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## CITY OF PARKVILLE

# EVENT RULES AND CONDITIONS

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## EVENT PERMIT CONDITIONS

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**The following conditions must be met for issuance of a special event permit:**

- i. The Special Event Application is complete and all information contained in the application accurately reflects the applying organization/individual.
- ii. The date and location for the proposed event is not already reserved by another event.
- iii. The Special Event Application was completed and returned to the City within the required time frame.
- iv. The approved event fee, documentation, damage deposit, and/or insurance requirements were received in accordance to the due date policy.
- v. A determination has been made that the proposed use would not be too disruptive to the residents, businesses, or the natural landscaping.
- vi. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic into and out of the event location.
- vii. The concentration of persons, equipment, vehicles, or animals at the event or assembly sites will not substantially interfere with adequate fire, police, and emergency medical service into and out of the event location.
- viii. The conduct of the event will not result in illegal activity and/or violence to persons or property.
- ix. The conduct of the event will not require the diversion of a large enough number of City employees that adequate staff is not available to complete day-to-day City assignments.

# EVENT RULES

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## EVENT PERMIT EXEMPTIONS

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- No person shall engage, participate in, aid, form or start an event unless a special event permit is obtained from the City of Parkville. A special event permit shall not be required for the following, although organizers must still comply with applicable regulations:
  - Events administered by the City
  - Political demonstrations and protests
  - Funeral Processions

## EVENT MODIFICATIONS

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- Minor changes of event content or logistics after approval is not unusual and requires only staff notification.
- Major changes should be discussed with City staff as soon as possible to determine if re-approval will be necessary.

## PERMIT DISPLAY

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- The special event permit holder shall have exclusive use of the stated area defined on the application within the time frame described on the permit.
- The permit must remain in the possession of the special event permit holder at the stated facility, and must be presented to any law enforcement officer or City employee upon request.

## PUBLIC NOTICE

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- For all special event permits, City personnel shall post a notice of reservation at least 24 hours prior to the reservation time on or near the reserved space. The notice shall include the permit number, date, and time period of the reservation.
- If the event is open to the public the City will place the event on the City's online event calendar.

## PERMIT REVOCATION

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### REVOCATION OF A SPECIAL EVENT PERMIT (PRIOR TO THE EVENT):

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- A special event permit may be revoked at the discretion of the City Administrator when the health or safety of the public is threatened by an emergency, disaster, or other unforeseen condition. In the event of a special event permit revocation due to reasons outside the control of the applicant, the City will refund all event fees.

### REVOCATION OF A SPECIAL EVENT PERMIT (DURING THE EVENT):

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- A special event permit may be revoked during an event for the following reasons:
  - The applicant has knowingly made a false, misleading, or fraudulent statement of fact to the City in the application process; or
  - The event in progress does not satisfy [conditions of event approval](#); or
  - The event in progress does not adhere to the [rules of event approval](#); or
  - Payment of fees, charges, or deposits is found to be fraudulent or incomplete; or
  - Any event activity occurs that was not specifically stated in the application; or
  - The event does not adequately prepare security measures to ensure the health, safety, and welfare of event patrons, residents, workers, and other visitors.
- In the event of a possible permit revocation, the event organizer will be immediately notified by City staff and will be given a reasonable opportunity to fix any violations.
- If a special event permit is revoked, the event is cancelled and activities must be terminated immediately.
- The City Administrator has the responsibility to revoke a special event permit if the safety of the public is threatened by an emergency, disaster, or other unforeseen condition.

## VENDORS

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- Vendors include all sellers of merchandise (including artists), service, or food/beverages. Vendors also include carnival/amusement ride services.
  - All vendors must have a Parkville business license per Chapter 605 of the Parkville Municipal Code.
  - Vendors at events hosted by tax-exempt non-profit organizations with a principal place of business in Parkville as defined by section 501(c)(3) of the Internal Revenue Code are exempt from the business license requirement.
  
- The City requires a **Vendor List** as part of the Special Event Application. The **Vendor List** must including the following information:
  1. Trade name of vendor
  2. Contact Information
  3. Indicate generally what the vendor will be selling
  4. Platte County Health Dept Permit # (Food/Beverage vendors only)
  5. Insurance certificate
  
- The City requires a **Vendor Map** as part of the Special Event Application. The **Vendor Map** shows the approximate location of each vendor or vendor area.
  
- Vendors are responsible for collecting sales tax from consumers and remitting those collected taxes to the State of Missouri.
  
- Potable water connections are limited. Please note in the application the number of requested water connections. Staff will attempt to accommodate as many as possible.
  
- No sanitary sewer or drainage connections are available for vendors.
  
- Grease or fat may not be disposed of on City property or in trash containers.
  - Grease or fat disposed of on City property will result in revocation of any security deposit and a charge of \$1,000 to the post event invoice.

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## VENDOR INSURANCE

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- Parkville requires specified vendors hired by the applicant to carry insurance. [Please see the insurance guidelines below.](#)
  - The applicant will be required submit the certificate/s of vendor insurance seven (7) days in prior to the event.

## ALCOHOL

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- Please plan ahead if you are planning to serve alcohol. Any event serving alcohol in City parks or on public property must receive Picnic License (Non-Profits) or a Temporary Caterer's Permit (Businesses) from Parkville, Platte County, and the State of Missouri. Approved alcohol permits must be turned in seven (7) days before an event.
- Having alcohol at a Tier 2 or 3 event may require that you have a police or other security presence. The Police Department will provide more information at the Staff-Applicant meeting.

### PICNIC LICENSE (NON-PROFIT ORGANIZATIONS):

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Step 1:

- Turn in or email a **Request for a Picnic License** to the [City Clerk](#). Please use the [Standard Request for a Picnic License Template](#).

Step 2:

- The **Request for a Picnic License** will be placed on the next Board of Aldermen Agenda for approval.

Step 3:

- After your request has been approved, you must fill out the State [Application Form for a Picnic License](#). Be sure to attach the City approved **Request for a Picnic License** to the state application.

Step 4:

- After your request has been approved by the State, turn in the approved state documentation to the [City Clerk](#).

Step 5:

- After your request has been approved by the State, call the Platte County Clerk (816-858-3342) for details on the appropriate county permit that is required.

### TEMPORARY CATERER'S PERMIT (BUSINESSES):

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Step 1:

- Businesses with a current "by the drink" license in Missouri will need to fill out a City of [Parkville Temporary Caterer's Permit](#). Turn in or email the completed Parkville Temporary Caterer's Permit to the [City Clerk](#).

Step 2:

- After your request has been approved, you must fill out the State [Application Form a Temporary Caterer's Permit](#). Be sure to attach the City approved **Parkville Temporary Caterer's Permit** to the state application.

Step 3:

- After your request has been approved by the State, turn in the approved state documentation to the [City Clerk](#).

Step 4:

- After your request has been approved by the State, call the Platte County Clerk (816-858-3342) for details on the appropriate county permit that is required.

## SANITATION GUIDELINES

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### TRASH AND RECYCLING

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- The City requires **Clean-Up Plan** as part of the Special Event Application.
- Trash barrels with plastic liner bags are located throughout English Landing Park and the Farmers' Market area. The organizer is responsible for periodically emptying the trash barrels as they become full, replacing them with a plastic liner, and hauling the full bags to a City dumpster. Additional trash bags are the responsibility of the event coordinator.
- The City provides a 4 cubic-yard dumpster located at the east end of McAfee Drive that may be used for additional trash disposal. If an event requires additional trash beyond the capacity of the existing 4 cubic yard dumpster, the rental of additional trash collection dumpsters is the responsibility of the event coordinator.
  - The City will coordinate and determine the placement of any additional trash collection dumpsters.
- The City encourages events to use City provided recycling bins available free of charge. The bins are locked up in English Landing Park behind the Park Headquarters building. A City staff member will unlock the bins for use prior to the event. Please return the bins after the event has been completed.
  - The event coordinator is responsible for placing the bins throughout the event area and returning them to the Park Headquarters at the event's conclusion. Approved collection material is listed on each container. If large amounts of cardboard are collected, place the flattened cardboard alongside the recycling bins.
- If the trash is not being emptied as containers become full during the event, City staff reserves to the right to empty and re-line the containers at a cost of \$30.00 per person per hour. This will be charged to the post event invoice.

### PORTABLE TOILETS

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- The City requires a **Restroom Plan** as part of the Special Event Application. For each 500 persons, a public event must have at least 4 toilets (one to be handicapped accessible) and an adequate hand washing station.
  - English Landing Park has a permanent, gender-separate, restroom facility that has the equivalent of 4 toilets (2 are handicapped-accessible).
  - The City will provide 2 additional portable restrooms and 2 ADA portable restrooms during the peak season for public use (April 1<sup>st</sup> thru October 31<sup>st</sup>).
- If the event duration is for more than 6 hours, the restroom units will likely need to be cleaned and re-stocked with supplies. This service is the responsibility of the event coordinator.
  - The City will provide cleaning services if requested for \$30.00 per person per hour. This will be charged to the post event invoice. If the restrooms are not being cleaned and restocked during the event, City staff reserves to the right to clean and restock the toilets at a cost of \$30.00 per person per hour. This will be charged to the post event invoice.

## PARADES, PARKING, AND PUBLIC SAFETY

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### ROADWAY & PARKING LOT CLOSINGS

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- Street and parking lot closures are only permitted if approved by the Parkville Police Department. Please indicate proposed closures in the **Roadway and Parking Lot Closures Section** of the Special Event Application.
  - The Police department will discuss the proposed closure or parade route with the Parks Superintendent and Public Works director prior to the Staff-Applicant meeting. Any recommended changes will be discussed at the Staff-Applicant meeting.

### PARKING & TRANSPORTATION

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- Parking space is limited in the downtown business and residential area. Existing parking ordinances will be enforced.
- If the event is in a location with limited parking availability, the event organizer will be required to develop a **Parking Plan** as part of the Special Event Application in conjunction with the Parkville Police Department. This plan displays how people will get to and from the event. Shuttle bus service is recommended for transportation of persons from remote parking areas to the event.
- Use of Ball Field 1 for parking can be requested but not guaranteed. Ball Field 1 is unusable if the field is wet or damp prior to an event. The Parks Superintendent will decide if Ball Field 1 is useable for parking the day of the event. This determination is based on current Ball Field 1 conditions, current weather conditions, and weather predictions for the duration of the event.

### SECURITY

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- The City requires a **Security Plan** as part of the Special Event Application. Additional security for all events will be at the discretion of the Police Chief or his/her designee. Provide detailed contact information for any planned usage of a private security in the **Security Plan** section of in the Special Event Application.
  - The Police department will discuss the need for security with the Parks Superintendent and Public Works director prior to the Staff-Applicant meeting. Any recommended changes will be discussed at the Staff-Applicant meeting.
  - The event organizer may request a police security presence of \$30.00 per officer per hour. Please note this on the designated place on the application.
  - The Parkville Police Department reserves to the right to provide additional security at a cost of \$30.00 per officer per hour to an ongoing event deemed 'unsecure'. The decision to provide additional security shall be made between the Police Chief and the City Administrator. This will be charged to the post event invoice.



## SITE PLAN

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- The City requires a **Site Plan** as part of the Special Event Application. This should be a detailed narrative or map including a description of activities in the event, such as event entry and exit, water stations, first aid, start/finish lines, inflatables, and a time line of your event.

## FIRST AID

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- The City of Parkville requires a **First Aid Plan** as part of the Special Event Application. Coverage can be provided by either a private entity, the South Platte Fire Protection District, or qualified individuals from the event staff.

## MANDATORY WARNING INFORMATION

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The City of Parkville will place warning signs at the entrances to all public events.

The state of Missouri exempts a community with a population of less than 10,000 from most liability exposures if warning signs are posted during a fair or festival. In addition to posting applicable signs, risk transfer practices are warranted when the event is to take place on the property of a member, but the member does not have administrative control over the activity.

### **City Prevention Steps:**

- Signs with a warning notice shall be posted and maintained in clearly visible locations at major entrances to the event and throughout the event location as determined by the governing authority.
- These signs shall be in black letters on a white background with each letter to be a minimum of one inch in height.
- The language shall substantially state “**WARNING:** Under Missouri law, (enter county, City or village name) is not liable for an injury to or the death of any person resulting from the inherent risks of participating in or observing any activities at this event pursuant to the Revised Statutes of Missouri.”

## MISCELLANEOUS GUIDELINES

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### UTILITY CONNECTIONS

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- Electric pedestals and distribution panels are available in numerous convenient locations in English Landing Park.
- The use of electric pedestals and distribution panels must conform to Southern Platte Fire Protection District Festival Fire Code Regulations.
- Any expenses incurred by the City for the hardwiring of distribution panels by a certified electrician will be charged to the post event invoice.

### FIREWORKS AND PYROTECHNIC OPERATORS

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- The City requires a **Fireworks Plan** as part of the Special Event Application.
- All aspects of fireworks featured during an event must be controlled at all times by a licensed and insured pyrotechnic operator. The City strictly controls viewing and launching locations.
- Parkville requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below.](#)
  - The applicant will be required submit the certificate/s of insurance seven (7) days in prior to the event.

### MUSICAL/THEATRICAL PERFORMANCES

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- The City requires a **Performance List** as part of the Special Event Application. The Performance List includes a list of performers, performance type, music genre, performance times and duration.
  - The Performance List must be turned in at least seven (7) days prior to the start of the event.
- Performances with amplified sound must end by 11:00pm.
- Performances with electrical supply requirements in excess of 200 amps (120/240 volts) need to be located on or adjacent to the Maxine McKeon stage in English Land Park.

### CARNIVALS AND RIDES

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- Carnivals are approved for the parking lot area between East Street, Main Street, the railroad tracks, and McAfee Street.
  - The City will consider proposed changes to the carnival area on a case by case basis subject to approval by CLARB.
- Parkville requires specified vendors hired by the applicant to operate at the event to carry insurance. [Please see the insurance guidelines below.](#)

- The applicant will be required submit the certificate/s of insurance seven (7) days in prior to the event.
- Carnival and ride operators must have current [Missouri State Amusement Ride Permits](#) for all affected rides and devices brought to the event by the operator.
- City staff will arrange for an inspection of carnival set-ups (electrical) by the Southern Platte Fire Protection District.
- Carnivals are prohibited from providing live animals as prizes.

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### SIGNAGE

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- A **Temporary Sign Permit** may be issued for special event provided they do not exceed sixteen (16) square feet in area.
- Temporary signs must be on private property with the property owner's permission.
- Temporary signs may be up for a maximum of thirty (30) days.
- All temporary signs shall have the date of removal printed clearly on the lower right-hand corner, as viewed from the exterior.
- Signs must be out of the sight triangle.
  - The driver of a vehicle approaching or departing from an intersection should have an unobstructed view of the intersection, including any traffic control devices, and sufficient lengths along the intersecting highway to permit the driver to anticipate and avoid potential collisions. Please visit the following [website](#) for more information.
- Signs must be out of the right of way.

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### HANDBILLS AND FLYERS

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- City Ordinance restricts the distribution of handbills and flyers per City Code [Section 610.150](#).
- Event handbills and flyers may be given to the Parks Superintendent for display on the English Landing Park information bulletin board.

- All event rules, conditions, and guidelines apply to the Parkville Nature Sanctuary.
- The following rules also apply at all times in the Parkville Nature Sanitary:
  - No dogs.
  - No firearms.
  - No fires except in designated fireplaces.
  - No hunting, fishing, or trapping.
  - No picking or collecting.
  - No digging for roots or relics.
  - No camping.
  - No unauthorized vehicles (including bicycles, skateboards, etc.) except in the entry parking lot.
  - No weddings
- Parkville Nature Sanctuary events are considered “Public Property Events” and shall be charged an event fee at the rate of \$50 per day.

## OTHER REQUIREMENTS

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### PRE INSPECTIONS

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- Prior to the commencement of an event, the South Platte Fire Protection District Fire Marshal will inspect event and vendor areas to ensure compliance with applicable fire code.
- Prior to the commencement of an event, Platte County Health department will inspect food preparation and serving areas to comply with applicable health code.

### DEPOSIT REQUIREMENTS

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- Prior to the commencement of an event, City staff shall physically observe and inspect the condition of the facilities and grounds with the event coordinator.
- Applicants may be required to pay a security deposit to cover the cost of any cleanup or damage incurred by the City of Parkville as the result of the event. Deposits will be calculated using the following table. Large events may require an additional deposit.

| Deposit Area                               | New Tier 1 | Repeat Tier 1                              | New Tier 2 | Repeat Tier 2                              | Tier 3              |
|--|------------|--|------------|--|---------------------|
| Per Event                                  | \$0        | \$0 unless other damage from previous year | \$250      | \$0 unless other damage from previous year | Staff Determination |
| Ball Field 1 Parking                       | \$500      | \$500                                      | \$500      | \$500                                      | \$500               |
| Field Parking Lot 2                        | \$500      | \$500                                      | \$500      | \$500                                      | \$500               |
| Soccer Field                               | \$0        | \$0 unless damage from previous year       | \$500      | \$500                                      | \$500               |
| Other Areas of Open Field Space (Per Area) | \$0        | \$0 unless damage from previous year       | \$500      | \$500                                      | \$500               |

An event is responsible for any damage expenses caused regardless of the deposit amount. The city may choose contract with an outside company to make repairs.

- City staff will calculate actual damage post event. Damage to any park property will result in the loss of the deposit up the repair amount. The event organizer is responsible for any damage expenses over the deposit amount.
- Refunded deposits are issued approximately 14 days following the event.

## INSURANCE INFORMATION

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- The City of Parkville requires that certain activities be supported by evidence of insurance coverage for the term of the special event permit.
- The applicant shall secure and maintain, at its expense, through the duration of the event, Commercial General Liability Insurance on an occurrence basis with minimum limits of specified below. The City will only accept coverage from an insurance carrier that offers proof that it :
  - a. Is licensed to do business in the State of Missouri;
  - b. Carries a Best's policy holder rating of A or better; and
  - c. Carries at least a Class X financial rating.
- No less than seven (7) days before the event, the applicant shall furnish the City with the following:
  - A Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers.
  - The City, and any other person or entity required by the Permit, and all their assigns, subsidiaries and affiliates shall be included as additional insureds under Applicant's furnished insurance (except Workers' Compensation or Professional Liability Insurance), for ongoing and completed operations, using ISO Additional Insured Endorsement (CG 20 26), edition date 07/04, or an equivalent. Said insurance shall be written on an OCCURRENCE basis, and shall be PRIMARY and NON-CONTRIBUTING.
  - Insurer shall provide the City with a Notice of Cancellation Endorsement, using CNA form G-140327-B (Ed. 07/11), Travelers Form IL T4 00 (12/09) or other equivalent carrier forms. A proof of premium payment may be substituted for the Notice of Cancellation Endorsement.
- A special event permit will not be issued until a copy of the ACORD Form, Additional Insured Endorsement, and Notice of Cancellation Endorsement or proof of premium payment and Additional Insured Endorsement are furnished to the City.
- The permit holder shall assume all risk of damage to the activity site and its property, injury to its officers, directors, agents, contractors, or invitees, in or about the activity premises from any cause, and waives all claims against the City

## INSURANCE REQUIREMENTS

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- Events are required to carry general liability insurance. See the requirements below:

**1. Commercial General Liability.** Written on an insurance industry standard occurrence form (CG 00 01 10 01) or equivalent with:

- Premises/Operations Liability

- Products/Completed Operations
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability (if applicable)
- Stop Gap or Employers Contingent Liability (if applicable)
- Liquor Liability/Host Liquor Liability (if applicable)
- Owned and Non-Owned Watercraft (if applicable)

**Minimum limit of liability** shall be **\$1,000,000** Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate; **except where higher limits are specifically noted in “Other Permit Requirements” section.** Commercial insurance must extend to include the activities of all volunteers and volunteer activities.

**2. Auto Liability.** If vehicles are used or involved in the special event for other than nominal and standard commute purposes, a policy of Business Automobile Liability, on an insurance industry standard form (CA 00 01) or equivalent including coverage for owned, non-owned, leased or hired vehicles, or equivalent coverage. Minimum limit of insurance shall be **\$500,000** Combined Single Limit per occurrence.

Applicants are reminded that volunteers driving in the course of their activity must have current liability insurance that meets the State of Missouri statutes. The City of Parkville does not require evidence of liability insurance for individual volunteers or participants driving personal vehicles (such as in parades) as a condition to issue the permit. However, permit holders are encouraged to require, or provide, excess liability insurance for their volunteer drivers.

**3. Workers’ Compensation.** If statutorily required, the permit holder shall secure its liability for industrial/workplace injury to its employees in accordance with Missouri statutes. The permit holder shall be responsible for Workers’ Compensation Insurance for any subcontractor it may use or hire for purposes of this permit activity. If the permit holder’s activities require working on or around a navigable waterway the permit holder shall provide evidence of the United States Longshore and Harbor Workers (USL&H) if necessary to be in compliance with Federal Statutes.

#### **4. Other Permit Requirements**

- Food and Beverage Vendors: **In addition to standard permit insurance requirements - \$1,000,000 Combined Single Limit Bodily and Property Damage (CSL) each occurrence, \$1,000,000 General Aggregate are required. \*\*\***
- Inflatables or Pony Rides, Petting Zoos, and other animal related activities with non-standard household pets: **Changes to standard permit insurance requirements - Increased Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. \*\*\***
- Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 Combined Single Limit (per occurrence) \$5,000,000 General Aggregate. \*\*\***
- Special Event Serving Alcohol: In addition to the Commercial General Liability insurance above: **Minimum Liquor Liability limits of \$1,000,000 Combined Single Limit per occurrence. \*\*\***

- Fireworks Display: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$1,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. \*\*\***
- Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, Drilling augers, bucket lifts, and other similar items: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$5,000,000 CSL (per occurrence). \*\*\***
- Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes and non-standard personal car activities: **Changes to standard permit insurance requirements - Increase Commercial General Liability minimum limits to \$2,000,000 Combined Single Limit (per occurrence) \$2,000,000 General Aggregate. \*\*\***
- **Add - Auto Liability Insurance with minimum combined single limit of \$1,000,000 coverage to apply to all owned, non-owned and hired autos used in connection with permitted event. \*\*\***

**\*\*\* Evidence of coverage may be submitted by an event vendor or the event organizer**

**5. Other Provisions.** All insurance coverage provisions, and limits, may be revised or increased by the City to reflect risk exposure. All insurance policies and subsequent renewals must be maintained in full force and effect, at no expense to the City, throughout the entire period of the permit. All deductibles or self-insured retentions are the responsibility of the permit holder but must be disclosed and are subject to approval by the City.

**Important – All Certificates of Insurance must include a description of the permitted special event in the “Description/Comments” section of the certificate.**

#### PARKVILLE EVENT INSURANCE VENDOR LIST

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As an event organizer you are welcome to use any insurance provider that can meet the above requirements. The vendors below have confirmed with the City of Parkville that they can meet the insurance requirements of our event guidelines. If you are an insurer interested in being added to the list please contact the City of Parkville at 816-741-7676.

- Krueger & James Insurance: Scott Pearson, [spearson@kjins.biz](mailto:spearson@kjins.biz), 816-471-4245, 1126 Swift, N. Kansas City, MO 64116
- TheEventHelper.com: <https://www.theeventhelper.com/#Dydg4h>



## STANDING EVENTS

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- The following events have been granted permanent “standing” reservation timeframes with first right of refusal for specific dates. Other events will not be allowed during dates reserved for these events.
- Standing events must comply with this guidebook and must fill out a Special Event Application as a requirement in order to maintain the permanent reservation timeframe. Due dates and deadlines still apply to standing events.

### 2015 Standing Events:

- |  |  |
|--|--|
| 1. Parkville Microbrew Fest            | April 25 <sup>th</sup>                     |
| 2. Jazz & Fine Arts River Jam          | June 12 <sup>th</sup> and 13 <sup>th</sup> |
| 3. 4 <sup>th</sup> of July Celebration | July 1 <sup>st</sup> to 4 <sup>th</sup>    |
| 4. Parkville Days                      | Aug 21 <sup>st</sup> to 23 <sup>rd</sup>   |
| 5. Christmas on the River              | Nov 20 <sup>th</sup>                       |
| 6. Turkey Trot                         | Nov 26 <sup>th</sup>                       |

- Standing events are added at the discretion of the Community Land and Recreation Board (CLARB).
- Standing event organizers must notify the City of their specific event date by February 1<sup>st</sup> each year to secure the date for the coming year.





## BLOCK PARTIES

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### APPLICATION PROCESS

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- Applicant must complete and sign the Block Party portion of the [special event application](#).
- All residents affected by the block party are required to sign the block party petition.
  - The petition form must include each address which would be blocked and must give the date and opening and closing times of the party, and include a space for each householder to show his consent or dissent for the party to be held.
- Applicant must pay the \$50 public property event fee.

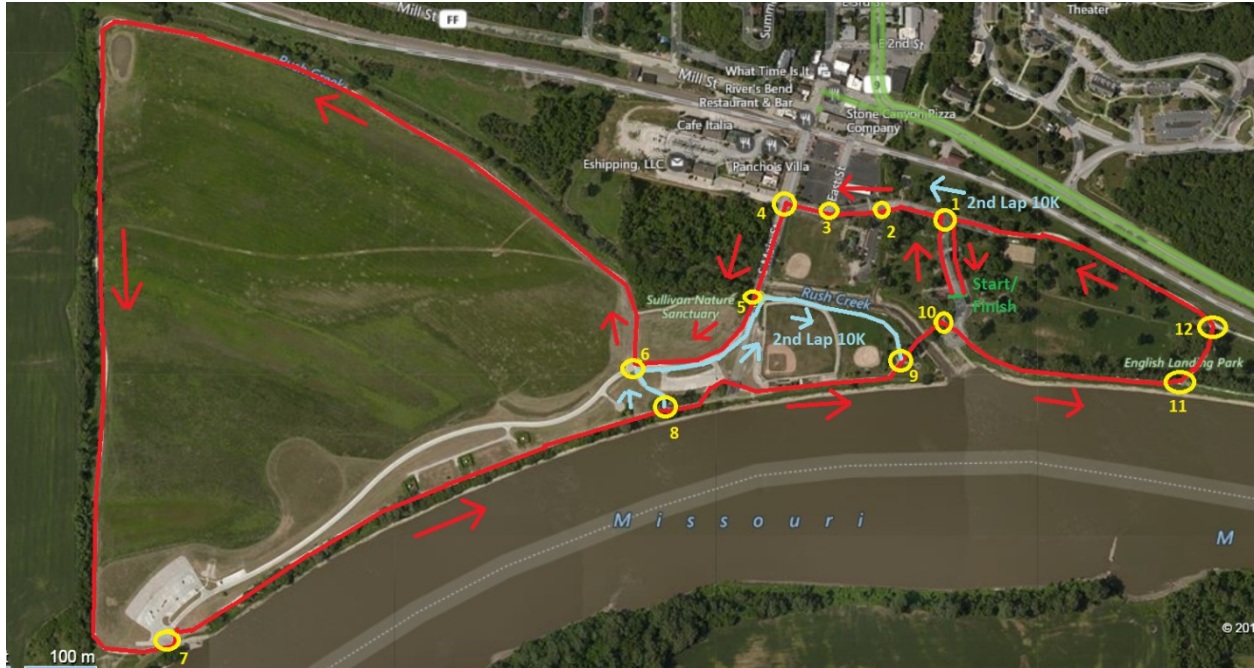
### RULES:

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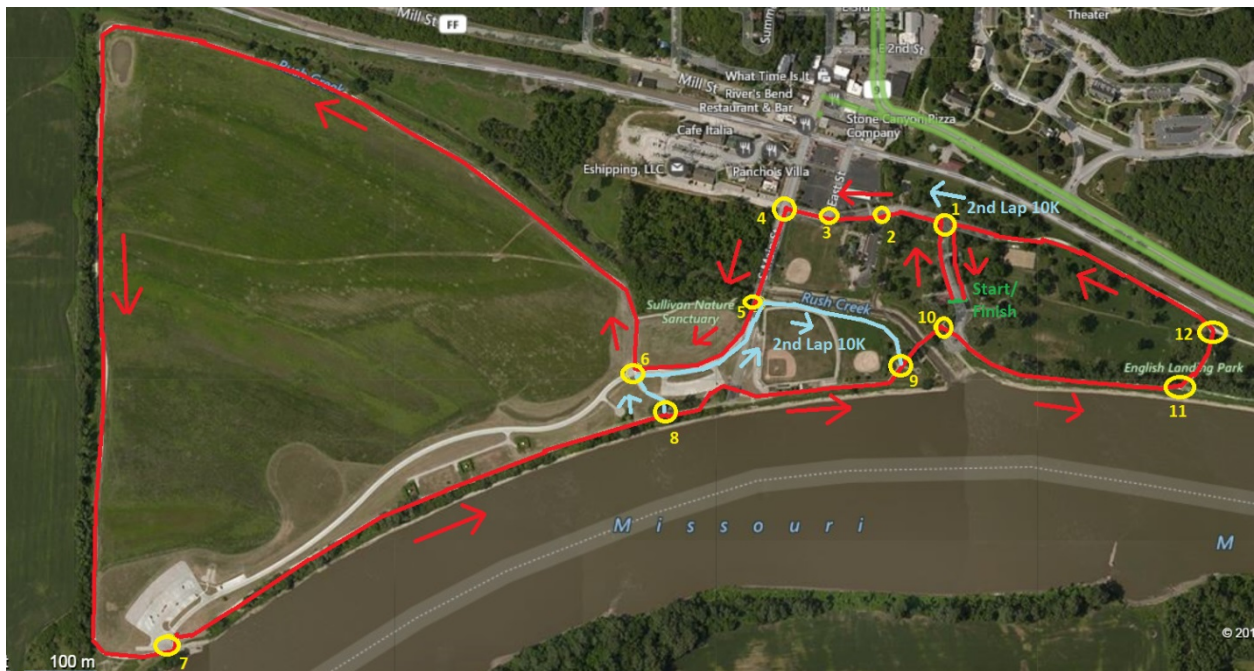
- Applicant must only block off the street portion specified herein during the hours requested
- Access must be granted for emergency vehicles and residents within the blocked off area
- Applicant and participants must comply with City Codes governing noise, liquor and fireworks
- Applicant is responsible for clean-up (remove trash from street, sidewalks and public property)
- Completed petition, application, and \$50 public event fee must be presented to City at least one (1) week before the party. The Chief and Public Works director may give City approval to the party if he/she has the consent of each affected household. Completed application and petition do not guarantee approval.
- A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

## 5K/10K SPECIAL RULES

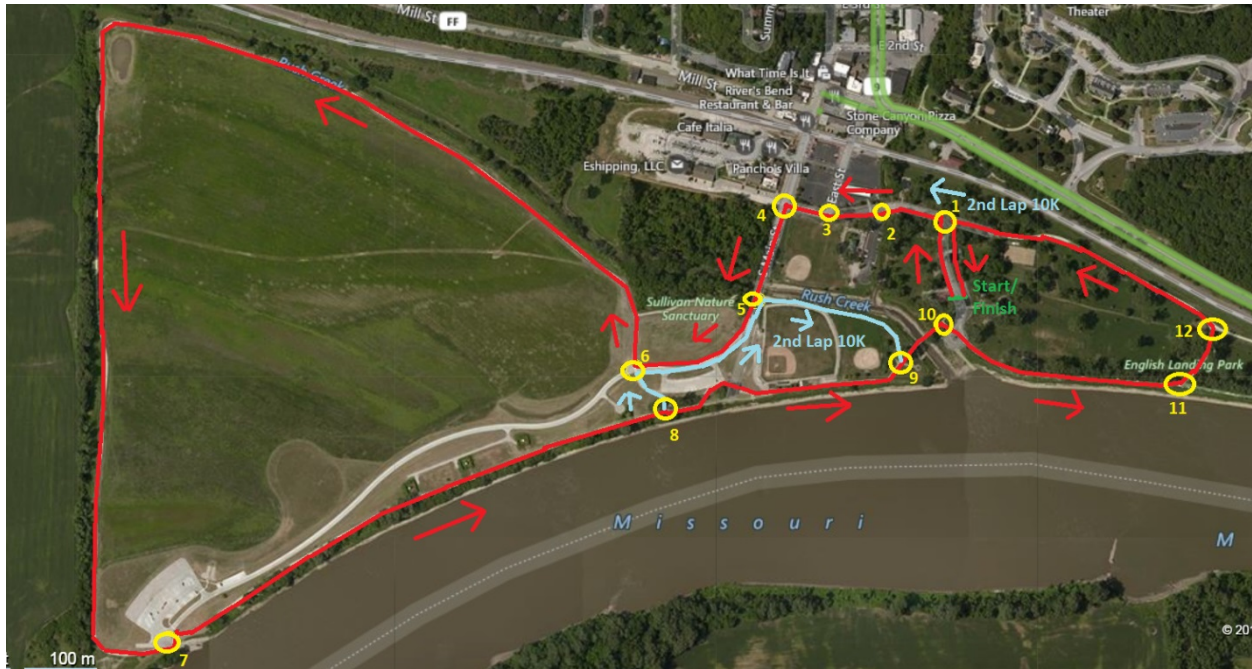
Required 5K Route (Begin at McKeon Stage follow the red loop)



Required 10K Route (make 5K loop twice, add the blue portion on the second loop of the course):



## Volunteer Requirements:



1. **Busch & McAfee:** At start of race, direct all racers toward Main St. Direct 5K racers toward finish line after 1<sup>st</sup> lap and 10K racers straight to continue 2<sup>nd</sup>. Also keep vehicle traffic out of the race.
2. **Parking lot entrance west of low-water-bridge:** Hold all vehicles exiting parking lot while racers are on McAfee.
3. **East Street & McAfee:** Hold all vehicle traffic off of McAfee while racers are on McAfee.
4. **Main Street & McAfee:** Direct all runners to turn south on Main St. to stay on course. Hold all vehicle traffic off of course until racers are clear of roadway.
5. **Main Street & North end of Grigsby Field:** Direct racers to stay on right side of roadway. Also turn 10K 2<sup>nd</sup> lap racers to run around Grigsby Field. Hold all vehicles off of race course while racers are in the area.
6. **300 block of Main St. (Trail crossing):** Direct all racers running southbound on Main St. to turn north onto Platte Landing Trail. Direct 2<sup>nd</sup> lap 10K racers coming from the river trail to turn north onto Main St. Hold all vehicle traffic while racers are in the area.
7. **Boat ramp in Platte Landing Park:** Hold any vehicle traffic off of boat ramp while racers are crossing. Direct racers to continue onto trail.
8. **Platte Landing Park trail turn for 10K 2<sup>nd</sup> lap:** Direct all racers toward English Landing Park, and 2<sup>nd</sup> lap 10K racers around Grigsby Field.
9. **West side of A-trust Bridge:** Direct all racers across bridge to English Landing Park. Hold non-racers off bridge while racers are crossing bridge.

10. **East side of A-trust Bridge:** Direct all racers to turn toward the course along the river. Hold non-racers off of bridge while racers are crossing bridge.
11. **English Landing Park:** Direct all racers to turn north on course. Hold non-racers off course while racers pass.
12. **English Landing Park:** Direct all racers to turn west on course. Hold non-racers off the course while racers pass.

**Race notes:**

- Stay on designated course.
- Use marked 5K/ 10K start/ finish line in front of McKeon stage.
- Start both races at the same time for one mass start.
- Volunteers need to know their assignments and know to hold vehicle traffic and non-racers off course when racers are passing.
- Volunteers need to be identified with reflective vest and hand flag, if positioned on a roadway.
- Place all directional arrows, mile markers, and signage on course prior to start of the race.



## LEGAL

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- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks. The Event Rules and Conditions and Application Information Guide publications are supplemental to Chapter 140 by reference therein (140:010 Definitions), and may restate what has been included in the Municipal Code as well as additional requirements, which then have the same force and effect as the Code. Terms defined in Section 140:010 are used in these Guidelines with the same definition as shown in Section 140:010.
- The Event Rules and Conditions and Application Information Guide publications are issued by CLARB and are supplemental to Parkville Municipal Code. The Event Rules Conditions and Application Information Guide, at a minimum, shall contain all of the requirements for events set forth in these Regulations, and may contain additional requirements and procedures as deemed necessary by CLARB and the Board of Aldermen. The Event Rules Conditions and Application Information Guide shall be used by City staff in making recommendations to CLARB. Changes in the content of The Event Rules Conditions and Application Information Guide may only be made by Board of Aldermen upon the recommendation of CLARB in accordance with the by-laws of that Board.

**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**