



## Board of Aldermen Request for Action

**MEETING DATE:** 7/18/2023

**DEPARTMENT:** Parks and Recreation

**AGENDA ITEM:** Resolution 1239, Special Event Permit - Festiville

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**REQUESTED BOARD ACTION:**

A motion to approve Resolution 1239, issuing a Special Event Permit to Eric Craig Real Estate Team for Festiville to be held on August 19, 2023.

**SUMMARY:**

Eric Craig Real Estate Team has submitted an event application for their event scheduled from 3:00 p.m. until 1:00 a.m. on August 19, 2023. Festiville will be using the Courtyard, Main Street, Bridge Street and Church Street. Street closures will begin at 9:00 a.m. for set-up.

Festiville has also requested to extend the noise ordinance policy (City Ordinance 205.2210) for their event to 1:00 a.m. They plan to wrap up the event at 12:00 a.m. and have an hour for clean-up.

**PREVIOUS ACTION:**

A Special Event Permit was approved for this event in July 2022.

**POLICY OBJECTIVE:**

N/A

**FINANCIAL CONSIDERATIONS:**

N/A

**ATTACHMENTS:**

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Ordinance                             | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution                 | <input type="checkbox"/> Plans    |
| <input type="checkbox"/> Staff Report                          | <input type="checkbox"/> Minutes  |
| <input checked="" type="checkbox"/> Other: Application and Map |                                   |

**RESOLUTION 1239**

**A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE IN THE DOWNTOWN COURTYARD ON SATURDAY, AUGUST 19, 2023**

**WHEREAS**, Eric Craig Real Estate Team has submitted an application with all required fees and documentation; and,

**WHEREAS**, local and outside businesses will supply the food and beverages for a fee to the participants in a vendor location using their State and City licenses to sell food and 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**, Smithville police officers will assist in providing security at the event.

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

**THAT A SPECIAL EVENT PERMIT TO ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE TO BE HELD ON AUGUST 19, 2023. 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, on the 18<sup>th</sup> day of July 2023.

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Damien Boley, Mayor

ATTEST:

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Linda Drummond, City Clerk



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted 7-7-2023

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: Festi-Ville

Event Location: Smithville Town Square Event Tier: 3

Detailed event description (additional room on next page or sheet may be attached): A music festival with vendors including food, alcohol, or merchandise and a kids area with games and inflatables.

Estimated attendance: 3,000

Event Date(s) and Times: August 19, 2023 from 3pm-11pm

Set up date/time: 9am Cleanup finished date/time: 1am

#### 2. APPLICANT / CONTACT INFORMATION:

##### Applicant(s)

Name: Kylie Smart

Organization: Eric Craig Real Estate Team

Address: 106 W. Main St

City, State, Zip: Smithville, MO 64089

Phone: (423) 605-6561 Fax: \_\_\_\_\_

Emergency #: (423) 605-6561

E-mail: kylie@ericcraigteam.com

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

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

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

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

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

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

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

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

##### Alternative Contact

##### Alternative Contact

Name: Eric Craig

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

Phone: (816) 726-8565

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): \_\_\_\_\_

There will be blocked off areas around the Smithville Town Square. Temporary restrooms are placed in different locations around the square. A police/medic tent will be set up on a corner of the street. Inflatables and games will be in the kids area monitored by at least 2 people and will be closed around 8pm. We will start setting things up around 9 am and end around midnight or when we finish up cleaning. All vendors are labeled by a number on the map.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. PARKING PLAN

Do you have sufficient on street/lot parking at your eventspace? 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): \_\_\_\_\_

Parking will be around the closed streets as well as designated areas shown on the provided map.

We will have designated people on gators to provide assistance to concert from parking areas if needed.

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 have notified all surrounding businesses on the square and offered ✓

vendor spaces to take part in the event.

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): If the event is cancelled, we will notify participants on all of our social media

platforms (Instagram, Facebook), on our website and any event platforms that this event has been posted on.

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): \_\_\_\_\_

Our security plan is to have off-duty officers. They will be in charge of crowd control, lost items, if kids are separated from their parents and any unlawful activities.

This has been discussed with Chief Lockridge and he recommended 6 officers and a supervisor for this event. ✓

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):

We have ordered portable restrooms from Packs that will be dropped off and picked up. We have ordered 18 standard event toilets and 4 ADA handicap units, as well as 5 sink stations. We will have event staff monitoring restrooms and stocking when needed. ✓

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):

Trash cans will be placed around the event and will be monitored. Once full, all trash will be placed in a dumpster on the corner of Mill St by Hixson-Klein Funeral Home and relined for more trash.

12. FIRST AID PLAN:

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

We will have a police/medic tent or ambulance on site for any injuries.

13. UTILITY CONNECTIONS

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

If Yes: How Many Electric Pedestals? At least 12. TBD on additional electrical pedestals needed.

If Yes: How Many Water Hookups? None at the time being.

Additional Utility Requests (Attach additional sheet if necessary): N/A

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes:  No: \_\_\_\_\_

If Yes: Explain (Attach additional sheet if necessary):

This is shown on the map. Johnny Viebrock will do the roadway closure. ✓

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: \_\_\_ No:

If Yes: Please Explain (Attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes:  No: \_\_\_\_\_

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

17. SPECIAL ITEMS:

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

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

Will you have food/sales vendors?..... Yes:  No: \_\_\_\_\_ (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

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

1. Missy White- DJ, country and pop music (3pm-5pm, between sets)
2. Hudson Drive- band, country (5pm-6:30pm)
3. Dolewite- band, hip-hop tribute band (7pm-8:30pm)
4. Chris Cagle- band, country (9pm-10:30pm)
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

INSURANCE

**Must submit a copy of your special event insurance policy with this form.**

**(SEE ATTACHED FOLLOWING APPLICATION)**

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  <div data-bbox="527 1396 690 1459" style="border: 1px solid black; padding: 2px; font-size: small;">             dotloop verified              07/05/23 4:14 PM CDT              090Z-G9R7-RTG9-KWQU           </div>	Date <u>07/05/2023</u>
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE <u>Eric Craig</u>	TITLE <u>Owner</u>

19. VENDORS:

Please fill out the following vendor information. Refer to the [Event Rules and Conditions](#) for more information. Include amusement/carnival ride vendors.

VENDOR LIST:

Vendor Name	Contact Info	What the vendor will be selling? (one or two words)	Clay County Health Dept. Permit # (Food/Beverage vendors only)	Please attached insurance certificate for each vendor
BesaMe Wellness	Stef Lockhart 913-209-2175 slockhart@besamewellness.com	Exposure of brand		<input checked="" type="checkbox"/>
Hot Shot Kettle Corn	Mitch Bosley 816-298-4719 cmbozz4@yahoo.com	Kettle Corn	Will apply for temporary one	<input checked="" type="checkbox"/>
Eliza Rae Candle and Trade Co	Lisa Weissenbach 816-390-4547 Lisaweissenbach1972@gmail.com	Candles & apparel	#26	<input type="checkbox"/>
Krafty Critter KC	Elizabeth Pingleton 816-778-9596 Kraftycritterkc@gmail.com	Tumblers & Shirts		N/A
Rockin' C Cowhide Creations	Cassidy Childerston 816-838-4125 Cassidy.sb247@gmail.com	Cowhide creations		N/A
Thug-Technique	Tracey Hugunin 816-916-4990 thug.technique@gmail.com	Home decor		<input checked="" type="checkbox"/>
Hayden's Sweets	Alicia Morlan 660-238-4585 haydenssweets@yahoo.com	Cotton candy & Funnel Cakes	Will apply for temporary one	<input checked="" type="checkbox"/>
Fill'Em Up	Marchella Oneal 816-400-4871 fillmupfoodtrailerllc@gmail.com	Burgers & nachos	Will apply for temporary one	<input checked="" type="checkbox"/>
Chick-fil-A	Samantha Pinner spinner@chickfilabr.com	Chicken sandwiches	Will apply for temporary one	<input checked="" type="checkbox"/>
The Swanky Stone Shop	Melissa Stone 816-400-3055 Melissakaystone11@gmail.com	Acrylic earrings & hats		<input type="checkbox"/>
Carpenter's Woodshop	Chris Carpenter 913-306-6511 Carpenterswoodshop@yahoo.com	Wooden items		<input checked="" type="checkbox"/>
Talagios Pizzeria	Lisa Dover 660-864-7461 Lisa@talagiospizza.com	Pizza		<input checked="" type="checkbox"/>
TRU Boutique	Kaegann Jordan 573-201-7818 truboutique@gmail.com	Women's clothing		<input type="checkbox"/>
Bling With LJ & Touchstone Crystal	Larisa Allen 816-289-0919 thompson154@kc.rr.com	Crystal jewelry		<input checked="" type="checkbox"/>
Ann's Bling Castle (Paparazzi Accessories)	Ann Sundberg 815-823-4863 annsblingcastle@gmail.com	Fashion accessories		<input checked="" type="checkbox"/>
Sakai Lee & Co	Kyra Williams 816-825-2275 Kyrawllms@yahoo.com	Candles & body care		<input type="checkbox"/>
Friends of Megan's Paws & Claws	Traci Sisco 937-554-8139 friendsofmegans@gmail.com	Dog treats & apparel		<input type="checkbox"/>
Sgt. Roderick American Woodworking	Brian Roderick 660-215-2299 sgt_roderick@hotmail.com	Wooden items		<input checked="" type="checkbox"/>
Ziggy and Zaggy's Food Barn	Angie Deras 816-588-2184 angieaco2003@yahoo.com	Nachos & Sandwiches	22-0083M	<input checked="" type="checkbox"/>



## VENDOR MAP

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

This is detailed and laid out on the site map. See attached following application.

## 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.

Kylie Smart

**Event coordinator**

07/05/2023 **Date**

*Kylie Smart*

dotloop verified  
07/05/23 4:15 PM CDT  
ZZJH-QVPT-BVAW-GVTF





# EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

### SCHEDULE

<p><b>Name Of Additional Insured Person(s) Or Organization(s):</b></p> <p>Smithville Festiville, LLC  c/o Eric Craig  106 W Main St  Smithville, MO 64089</p>
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**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section II – Who Is An Insured:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

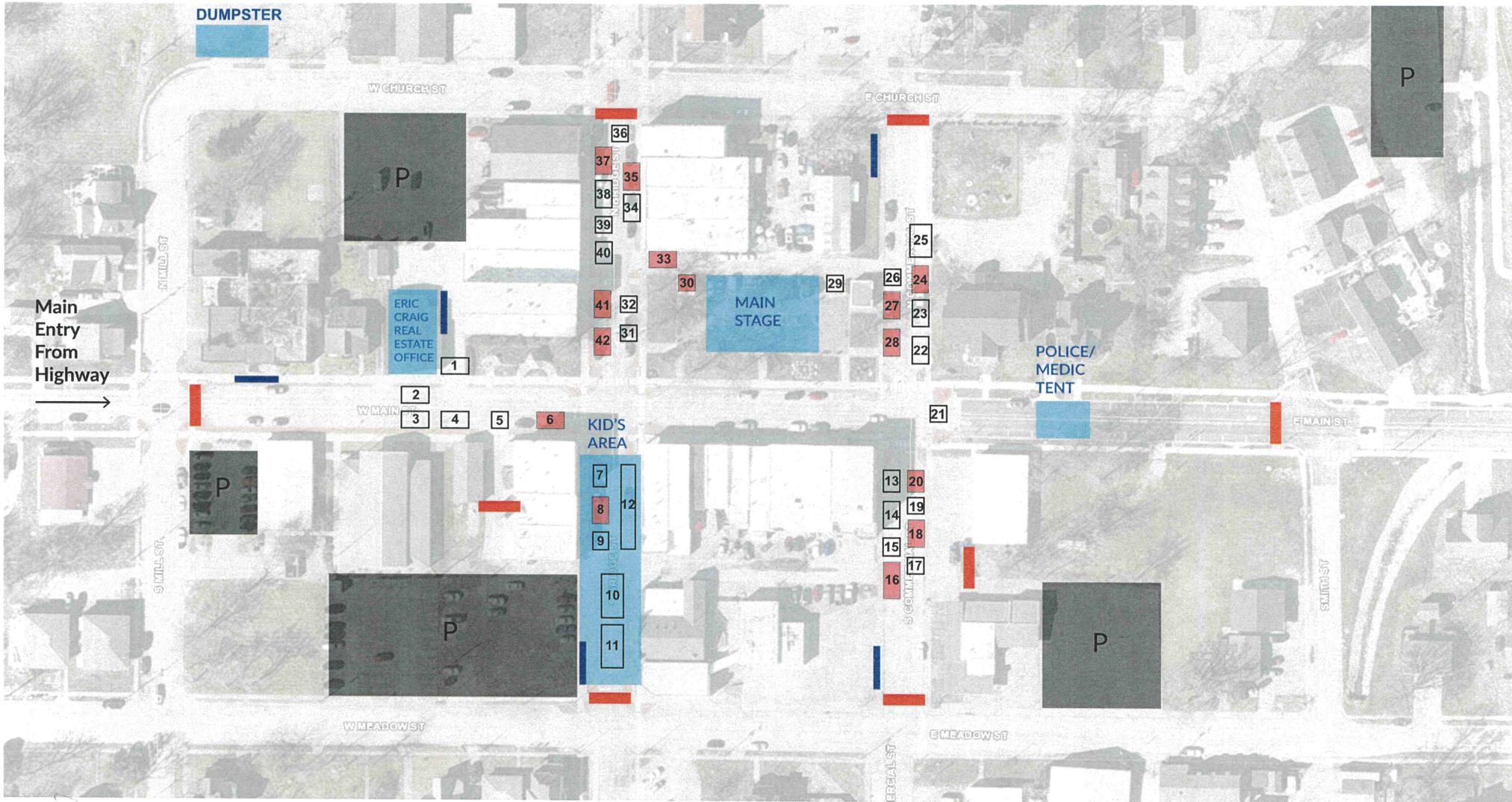
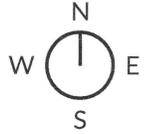
1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

# FESTI-VILLE MAP

	ROAD BLOCKED		CRAFT VENDOR
	RESTROOMS		FOOD VENDOR
	PARKING		



- |                                |  |                             |  |                         |
|--------------------------------|--|-----------------------------|--|-------------------------|
| 1. Eric Craig Real Estate Team | 11. Inflatable Slide                   | 21. Rick's Water Stand      | 31. The Swanky Stone Shop                | 41. Talagio's Pizzeria  |
| 2. Eric Craig Real Estate Team | 12. Inflatable Slide                   | 22. TRU Boutique            | 32. BesaMe Wellness                      | 42. KC Whip and Company |
| 3. Putt Putt and Cornhole      | 13. TBD                                | 23. THug-Technique          | 33. Humphrey's                           | 43.                     |
| 4. Champion Inspection         | 14. Sgt. Roderick American Woodworking | 24. O'Boys Po'Boys          | 34. Ann's Bling Castle                   | 44.                     |
| 5. TBD                         | 15. Friends of Megan's Paws and Claws  | 25. Combine                 | 35. TBD                                  | 45.                     |
| 6. Kozak's                     | 16. Ziggy and Zaggy's Food Barn        | 26. Sakai Lee & Co          | 36. Bling With LJ's & Touchstone Crystal | 46.                     |
| 7. Todd Nitsche                | 17. CBD Greenleaf                      | 27. Chick-fil-A             | 37. Hot Shot Kettle Corn                 | 47.                     |
| 8. Hayden's Sweets             | 18. Fluffy Monkey Stuff                | 28. BBQ Food Trailer        | 38. Carpenter's Woodshop                 | 48.                     |
| 9. Face Paint & Balloon Artist | 19. Krafty Critter KC                  | 29. Chris Cagle Merchandise | 39. Rockin' C Cowhide Creations          | 49.                     |
| 10. Kid's Games                | 20. Fill'Em Up                         | 30. Chop's BBQ              | 40. Eliza Rae Candle & Trade Co          | 50.                     |