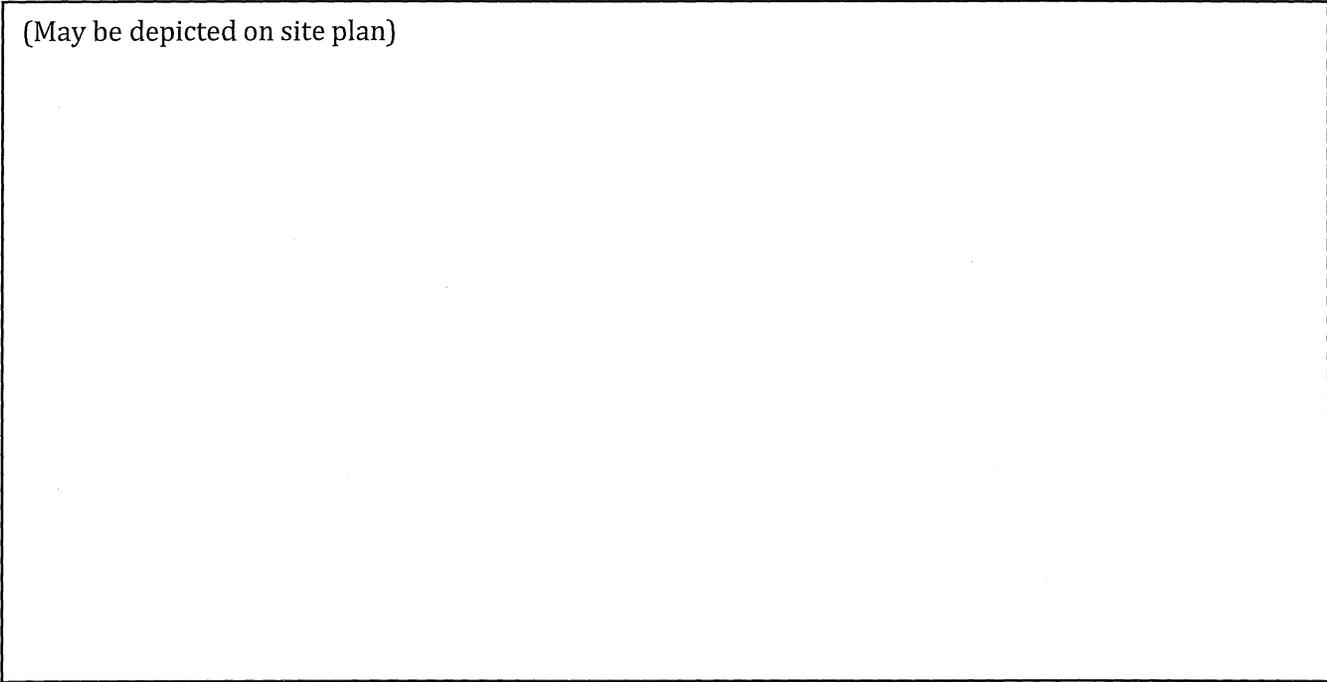


VENDOR MAP

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

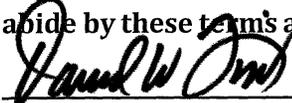
(May be depicted on site plan)



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

02/03/2023

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

**\*\*CITY USE ONLY\*\***

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: \_\_\_\_\_



Temporary Sign Permit Application  
Smithville Code 400.485 – 400.540

**TYPE OF SIGN:**

Flexible  Rigid  Wood  Metal  Plastic  Vinyl

**PROPERTY INFORMATION:**

**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.**

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. <b>Attach additional sheets if necessary.</b>	
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 <sup>2</sup> ):

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.** \_\_\_\_\_

## 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 Certificate



JCC Search



Service of Process



Help

# Search

### Type

Company

Registered Agent

### Name Search Type

Contains word

Starts with

Exact match

Entity Name

Charter Number

Name

N00063944 -  
GRACE  
COMMUNITY  
CHURCH OF  
SMITHVILLE

Type

Nonprofit  
Corporation –  
Domestic

Req

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# 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**

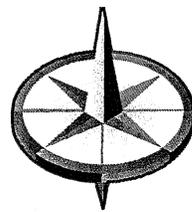
1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event 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.

Nehemiah Fling  
Disc Golf

NORTH



Band  
Check-in  
Band  
Parking

Fish Gate



Inspection Gate

Sheep Gate

Kid's Zone

Solomon's  
Temple Stage

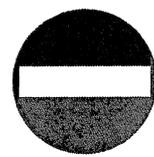
Old Gate

Artist's  
Merchandise



East Gate

Horse Gate



Restricted  
Area



VENDOR ROW



Valley Gate



Ezra  
Stage



Water Gate



Coffeehouse  
Stage



Fountain Gate



Spirit  
Stage



Dung Gate



PRIMITIVE  
CAMPING



No open fires  
In primitive  
area



Day Parking



Entrance