

City of Smithville

Attention:

Board of Alderman

City Manager
Park & Recreation Department

107 W. Main Street
Smithville, MO 64089

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

To all concerned:

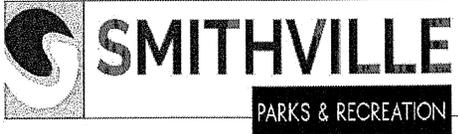
Please accept the following Facility Use Application, related addendums and required attachments to request use of Smith's Fork Park for the period of July 26 & 27, 2024 for the specific purpose of producing the 18th annual Christian Family Day sponsored and hosted by Grace Community Church of Smithville,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

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

Thank you for your time and consideration.

Sincerely,

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



CITY OF SMITHVILLE
 107 West Main Street
 Smithville, MO 64089

Date Submitted 3-7
 Application# 1
 Date Approved _____

SPECIAL EVENT APPLICATION

Thank you for choosing the City of Smithville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must be approved prior to the event. Please complete and return the following special event application to City Hall at the address above. Thank you again for choosing Smithville. Please refer to the **Application Information** and corresponding sections in the **Event Rules and Conditions** to answer most questions.

1. EVENT INFORMATION:

Event Name: Christian Family Day #18
 Event Location: Courtyard Park Event Tier: Tier 2
 Detailed event description (additional room on next page or sheet may be attached): Annual music and vendor street fair event hosted by Grace Community Church
 Estimated attendance: 600-800
 Event Date(s) and Times: 7/27/2023 10:00am - 10:00pm
 Set up date/time: 7/26/2023 7pm Cleanup finished date/time: 7/27/2023 10:00 PM

2. APPLICANT / CONTACT INFORMATION:

| | |
|---|--|
| Applicant(s) | Property Owner(s), if not applicant or City |
| Name: <u>David Lin</u> | Name: _____ |
| Organization: <u>Grace Community Church</u> | Organization: _____ |
| Address: <u>1520 E. Main (DD)</u> | Address: _____ |
| City, State, Zip: <u>Smithville, MO 64089</u> | City, State, Zip: _____ |
| Phone: <u>(816) 645-1982</u> Fax: _____ | Phone: _____ Fax: _____ |
| Emergency #: _____ | Emergency #: _____ |
| E-mail: <u>dlin@gccsmithville.org</u> | E-mail: _____ |
| Alternative Contact | Alternative Contact |
| Name: <u>Lauri Perkins</u> | Name: <u>Ali Hammon</u> |
| Phone: <u>(816) 547-6113</u> | Phone: <u>(816) 699-4352</u> |

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

3. EVENT TYPE:

- Run Walk Parade/March Bike Race/Tour Street Fair Concert Film Festival Other: _____

5. SITE PLAN

Where do you plan to have your event? Courtyard Park: Other Public Property: _____

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

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

6. PARKING PLAN

Do you have sufficient on street/lot parking at your eventspace? Yes: No:

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): Street parking & public parking in the surround downtown area is sufficient for this event.

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): We will make personal contact with impacted business on the square.

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.

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

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):

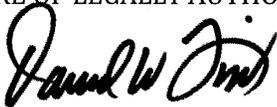
1. To be determined (there will be 8-10 Christian musical acts in a variety of genres)
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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

02/03/2024

PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE

David W. Lin

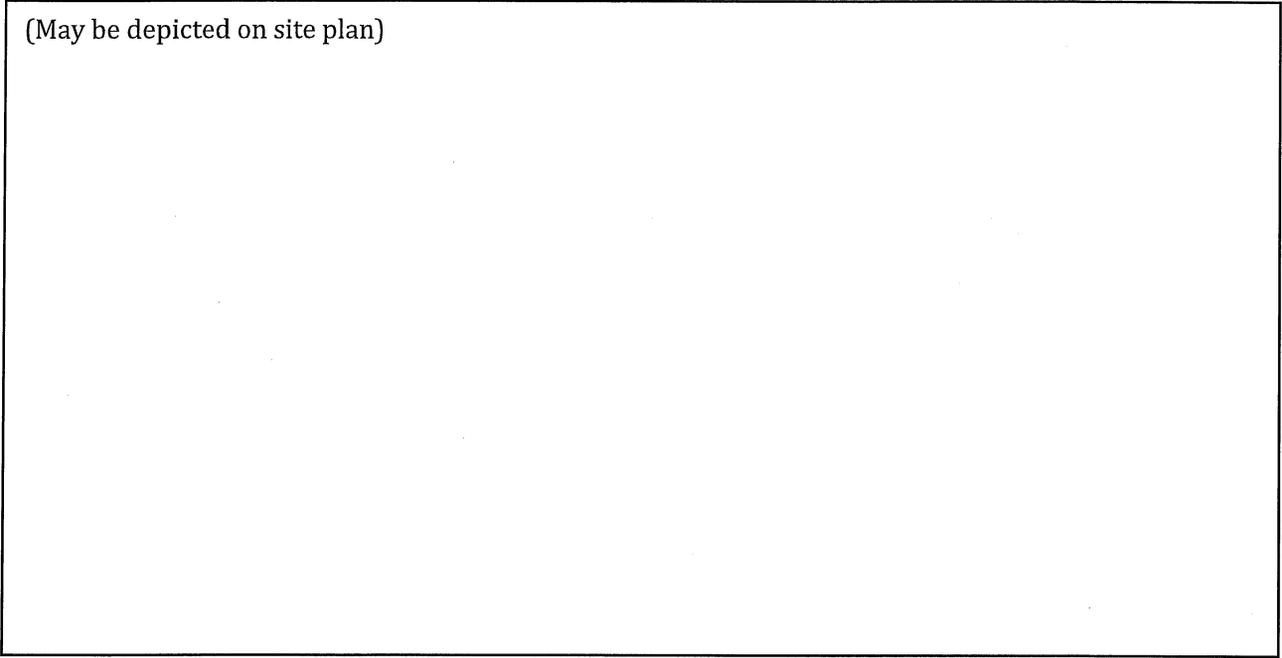
TITLE

Event Coordinator

VENDOR MAP

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

(May be depicted on site plan)



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.

_____ **Event coordinator**

_____ **Date**

CHECK LIST

Required Items

- \$25 Special Event Application Fee.
- Correct Event Rental Fee Paid
- Completed Event Information, Application Contact Information, Event Type Sections
- Completed Site Plan Section
- Completed Parking Plan Section
- Completed Public Information and Cancellation Notice Sections
- Completed Security Plan
- Completed Restroom and Clean-Up Plan
- Completed First Aid Plan

Additional Items (If Needed)

- Completed Roadway Closure Section.
- City Staff Request \$30.00/hour per staff member.
- Temporary Sign Application and Fee.
- Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
- Completed Performance Section
- Completed Vendor Section.
- City Police Request \$45.00/hour per officer (3 hours min.)

Due 7 Days before the Event

- Additional Fees and other Requested Information

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers

Smithville Parks and Recreation 816-532-8130;
parks@smithvillemo.org

Missouri Liquor Control 573-526-2769

Smithville Police Department and City
 Hall 816-532-3897

Clay County Health Department 816-595-4200

TEMPORARY SIGN REGULATIONS

TEMPORARY SIGN: A sign constructed of non-permanent materials, including, but not limited to vinyl, cardboard, coroplast, plastic, sheet metal or wood, and placed on the ground with a pole without a footing to support such pole, or to a building with such materials as rope, string, or screws and not enclosed in some form of a permanent cabinet or structure.

No temporary sign shall exceed thirty two square feet (32') in total area, be placed greater than five feet (5') above the ground, as measured from the ground to the bottom of the display area, unless temporarily attached to a building, but in no event taller than the façade of the wall upon which the sign is attached, and constructed of materials that will withstand the natural elements for a period of time not less than the validity of the permit. All temporary signs shall be maintained in good repair, have a clean, neat appearance, and remain free from cracks, rips, tears, and/or fading. All temporary signs and the stake or supporting structure for such sign shall be designed, constructed, and installed to resist normal wind loads, which may cause the sign to become dislodged from its location. All signs must be monitored by the applicant so as to identify any sign that becomes dislodged, in whole or in part, from its supporting structure, and replaced to the location contained in the permit with another method of attachment that will prevent it from becoming dislodged. In the event that any temporary sign becomes dislodged for a period longer than forty-eight (48) hours or becomes dislodged more than one time during the validity of the permit, such permit shall become immediately null and void; the sign may be removed by the city with no refund of fees or return of the sign so removed. *Section 400.505 Smithville Code.*

Fee Structure--Temporary Signs

| Type of Material | Original Application Fee | Relabeling Fee |
|---------------------|--------------------------|----------------|
| Flexible Materials* | \$25.00 | \$5.00 |
| Rigid Materials** | \$10.00 | \$5.00 |

* Flexible materials shall include vinyl, paper, and cardboard.

** Rigid materials shall include wood, metal, plastic, corrugated cardboard and coroplast

State of Missouri

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

Issued to:

Missouri Tax I.D.: 17578752

GRACE COMMUNITY CHURCH OF SMITHVILLE
1520 DD HWY
SMITHVILLE MO 64089

Effective Date: 07/11/2002

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

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

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

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



- Search - ...
- Verify Ce...
- UCC Sear...
- Service o...
- Help

Search

Type

- Company
- Registered Agent

Name Search Type

- Contains word
- Starts with
- Exact match

Entity Name

Charter Number

Registration Date From

mm/dd/yyyy

Registration Date To

mm/dd/yyyy

- Active

Clear

Search [s]

| Name | Type | Represents | Status | Registered On |
|--|----------------------------------|------------|---------------|------------------|
| N00063944 - GRACE COMMUNITY CHURCH OF SMITHVILLE | Nonprofit Corporation - Domestic | - | Good Standing | 04/21/2000 00:00 |

Open



About Us
 Privacy Policy
 Contacts
 Branch Offices

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

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



Event Emergency and Safety Operations Plan

PURPOSE:

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

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

Emergency and Security Team (EST) selection:

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

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

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

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

EST Structure:

Designated EST personnel will have divided into two primary functions:

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

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

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

EST Component Responsibilities:

Site Safety and Security (EST-SSS)

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

Emergency Response (EST-ER)

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

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

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

Communications:

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

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

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

Emergency Contact Numbers:

911

Smithville Police:

Daytime phone - (816) 532-0500.

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

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

Fire Department:

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

Ambulance:

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

Key Festival Personnel Roster:

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

INCIDENT PROCEDURES & PROTOCOL

Medical Emergencies

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

Weather Contingencies (For outdoor events)

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

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

Fire and other Hazardous Environments

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

Disorderly subjects

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

Public Facility Use Permit Application Attachment I – Street Closing Application

| | | | |
|----------------|--|-----------------|-----------------|
| CONTACT | PERSON/TRAFFIC CONTROL COMPANY RESPONSIBLE FOR STREET CLOSINGS | | |
| | PHONE | ALTERNATE PHONE | ALTERNATE PHONE |

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

| | | |
|------------------|---|------------|
| SIGNATURE | SIGNATURE | DATE |
| |  | 02/04/2024 |
| | PRINTED NAME AND TITLE (IF APPLICABLE) | |
| | David W. Lin | |

SCO



Chop's BBQ and Catering

STREET CLOSED

Bridge St

STREET CLOSED

Courtyard Park



Kennedy's

Church St

Church St

Vendors
VENDORS

Commercial/ive

Trade



PRODUCTION

CFD

CFD

STAGE

CFD

BAND PARKING

BAND LOADING



VENDORS

GCC

GCC

VENDORS

CFD

Controlled parking
Biker Ride in

VENDORS

Bridge St

N Bridge St

Bridge St

100 East Main Street

Main St

E Main St

Childr

S

DD

Brid

Etc

kers