



## **COMMUNITY LAND AND RECREATION BOARD**

Regular Meeting (#14-108) Agenda  
CITY OF PARKVILLE, MISSOURI  
Wednesday, November 12, 2014, 7:00 pm  
City Hall Boardroom

### **1. CALL TO ORDER**

#### A. Roll Call

1. Michelle Flamm[ ] Laura Ozenberger[ ] Adam Zink[ ] Neil Davidson[ ] Bill Noble[ ]  
Phil Wassmer[ ] Chris Cardwell[ ] William Gresham[ ] Susan Robb [ ] Kendall  
Welch(Liaison) [ ]

### **2. CITIZEN INPUT**

### **3. CONSENT AGENDA**

- A. Approve the minutes for the October 8, 2014 regular meeting.

### **4. ACTION AGENDA**

- A. CLARB 14-108-01: Approve final revisions to the Guidelines for Events in Parkville (2014).
- B. CLARB 14-108-02: Approve a tentative 2015 Calendar of Events.
- C. CLARB 14-108-03: Platte County Outreach Grants.

### **5. NON-ACTION AGENDA**

### **6. STAFF UPDATES ON ACTIVITIES**

#### A. Parks

1. Ash tree replacement strategy in the English Landing Park parking lot.
2. Prescribed burn in Platte Landing Park.
3. "Tree City USA."

### **7. MISCELLANEOUS ITEMS FROM THE BOARD**

### **8. ADJOURN**

**Community Land and Recreation Board Meeting**

October 8, 2014

**MINUTES**

Meeting 107

The meeting was called to order at 7:00 pm. Roll was called by Tom Barnard. Members present were, Michelle Flamm, Laura Ozenberger, Adam Zink, Neil Davidson, Bill Noble, Chris Cardwell, William Gresham, Susan Robb and Kendall Welch / Liaison. Tom Barnard and Tim Blakeslee were present from the City. Phil Wassmer was absent with notice.

Adam Zink motioned to approve the minutes from Meeting 106. Neil Davidson seconded the motion. Motion approved 8-0

**Public Input:** None.

**ACTION AGENDA:**

**Action Item 1. CLARB 14-107-01** –Phil and Erin Stump approached the Board to host the Synergy 5K Run / Walk in English Landing Park. The Synergy Run for Toys will be held on December 6<sup>th</sup>. The event is anticipating 100 runners/walkers. \$1 million dollar certificate of insurance will be required in addition to the \$300 event fee. Adam Zink motioned to approve the event. Laura Ozenberger seconded the motion. Motion passed 8-0.

**Action Item 2. CLARB 14-107-02**– Joe Fox expressed his desire to do return to English Landing Park for the Boss Cross Cyclocross Race. The desired date for the bicycle race would be December 13<sup>th</sup>. Mr. Fox will have the course stay clear from areas where fall seeding was completed. The course will be approved by staff before the race. A \$500 deposit will be required to reseed any worn areas from the race path. The event fee will be \$300 with a \$2 million insurance policy. Adam Zink motioned to approve the event as stated. Bill Noble seconded the motion. Motion passed 8-0

**Action Item 3. CLARB 14-107-03- The Winter Wonderland Initiative and Tom Hutsler**

Tom Hutsler presented the idea of the Winter Wonderland Initiative going back into the park with one vendor doing various decorations in English Landing Park. He introduced Ron Adams, Scout Troop Leader of Pack 333. Mr. Adams has several outdoor decorations, approximately 65, mostly inflatable decorations that would be placed in English Landing Park for the 38 days of the Christmas season. The scout troop would be helping with donations and manning the decorations Thursday thru Sunday evenings. Adam Zink was concerned about the decorations being left out with tripping hazards from the decorations and the electrical cords while the park was unattended during off peak times. Tom Hutsler commented on still implementing cameras with staff approval. Kendall Welch mentioned that the security plan was supposed to be reviewed by today

and that it wasn't submitted to the City for review. Alderman Welch was concerned if the MSPA minutes represented the vision that was brought forth to tonight's CLARB meeting. Hutsler stated that the steering committee voted at yesterday's meeting for the current plan of 1 vendor. Zink stated that whether the MSPA approved the current plan or not that the plan is before the Board and was still concerned with the safety aspects of the plan.

Hutsler also discussed a plan for a 30' high steel Christmas Tree in the south parking lot between Main and East Streets. The tree would have a 12' base. City Staff would require a submitted safety and site plan before approval. Motion passed 7-1.

## **NON-ACTION AGENDA**

- A. Discussion on a proposed revision to the Guidelines for Events in Parkville (2014) regarding vendor licenses.** Concerned event chairs were concerned over the requirement of business licenses for all the vendors doing long standing events in Parkville. Linda Arnold stated that fees and code requirements are already currently tough on artist and vendors to make a profit. A show of hands from CLARB showed all in favor of not charging vendor fees for 501C3 organizations.
  
- B. Discussion on a proposed revision to the Guidelines for Events in Parkville (2014) regarding the cost of parades.** Tim Blakeslee stated the current cost to the Police Department is between \$1500-\$2000. The Board discussed not having any new parades and if a new parade was presented that it should be computed at actual cost. The Board discussed the economic and benefit of community for having parades as an expected worthwhile and valued benefit of the community, which the group wholly supported. Board sentiment was that current parades shouldn't have additional fees.
  
- C. Discussion on Parks Division Capital Improvement Program (CIP).** Chris Cardwell felt that the items were in line with department needs. Items were discussed by staff to the Board for clarification.

### **Staff Updates on Activities:**

**Christmas Tree in Pocket Park** – Danelle Nichols would like to move the annual Christmas Tree from the upper deck of Pocket Park to the concourse area below for better accessibility and viewing. Graden School will be helping with decorating the tree this year. There was no opposition to the change in location.

**Prescribed Burn** – Tom Barnard stated he has met with Platte County Parks and Missouri Department of Conservation on moving forward with the prescribed burn for the Johnson Grass in Platte Landing Park. Barnard said volunteers will be needed, but a short notice may have to be the case with favorable timing for optimum weather

conditions. A time in November will be best suited for the burn. Board Member Cardwell thought that the large concentration of Johnson Grass could be a valuable education experiment for the future control of the invasive grass. Susan Robb may be able to help with a volunteer base for the burn.

**“Tree City USA”**- Tom Barnard stated that Marshall’s Nursery in Kearney, MO has the best variety of trees for the dog park which was made possible by the Kansas City Power and Light Grant which was submitted earlier this summer. Barnard will arrange for delivery in late October.

**Miscellaneous Items from the Board**

Michelle Flamm suggested planning for possible bench locations and appropriate pricing in Platte Landing Park with that stage of development on the horizon.

Tom Barnard suggested discussing Outreach Grant ideas at our next meeting. Grant applications will be available after December 1 and deadlines will be January 30<sup>th</sup>, 2015. A canopy for the dog park entrance for shade and protection from the elements was an idea that was stated. Adam Zink suggested a chain link backstop versus nylon netting was also an idea that was mentioned for Grigsby Field. Playground equipment for Platte Landing Park was brought up for discussion, but consensus was to wait for the recreation phase of the park to begin before implementing. Neil Davidson thought that current dollar allocation from Platte County for the park would not be available for 2015. Also the question was asked how Platte County would be of assistance with recreation infrastructure.

**Adjourn**

Adam Zink motioned to adjourn the meeting at 9:00 P.M. Neil Davidson seconded the motion. Motion approved 8-0.

Respectfully submitted: \_\_\_\_\_ Tom Barnard, Parks Superintendent

APPROVED:

\_\_\_\_\_Michelle Flamm, Chairman

## CITY OF PARKVILLE Policy Report

Date: Wednesday, November 4, 2014

Prepared By:  
Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:  
Tom Barnard  
Parks Superintendent

**ISSUE:**

Request approval of revisions to the Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application Packets.

**BACKGROUND:**

On September 10, 2014 the Community Land and Recreation Board (CLARB) approved modifications to the Guidelines for Events in Parkville (2009). CLARB has recommended that the Board of Aldermen accept the same and make any necessary revisions to the Municipal Code by adoption of an ordinance at a future date. Further discussions at the staff level determined that a few outstanding issues in the newly approved event guidelines needed to be addressed prior to approval by the Board of Alderman. These issues are vendor business licenses, parade fees, and Parkville Nature Sanctuary rules.

At the October 1, 2014 meeting, CLARB recommended on a vote of 8-0 that staff amend the event guidelines and the municipal code to exempt event vendors from the requirement to obtain a business license during a 501c3 sponsored event. This change is reflected in the most recent iteration of the Guidelines for Events in Parkville (2014), **Attachments 1-3**. CLARB also recommended on a 6-2 vote that staff amend the event guidelines and municipal code to exempt the 4th of July parade, Parkville Days parade, and a Christmas time parade from any additional parade fees. CLARB stated that the City has a civic duty to support these community parades. All other future parades would pay a fee based on the city's cost of hosting the parade. This change is reflected in the most recent iteration of the Guidelines for Events in Parkville (2014).

Lastly, Staff recommends revising the Guidelines for Events in Parkville (2014) to incorporate rules for the Parkville Nature Sanctuary. The proposed rules can be found in the Event Rules and Conditions packet (**Attachment 3, Pages 13-14**). These rules are recommended by the Nature Sanctuary Director Bob Fluchel and compare to Missouri Department of Conservation guidelines for nature sanctuaries statewide. City Staff is deferring to CLARB's judgment to provide further guidance on this issue, if necessary.

As presented in previous meetings, the updates to the event application and approval process represent the organization of old documents, the application of current best practices, and the implementation of new ideas. This effort is intended to create a more efficient and transparent process to better serve long-standing event sponsors and to appeal to new organizations that may not have hosted events in Parkville before. The following charts summarize the entirety of the changes to the Guidelines for Events in Parkville (2014), new revisions are highlighted **in red**.

<b>Updates in the Event Rules and Conditions Packet</b>		
<b>New</b>	<b>Updated</b>	<b>Re-Organized</b>
Event Permit Conditions	Permit Display	Event Change Process
Event Permit Exemptions	Public Notice	Utility Connections
Event Permit Revocation	Insurance Requirements	Fireworks and Pyrotechnics
Signage Requirements	Vendor Requirements	Musical Performances

Handbill Requirements	Standing Events	Inspection Requirements
<b>Nature Sanctuary Guidelines</b>	Alcohol Requirements	Deposit Requirements
Site Plan	Sanitation Guidelines	
First Aid	Carnival Guidelines	
Warning Information	Roadway Closures	
	Parking Requirements	
	Security Requirements	

<b>Updates in the Information and Application Packet</b>		
<b>New</b>	<b>Updated</b>	<b>Re-Organized</b>
Welcome Letter	Approval Entity	Included Event Shelter
What is an Event	Fee Structures	Legal
What is not an Event	Shelter Reservation Times	
Event Tiers	Due Date Policy	
Peak Shelter Reservations	Event Permit Process	
Refund Policy		
Documentation Walkthrough		
Event Application		
Checklist		
City Use Document		
<b>Parade Fees</b>		

If approved, Staff will bring these documents and a list of necessary city ordinance updates to the Board of Aldermen for approval at a future meeting. Staff will also develop an implementation strategy for the updated event guidelines to be in place by the beginning of 2015.

**BUDGET IMPACT:**

There is no immediate budget impact. The Board of Aldermen must approve all city ordinance changes. Upon approval, the updated event guidelines will include both new and updated event fee structures. In addition, the updated event guidelines will set a specific timeline regarding fee collection and deposit disbursement.

**ALTERNATIVES:**

1. Approve the revisions to the Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application.
2. Approve a portion of the revisions to the Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application.
3. Provide other direction to staff regarding event application and approval process, and the associated event guidelines.
4. Postpone the item.

**STAFF RECOMMENDATION:**

Staff recommends that CLARB approve the revisions to Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application; and, that CLARB recommend that the Board of Aldermen accept the revisions to Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application.

**POLICY:**

Section 150.050.E. gives CLARB authority for event approvals occurring on community public right-of-way and park land. Any updates to the Guidelines for Events in Parkville (Section 140.345) must be approved by CLARB. Section 150.050.A. of the Municipal Code defines CLARB as an advisory board to the Mayor and Board of Aldermen. Due to the magnitude of the changes recommended, final approval should be made by the Board of Aldermen by ordinance.

**SUGGESTED MOTION:**

I move to recommend that CLARB approve the revisions to Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application; and, that CLARB recommend that the Board of Aldermen accept the revisions to Guidelines for Events in Parkville (2014) outlined in the attached Event Rules and Conditions and the New and Repeat Event Information and Application.

**ATTACHMENTS:**

1. Repeat Event Information and Application
2. New Event Information and Application
3. Event Rules and Conditions



CITY OF PARKVILLE

SPECIAL EVENT PERMIT INFORMATION AND REPEAT EVENT APPLICATION

CONTENTS

Table listing contents: Welcome (2), What is an Event in Parkville? (2), What is not an Event in Parkville? (2), Event Tier Guide (3), User Fees (3), Due Date Policy (4), Refund Policy (4), Event Permit Process For Repeat Events (5), Documents (6), Repeat Special Event Application (9), Check List (16)

Available online at [redacted]

CITY OF PARKVILLE
8880 CLARK AVENUE
PARKVILLE, MO 64152
816-741-7676
816-741-0013 FAX

## WELCOME

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*I am pleased you have chosen Parkville as the site for your community event, and I am sure you will find a welcoming environment among the businesses, merchants, employees, and residents of Parkville.*

*A number of City departments may be involved in the logistics necessary to produce a safe and successful community event. As a result, the City requires a special event application and may require other documentation before an event can take place.*

*In an effort to simplify the application procedures for event organizers, the City of Parkville has prepared this application information and an event rules and conditions guidebook. As you read through the application information and guidebook to complete the special event application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your particular event.*

*City staff is available to answer your questions to ensure you have a successful event. Please feel free to call City Hall at 816-741-7676 once you review the enclosed information.*

*Thank you for choosing to have your event in Parkville.*

*-Nan Johnston, Mayor*

## WHAT IS AN EVENT IN PARKVILLE?

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- An event is: any activity to be held in a single location on, or on a route throughout, city streets, sidewalks, parking lots, public parks and nature sanctuaries, rights-of-way, or on or within other city property or facilities, that involves a non-traditional or non-routine use of the property, including but not limited to festivals, concerts, parades, public performances, weddings, races or other similar gatherings. An event is also a gathering on private property with a significant impact on city resources, traffic, public property, or other public infrastructure.
- All events taking place in Parkville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit. Please use this guide and the [Rules and Conditions](#) for events in Parkville as assistance in completing the Special Event Application.
- Events in Parkville are classified into a three tier structure. Tiers are not strictly attendance based. Please see the general tier classification on the following page.

## WHAT IS NOT AN EVENT IN PARKVILLE?

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- Shelter Reservation: Please fill out a reservation form at city hall or [online](#).
- Sports Field Reservation: Please fill out a reservation form at city hall or [online](#).
- Gathering on Private Property with limited impact on city resources, traffic, public property, or other public infrastructure.

## EVENT TIER GUIDE

**Please select the tier below which best corresponds with your event. City Staff will review and confirm your selection. Be mindful of specific directions for certain tiers on the following pages.**

	Tier 1	Tier 2	Tier 3
<b>Approximate Number of Attendees</b>	Park Events: 75 – 500 Other Events: 0-500	All Events: 500 - 5000	All Events: 5000+
<b>Approval Required</b>	City Administration	New Events: CLARB Repeat Events: City Administration	CLARB
<b>Activities (May include but are not limited to)</b>	<ul style="list-style-type: none"> <li>• Minimal City Staff/Safety Support.</li> <li>• No amplified music.</li> <li>• No alcohol.</li> <li>• No fireworks.</li> </ul>	<ul style="list-style-type: none"> <li>• City Staff/Public Safety support.</li> <li>• Amplified music</li> <li>• Alcohol</li> <li>• Fireworks</li> </ul>	<ul style="list-style-type: none"> <li>• Non-traditional use of public space</li> </ul>

## USER FEES

Event Rental Fees	
Application Fee (Non- Refundable, applies toward event fee)	\$25.00
Public Park Event Fee (Includes 1 Free Shelter)	\$300.00 per day
Parade Event Fee**	At Cost
Public Property Event Fee	\$50.00 per day
Private Property Event Fee	\$25.00 per day

Misc. Fees	
Electrical Pedestal (Per Side)/ Water Hookup	\$10.00 each
Distribution Panel	\$25.00 each
Temporary Sign Permit	\$10.00
Temporary Caterer's Permit**	\$15.00

Additional Rental Fees (Resident Rate/Non-Resident Rate)	
English Landing River Stage per day	\$100.00/ \$125.00
Maxine McKeon Stage per day	\$100.00/ \$125.00
Non-Peak day Event Shelter Reservation Per 3 Hours* (Each shelter is limited to 75 people)	\$25.00/ \$35.00
Peak day Event Shelter Reservation Per 3 Hours* (Each shelter is limited to 75 people)	\$50.00/ \$60.00

Field Reservations	
Ball Field/Soccer Field	\$20.00 per field/court per hour
Volley Ball Court	

Event Support Fees	
City Park or Police Employee	\$30.00 per hour

\*Shelter Reservations are in three hour blocks:  
7:30 a.m. to 10:30 a.m.  
11:00 a.m. to 2:00 p.m.  
2:30 p.m. to 5:30 p.m.  
6:00 p.m. to 9:00 p.m.

\*Peak days are holiday weekends Memorial Day through Labor Day. In addition to River Jam, 4th of July Festival, Parkville Days, and Parktoberfest.

\*4th of July Parade and Parkville Days Parade are exempt from additional parade fees.

\*Requires an event to also obtain a Temporary Caterer's Permit from the State of Missouri.

## DUE DATE POLICY

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- The Due Date Policy is as follows:

Due Date Policy Tier 1	
Due Date	Required
30 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

Due Date Policy Tier 2 and 3	
Due Date	Required
60 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

- Applications turned in after the due date will not be accepted.
- Reasonable changes to a complete application are permitted after the due date. Please contact City Staff as soon as possible to report any changes that need to be made.

## REFUND POLICY

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- The Event Refund Policy is as follows:

Refund Policy Tier 1	
Time before event	Refund schedule
30+ Days	100% Refund
29-0 Days	0% Refund

Refund Policy Tier 2 and 3	
Time before event	Refund schedule
60+ Days	100% Refund
59-30 Days	50% Refund
29-0 Days	0% Refund

- The application fee is only refundable if your event is mistakenly overbooked with another event, your event is cancelled due to another city obligation, or the event is cancelled due to a natural disaster (i.e. flood, tornado, etc).

# EVENT PERMIT PROCESS FOR REPEAT EVENTS

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## STEP ONE: APPLICATION SUBMISSION

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- Find the [Repeat Special Event Permit Application](#) below, on [www.parkvillemo.gov](http://www.parkvillemo.gov), or located at City Hall.
- Complete and turn in the [Repeat Special Event Permit Application](#) a minimum of **Thirty Days (Tier 1)/ Sixty Days (Tier 2 and 3)** prior to the event date.
  - The review and approval process begins when a completed Special Events Application, associated permits and fees, and the non-refundable application fee of \$25 are submitted to City Hall.
  - The City will only process a Repeat Special Event Application if all forms are completed and all necessary information and supporting documents are included.

## STEP TWO: REVIEW

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- Within seven (7) days of a completed Special Event Application being received by the City, you will be contacted to discuss your application. All events are reviewed using the [Rules and Conditions](#) for an event in Parkville.
- A Staff-Applicant meeting/phone call is required to go over the event details and necessities. The following information will be passed on to the applicant at this meeting:
  - Deposit Required: This amount is calculated by the [Event Deposit Guidelines](#). It is possible that your event will not require a deposit.
  - Insurance Required: All events require insurance. This amount is calculated by the [Event Insurance Guidelines](#).
  - Additional Fees: Staff may determine additional fees are necessary for your event.

## STEP THREE: APPROVAL

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- (TIER 1 and 2) If the application is approved by staff you will be asked to review and sign the Event Permit.\*
- (TIER 3) If the application is approved by staff the event will be placed on the next Community Land and Recreation Board (CLARB) meeting agenda for review and approval. CLARB meetings are held the second Wednesday of the month. If the application is approved by CLARB you will be asked to review and sign the Event Permit

## STEP FOUR: ADDITIONAL INFORMATION

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- Deposit Payment, Proof of Insurance, Additional Fees, and other Requested Information must be submitted in accordance to the [Due Date Policy](#).

## STEP FIVE: POST EVENT

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- Deposit (if applicable) is refunded fourteen days (14) after the event if the public space is left in its original condition as deemed by City Staff per the [Event Deposit Guidelines](#).
- Additional event expenses will be charged to a post event invoice and will be taken out of the deposit (if applicable).
- You may be contacted by City Staff following your event for a post-event review. A post-event review ensures you will capture the important details to jumpstart preparations for your next event.

\*Applicants may optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

## DOCUMENTS

Let's get started organizing the documents you will need for your event. Keep in mind that the document list below is designed to cover a wide variety of events. You only need to submit the documentation related to your event. Click the hyperlinks for PDF forms or visit [www.parkvillemo.gov/event-forms](http://www.parkvillemo.gov/event-forms) to download what you need. All forms are also available at City Hall.

Information!	
<a href="#">Event Rules and Conditions Guidebook:</a>	Rules and Conditions which will help to explain the event process and the event application.

Forms for all Events	
<a href="#">New Special Event Permit Application:</a>	A completed application is needed to receive an Event Permit. Attached Below.
<a href="#">Repeat Special Event Permit Application:</a>	The application needed for repeat events.
<b>Event Permit:</b>	The permit needed to have an event in Parkville. The event coordinator must display or promptly produce the permit at all times during the event.
<a href="#">Facility Info:</a>	List of facilities and associated fees.

<b>1.</b>	Do you want to reserve a shelter, stage, or sports field with your event?	
Yes: See directly below for what you'll need complete.	No: Move along to question 2	
<a href="#">Shelter/Stage Reservation Permit Application:</a>	Permit needed to reserve a shelter in Parkville. Attach the shelter application to the special event application.	
<a href="#">Sports Field Reservation Permit Application:</a>	Permit needed to reserve a sports field in Parkville. Attach sports field application this to the special event application.	

<b>2.</b>	Do you want to have alcohol at your event and are you a non-profit?	
Yes: See directly below for what you'll need complete.	No: Move along to question 3 (next page)	
<a href="#">Parkville Request for a Picnic License:</a>	Events by non-profits first require City approval. Turn this letter into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval.	
<a href="#">Missouri Application for a Picnic License:</a>	Events held by non-profits then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.	

<b>3.</b>	Do you want to have alcohol at your event and are you a business?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 3 (next page)
	<a href="#"><u>Parkville Temporary Liquor Permit:</u></a>	Events held by businesses first require City approval. Turn this form into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval.
	<a href="#"><u>Missouri Application for a Temporary Liquor Permit:</u></a>	Events held by businesses then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.

<b>4.</b>	Do you want to advertise your event with signage?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 4
	<a href="#"><u>Temporary Sign Permit Application:</u></a>	This is the permit needed to have temporary signage advertising your event.

<b>5.</b>	Do you want to have vendors at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 5
	<a href="#"><u>Vendor Sheet:</u></a>	List provided to the City detailing all event vendors. Use the provided space on the application or attach the vendor sheet to the special event application.
	<a href="#"><u>Vendor Map:</u></a>	Map of approximate vendor location placement at the event. Use the provided space on the application or attach the vendor map to the special event application.

<b>6.</b>	Are you going to have live performances at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 6
	<a href="#"><u>Performance List:</u></a>	List of performers, performance type, music genre, and performance times. Use the provided space on the application or attach the performance list to the special event application.

<b>7.</b>	Is there going to be limited parking near your event area?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 7
	<a href="#">Parking Plan:</a>	If your event is in a location with limited parking availability. You will be asked to submit a parking plan. This is your plan of action to get people to and from your event. Use the provided space on the application or attach the parking plan to the special event application.

<b>8.</b>	Is your event going to have amusement rides?	
	Yes: See directly below for what you'll need complete.	No: That's all the questions for now.
	<a href="#">Missouri State Amusement Ride Permit:</a>	State permit needed to operate amusement rides. This does not need to be submitted to the city, but must be kept on site for inspection prior to the event.

<b>Documents for after the Staff-Application Meeting</b>
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Proof of Insurance	
<b>Proof of Insurance:</b>	Proof of Insurance must be provided to the City prior to your event. This amount is calculated at the Staff-Applicant meeting based on <a href="#">Event Insurance Guidelines</a> .

Payment Information	
<b>Pre-Event Invoice:</b>	Provided to you after the staff-applicant meeting and includes the deposit amount and additional fees not included with the application.
<b>Post-Event Invoice (If Applicable):</b>	Provided to you by the city after your event has been completed. This invoice is used for additional charges that are incurred during the event.



CITY OF PARKVILLE  
 8880 Clark Avenue  
 Parkville, MO 64152

Date Submitted \_\_\_\_\_  
 Application # \_\_\_\_\_  
 Date Approved \_\_\_\_\_  
 Permit # \_\_\_\_\_

## REPEAT SPECIAL EVENT APPLICATION

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Thank you for choosing the City of Parkville 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 obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. **Please refer to the [Application Information](#) and [corresponding sections in the Event Rules and Conditions](#) to answer most questions.** Repeat Tier 1 and 2 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

### 1. EVENT INFORMATION:

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

Event Location: \_\_\_\_\_ Event Tier: \_\_\_\_\_

Detailed event changes (additional room on next page or sheet may be attached): \_\_\_\_\_

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Event Date(s) and Times: \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Cleanup finished date/time: \_\_\_\_\_

### 2. APPLICANT / CONTACT INFORMATION:

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**Applicant(s)**

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

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

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

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

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

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

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

**Alternative Contact**

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

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

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

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

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

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

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

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

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

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

**Alternative Contact**

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

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

Detailed event changes continued (Attach additional sheet if necessary): \_\_\_\_\_

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

**3. EVENT TYPE:**

- Run
- Walk
- Parade/  
March
- Bike  
Race/Tour
- Street Fair
- Concert
- Film
- Carnival
- Other: \_\_\_\_\_

**4. SHELTER/ FIELD RESERVATION:**

Do you want to also have a shelter reservation with your event? Yes: \_\_\_ No: \_\_\_

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event.**

Do you want to also have a ball field reservation with your event? Yes: \_\_\_ No: \_\_\_

If Yes: Attach a [Ball Field Reservation Permit](#)

**5. 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](#))

Do you plan to have fireworks?..... Yes: \_\_\_ No: \_\_\_ (If Yes, complete question 19 on [pg. 13](#))

Will you have food/sales vendors?.....Yes: \_\_\_ No: \_\_\_ (If Yes, complete question 20 on [pg. 14-15](#))

**6. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):**

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

If Yes: How Many Electric Pedestals? \_\_\_\_\_

If Yes: How Many Distribution Panels? \_\_\_\_\_ (2 maximum)

If Yes: How Many Water Hookups? \_\_\_\_\_ (5 maximum)

Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

## 7. SITE PLAN

---

Where do you plan to have your event? City Park: \_\_\_\_\_ Other Public Property: \_\_\_\_\_

The Site Plan descriptions should be a detailed narrative and/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. Please write this description in the space provided below or attach the description as a Word document. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

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## 8. ROADWAY CLOSURES AND PARKING LOT CLOSURES:

---

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

Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

---

## 9. PARKING

---

Do you have sufficient on street/lot parking at your event space? Yes: \_\_\_ No: \_\_\_

If No: Additional Parking and Shuttle Routes need to be approved by the City. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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Do you request the use of Ball Field 1 for Parking? Yes: \_\_\_ No: \_\_\_

## 10. 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? Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

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## 11. CANCELLATION NOTICE:

---

How will you notify participants if your event is cancelled within 48 hours of event day? Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

---

**12. SECURITY PLAN:**

---

Describe your security plan, including crowd control, internal security, and venue safety. Please specify if you would like to hire off-duty police support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

---

**13. RESTROOM PLAN:**

---

Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**14. CLEAN UP PLAN:**

---

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

---

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**15. OTHER STAFF SUPPORT:**

---

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

Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**16. FIRST AID PLAN:**

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Describe your First Aid Plan. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary): \_\_\_\_\_

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**17. SIGNAGE:**

---

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

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





## VENDOR MAP

---

Please map the planned vendors at your event. Same as prior event: \_\_\_\_\_ Changes (Attach additional sheet if necessary):

(May be depicted on site plan)

---

## LEGAL

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- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. 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**

## CHECK LIST

Required Items	
	\$25 Special Event Application Fee. Applies toward event fee.
	\$300 Park Event Fee/\$50 Public Space Event Fee/\$25 Private Space Event Fee/Parade Fee
	Completed Event Information, Application Contact Information, Event Type Sections.
	Completed Event Location Map and Site Plan Section.
	Completed Public Information and Cancellation Notice Sections.
	Completed Security Plan Section.
	Completed Restroom and Clean-Up Plan Sections.
	Completed First Aid Section
Optional Park Event Items	
	Completed <a href="#">Shelter Reservation Application</a> for included park shelter.
	\$25/\$35 <a href="#">Shelter Reservation Application</a> and for additional non-peak time park shelters.
	\$50/\$60 <a href="#">Shelter Reservation Application</a> and for additional peak time park shelters.
	\$100/\$125 <a href="#">Stage Reservation Application</a> and Fee.
	\$20 per hour per court <a href="#">Sports Field Reservation Application</a> and Fee.
Optional Items	
	\$10 <a href="#">Temporary Sign Application</a> and Fee.
	\$10 Per Electric Pedestal/ \$10 Per Water Hookup/ \$25 Per Distribution Panel
	City Staff Request \$30.00/hour per staff member.
	\$15 Temporary Caterer's Permit. Please read <a href="#">the requirements</a> for having alcohol at an event.
	Completed Roadway Closure Section.
	Completed Fireworks Section.
	Completed Vendor Section.
	Completed Performance Section.
	Completed Parking Plan Section.
Due 7 Days before the Event	
	Additional Fees and other Requested Information.
	Deposit Payment.
	Proof of Event Insurance. See the <a href="#">Event Rules and Conditions</a> for more Info.
	Proof of Additional Insurance (Vendor, Fireworks, Animal, Ride, etc).

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

Helpful Phone Numbers	
Parkville City Administration 816-741-7676	Missouri Liquor Control 816-889-2774
Parkville Police Department 816-741-4454	Platte County Health Department 816-587-5998
Southern Platte Fire Protection District 816-741-2900	

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

**REQUIRED APPROVALS, IF APPLICABLE:**

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- Parks Superintendent**  
(tier 1 or repeat tier 2 event approval)       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- CLARB** (new tier 2 or 3 event approval):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Board of Aldermen** (alcohol/other)       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Police Chief** (closures/public safety/alcohol):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Public Works** (closures/trash/restrooms/utilities):  Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Community Development** (zoning/sign permit):  Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Building Official** (electrical/codes):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Fire Marshal** (fire code/public safety):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Health Department** (food/beverage service):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- City Clerk** (alcohol license/business license):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- State of Missouri** (alcohol license):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Accounts Receivable** (licenses/ taxes/fees):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other** ( \_\_\_\_\_ ):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CITY OF PARKVILLE

SPECIAL EVENT PERMIT INFORMATION AND NEW EVENT APPLICATION

CONTENTS

Table listing contents: Welcome (2), What is an Event in Parkville? (2), What is not an Event in Parkville? (2), Event Tier Guide (3), User Fees (3), Due Date Policy (4), Refund Policy (4), Event Permit Process For New Events (5), Documents (6), New Special Event Application (9), Check List (17)

Available online at [redacted]

CITY OF PARKVILLE
8880 CLARK AVENUE
PARKVILLE, MO 64152
816-741-7676
816-741-0013 FAX

## WELCOME

---

*I am pleased you have chosen Parkville as the site for your community event, and I am sure you will find a welcoming environment among the businesses, merchants, employees, and residents of Parkville.*

*A number of City departments may be involved in the logistics necessary to produce a safe and successful community event. As a result, the City requires a special event application and may require other documentation before an event can take place.*

*In an effort to simplify the application procedures for event organizers, the City of Parkville has prepared this application information and an event rules and conditions guidebook. As you read through the application information and guidebook to complete the special event application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your particular event.*

*City staff is available to answer your questions to ensure you have a successful event. Please feel free to call City Hall at 816-741-7676 once you review the enclosed information.*

*Thank you for choosing to have your event in Parkville.*

*-Nan Johnston, Mayor*

## WHAT IS AN EVENT IN PARKVILLE?

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- An event is: any activity to be held in a single location on, or on a route throughout, city streets, sidewalks, parking lots, public parks and nature sanctuaries, rights-of-way, or on or within other city property or facilities, that involves a non-traditional or non-routine use of the property, including but not limited to festivals, concerts, parades, public performances, weddings, races or other similar gatherings. An event is also a gathering on private property with a significant impact on city resources, traffic, public property, or other public infrastructure.
- All events taking place in Parkville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit. Please use this guide and the [Rules and Conditions](#) for events in Parkville as assistance in completing the Special Event Application.
- Events in Parkville are classified into a three tier structure. Tiers are not strictly attendance based. Please see the general tier classification on the following page.

## WHAT IS NOT AN EVENT IN PARKVILLE?

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- Shelter Reservation: Please fill out a reservation form at city hall or [online](#).
- Sports Field Reservation: Please fill out a reservation form at city hall or [online](#).
- Gathering on Private Property with limited impact on city resources, traffic, public property, or other public infrastructure.

## EVENT TIER GUIDE

**Please select the tier below which best corresponds with your event. City Staff will review and confirm your selection. Be mindful of specific directions for certain tiers on the following pages.**

	Tier 1	Tier 2	Tier 3
<b>Approximate Number of Attendees</b>	Park Events: 75 – 500 Other Events: 0-500	All Events: 500 - 5000	All Events: 5000+
<b>Approval Required</b>	City Administration	New Events: CLARB Repeat Events: City Administration	CLARB
<b>Activities (May include but are not limited to)</b>	<ul style="list-style-type: none"> <li>• Minimal City Staff/Safety Support</li> <li>• No amplified music</li> <li>• No alcohol</li> <li>• No fireworks</li> </ul>	<ul style="list-style-type: none"> <li>• City Staff/Public Safety support</li> <li>• Amplified music</li> <li>• Alcohol</li> <li>• Fireworks</li> </ul>	<ul style="list-style-type: none"> <li>• Non-traditional use of public space</li> </ul>

## USER FEES

Event Rental Fees	
Application Fee (Non- Refundable, applies toward event fee)	\$25.00
Public Park Event Fee (Includes 1 Free Shelter)	\$300.00 per day
Parade Event Fee**	At Cost
Public Property Event Fee	\$50.00 per day
Private Property Event Fee	\$25.00 per day

Misc. Fees	
Electrical Pedestal (Per Side)/ Water Hookup	\$10.00 each
Distribution Panel	\$25.00 each
Temporary Sign Permit	\$10.00
Temporary Caterer's Permit**	\$15.00

Additional Rental Fees (Resident Rate/Non-Resident Rate)	
English Landing River Stage per day	\$100.00/ \$125.00
Maxine McKeon Stage per day	\$100.00/ \$125.00
Non-Peak day Event Shelter Reservation Per 3 Hours* (Each shelter is limited to 75 people)	\$25.00/ \$35.00
Peak day Event Shelter Reservation Per 3 Hours* (Each shelter is limited to 75 people)	\$50.00/ \$60.00

Field Reservations	
Ball Field/Soccer Field	\$20.00 per field/court per hour
Volley Ball Court	

Event Support Fees	
City Park or Police Employee	\$30.00 per hour

\*Shelter Reservations are in three hour blocks:  
7:30 a.m. to 10:30 a.m.  
11:00 a.m. to 2:00 p.m.  
2:30 p.m. to 5:30 p.m.  
6:00 p.m. to 9:00 p.m.

\*Peak days are holiday weekends Memorial Day through Labor Day. In addition to River Jam, 4th of July Festival, Parkville Days, and Parktoberfest.

\*4th of July Parade and Parkville Days Parade are exempt from additional parade fees.

\*Requires an event to also obtain a Temporary Caterer's Permit from the State of Missouri.

## DUE DATE POLICY

---

- The Due Date Policy is as follows:

Due Date Policy Tier 1	
Due Date	Required
30 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

Due Date Policy Tier 2 and 3	
Due Date	Required
60 Days Before Event	Application, Fees, and all Supporting Documentation
7 Days Before Event	Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

- Applications turned in after the due date will not be accepted.
- Reasonable changes to a complete application are permitted after the due date. Please contact City Staff as soon as possible to report any changes that need to be made.

## REFUND POLICY

---

- The Event Refund Policy is as follows:

Refund Policy Tier 1	
Time before event	Refund schedule
30+ Days	100% Refund
29-0 Days	0% Refund

Refund Policy Tier 2 and 3	
Time before event	Refund schedule
60+ Days	100% Refund
59-30 Days	50% Refund
29-0 Days	0% Refund

- The application fee is only refundable if your event is mistakenly overbooked with another event, your event is cancelled due to another city obligation, or the event is cancelled due to a natural disaster (i.e. flood, tornado, etc).

# EVENT PERMIT PROCESS FOR REPEAT EVENTS

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## STEP ONE: APPLICATION SUBMISSION

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- Find the [New Special Event Permit Application](#) below, on [www.parkvillemo.gov](http://www.parkvillemo.gov), or located at City Hall.
- Complete and turn in the [New Special Event Permit Application](#) a minimum of **Thirty Days (Tier 1)/ Sixty Days (Tier 2 and 3)** prior to the event date.
  - The review and approval process begins when a completed Special Events Application, associated permit applications and fees, and the non-refundable application fee of \$25 are submitted to City Hall.
  - The City will only process a New Special Event Application if all forms are completed and all necessary information and supporting documents are included.

## STEP TWO: REVIEW

---

- Within seven (7) days of a completed Special Event Application being received by the City, you will be contacted to discuss your application. All events are reviewed using the [Rules and Conditions](#) for an event in Parkville.
- A Staff-Applicant meeting/phone call is required to go over the event details and necessities. The following information will be passed on to the applicant at this meeting:
  - Deposit Required: This amount is calculated by the [Event Deposit Guidelines](#). It is possible that your event will not require a deposit.
  - Insurance Required: All events require insurance. This amount is calculated by the [Event Insurance Guidelines](#).
  - Additional Fees: Staff may determine additional fees are necessary for your event.

## STEP THREE: APPROVAL

---

- (TIER 1) If the application is approved by staff you will be asked to review and sign the Event Permit.\*
- (TIER 2 and 3) If the application is approved by staff the event will be placed on the next Community Land and Recreation Board (CLARB) meeting agenda for review and approval. CLARB meetings are held the second Wednesday of the month. If the application is approved by CLARB you will be asked to review and sign the Event Permit

## STEP FOUR: ADDITIONAL INFORMATION

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- Deposit Payment, Proof of Insurance, Additional Fees, and other Requested Information must be submitted in accordance to the [Due Date Policy](#).

## STEP FIVE: POST EVENT

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- Deposit (if applicable) is refunded fourteen days (14) after the event if the public space is left in its original condition as deemed by City Staff per the [Event Deposit Guidelines](#).
- Additional event expenses will be charged to a post event invoice and will be taken out of the deposit (if applicable).
- You may be contacted by City Staff following your event for a post-event review. A post-event review ensures you will capture the important details to jumpstart preparations for your next event

\*Applicants may optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair.

## DOCUMENTS

Let's get started organizing the documents you will need for your event. Keep in mind that the document list below is designed to cover a wide variety of events. You only need to submit the documentation related to your event. Click the hyperlinks for PDF forms or visit [www.parkvillemo.gov/event-forms](http://www.parkvillemo.gov/event-forms) to download what you need. All forms are also available at City Hall.

Information!	
<a href="#">Event Rules and Conditions Guidebook:</a>	Rules and Conditions which will help to explain the event process and the event application.

Forms for all Events	
<a href="#">New Special Event Permit Application:</a>	A completed application is needed to receive an Event Permit. Attached Below.
<a href="#">Repeat Special Event Permit Application:</a>	The application needed for repeat events.
<b>Event Permit:</b>	The permit needed to have an event in Parkville. The event coordinator must display or promptly produce the permit at all times during the event.
<a href="#">Facility Info:</a>	List of facilities and associated fees.

<b>1.</b>	Do you want to reserve a shelter, stage, or sports field with your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 2
	<a href="#">Shelter/Stage Reservation Permit Application:</a>	Permit needed to reserve a shelter in Parkville. Attach the shelter application to the special event application.
	<a href="#">Sports Field Reservation Permit Application:</a>	Permit needed to reserve a sports field in Parkville. Attach sports field application this to the special event application.

<b>2.</b>	Do you want to have alcohol at your event and you are a non-profit?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 3 (next page)
	<a href="#">Parkville Request for a Picnic License:</a>	Events held by non-profits first require City approval. Turn this letter into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval.
	<a href="#">Missouri Application for a Picnic License:</a>	Events held by non-profits then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.

<b>3.</b>	Do you want to have alcohol at your event and you are you a business?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 3 (next page)
	<a href="#"><u>Parkville Temporary Liquor Permit:</u></a>	Events held by businesses first require City approval. Turn this form into the City Clerk. Please do not start the Missouri Application (below) until the City has granted approval.
	<a href="#"><u>Missouri Application for a Temporary Liquor Permit:</u></a>	Events held by businesses then require State approval. After your request has been approved by the State please supply the approved state documentation to the City.

<b>4.</b>	Do you want to advertise your event with signage?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 4
	<a href="#"><u>Temporary Sign Permit Application:</u></a>	This is the permit needed to have temporary signage advertising your event.

<b>5.</b>	Do you want to have vendors at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 5
	<a href="#"><u>Vendor Sheet:</u></a>	List provided to the City detailing all event vendors. Use the provided space on the application or attach the vendor sheet to the special event application.
	<a href="#"><u>Vendor Map:</u></a>	Map of approximate vendor location placement at the event. Use the provided space on the application or attach the vendor map to the special event application.

<b>6.</b>	Are you going to have live performances at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 6
	<a href="#"><u>Performance List:</u></a>	List of performers, performance type, music genre, and performance times. Use the provided space on the application or attach the performance list to the special event application.

<b>7.</b>	Is there going to be limited parking near your event area?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 7
	<a href="#">Parking Plan:</a>	If your event is in a location with limited parking availability. You will be asked to submit a parking plan. This is your plan of action to get people to and from your event. Use the provided space on the application or attach the parking plan to the special event application.

<b>8.</b>	Is your event going to have amusement rides?	
	Yes: See directly below for what you'll need complete.	No: That's all the questions for now.
	<a href="#">Missouri State Amusement Ride Permit:</a>	State permit needed to operate amusement rides. This does not need to be submitted to the city, but must be kept on site for inspection prior to the event.

<b>Documents for after the Staff-Application Meeting</b>
--

Proof of Insurance	
<b>Proof of Insurance:</b>	Proof of Insurance must be provided to the City prior to your event. This amount is calculated at the Staff-Applicant meeting based on <a href="#">Event Insurance Guidelines</a> .

Payment Information	
<b>Pre-Event Invoice:</b>	Provided to you after the staff-applicant meeting and includes the deposit amount and additional fees not included with the application.
<b>Post-Event Invoice (If Applicable):</b>	Provided to you by the city after your event has been completed. This invoice is used for additional charges that are incurred during the event.



CITY OF PARKVILLE  
 8880 Clark Avenue  
 Parkville, MO 64152

Date Submitted \_\_\_\_\_  
 Application # \_\_\_\_\_  
 Date Approved \_\_\_\_\_  
 Permit # \_\_\_\_\_

## NEW SPECIAL EVENT APPLICATION

---

Thank you for choosing the City of Parkville 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 obtain a special event permit prior to the event. Please complete and return the following special event permit application to City Hall at the address above. Thank you again for choosing Parkville. **Please refer to the [Application Information](#) and [corresponding sections in the Event Rules and Conditions](#) to answer most questions.** Tier 1 applicants may also optionally present to CLARB as a non-action item with consent of staff and/or CLARB chair

### 1. EVENT INFORMATION:

---

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

Event Location: \_\_\_\_\_ Event Tier: \_\_\_\_\_

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

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Event Date(s) and Times: \_\_\_\_\_

Set up date/time: \_\_\_\_\_ Cleanup finished date/time: \_\_\_\_\_

### 2. APPLICANT / CONTACT INFORMATION:

---

**Applicant(s)**

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

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

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

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

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

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

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

**Alternative Contact**

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

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

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

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

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

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

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

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

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

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

**Alternative Contact**

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

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

Detailed event description continued (Attach additional sheet if necessary): \_\_\_\_\_

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

**3. EVENT TYPE:**

- Run
- Walk
- Parade/ March
- Bike Race/Tour
- Street Fair
- Concert
- Film
- Carnival
- Other:  \_\_\_\_\_

**4. SHELTER/ FIELD RESERVATION:**

Do you want to also have a shelter reservation with your event? Yes: \_\_\_ No: \_\_\_

If Yes: Attach a [Shelter Reservation Permit](#). **Note: You must fill out this application to receive the free shelter and add additional shelters to your event.**

Do you want to also have a ball field reservation with your event? Yes: \_\_\_ No: \_\_\_

If Yes: Attach a [Ball Field Reservation Permit](#)

**5. 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](#))

Do you plan to have fireworks?..... Yes: \_\_\_ No: \_\_\_ (If Yes, complete question 19 on [pg. 14](#))

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

**6. UTILITY CONNECTIONS (ENGLISH LANDING PARK EVENTS ONLY):**

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

If Yes: How Many Electric Pedestals? \_\_\_\_\_

If Yes: How Many Distribution Panels? \_\_\_\_\_ (2 maximum)

If Yes: How Many Water Hookups? \_\_\_\_\_ (5 maximum)

Additional Utility Requests (Attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

## 7. SITE PLAN

---

Where do you plan to have your event? City Park: \_\_\_\_\_ Other Public Property: \_\_\_\_\_

The Site Plan descriptions should be a detailed narrative and/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. 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): \_\_\_\_\_

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## 8. ROADWAY AND PARKING LOT CLOSURES:

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

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

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## 9. PARKING

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Do you have sufficient on street/lot parking at your event space? Yes: \_\_\_ No: \_\_\_

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): \_\_\_\_\_

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Do you request the use of Ball Field 1 for Parking? Yes: \_\_\_ No: \_\_\_

**10. PUBLIC INFORMATION:**

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

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**11. CANCELLATION NOTICE:**

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How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): \_\_\_\_\_

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**12. SECURITY PLAN:**

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

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**13. RESTROOM PLAN:**

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Describe your restroom/restroom cleaning plan. At least four restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): \_\_\_\_\_

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**14. CLEAN UP PLAN:**

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

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15. OTHER STAFF SUPPORT:

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

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

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16. FIRST AID PLAN:

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

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17. SIGNAGE:

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

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

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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_





## 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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- Parkville Municipal Code, Chapter 140 - City Parks, and the related sub-sections, contain many requirements for Parks and other public spaces. 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**

## CHECK LIST

Required Items	
	\$25 Special Event Application Fee. Applies toward event fee.
	\$300 Park Event Fee/\$50 Public Space Event Fee/\$25 Private Space Event Fee/Parade Fee
	Completed Event Information, Application Contact Information, Event Type Sections.
	Completed Event Location Map and Site Plan Section.
	Completed Public Information and Cancellation Notice Sections.
	Completed Security Plan.
	Completed Restroom and Clean-Up Plan.
	Completed First Aid Plan.
Optional Park Event Items	
	Completed <a href="#">Shelter Reservation Application</a> for included park shelter.
	\$25/\$35 <a href="#">Shelter Reservation Application</a> and for additional non-peak time park shelters.
	\$50/\$60 <a href="#">Shelter Reservation Application</a> and for additional peak time park shelters.
	\$100/\$125 <a href="#">Stage Reservation Application</a> and Fee.
	\$20 per hour per court <a href="#">Sports Field Reservation Application</a> and Fee.
Optional Items	
	\$10 <a href="#">Temporary Sign Application</a> and Fee.
	\$10 Per Electric Pedestal/ \$10 Per Water Hookup/ \$25 Per Distribution Panel
	City Staff Request \$30.00/hour per staff member.
	\$15 Temporary Caterer's Permit. Please read <a href="#">the requirements</a> for having alcohol at an event.
	Completed Roadway Closure Section.
	Completed Fireworks Section.
	Completed Vendor Section.
	Completed Performance Section.
	Completed Parking Plan Section.
Due 7 Days before the Event	
	Additional Fees and other Requested Information.
	Deposit Payment.
	Proof of Event Insurance. See the <a href="#">Event Rules and Conditions</a> for more Info.
	Proof of Additional Insurance (Vendor, Fireworks, Animal, Ride, etc).

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

Helpful Phone Numbers	
Parkville City Administration 816-741-7676	Missouri Liquor Control 816-889-2774
Parkville Police Department 816-741-4454	Platte County Health Department 816-587-5998
Southern Platte Fire Protection District 816-741-2900	

**REQUIRED APPROVALS, IF APPLICABLE:**

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- Parks Superintendent** (tier 1 or repeat tier 2 event approval)       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- CLARB** (new tier 2 or 3 event approval):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Board of Aldermen** (alcohol/other)       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Police Chief** (closures/public safety/alcohol):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Public Works** (closures/trash/restrooms/utilities):  Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Community Development** (zoning/sign permit):  Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Building Official** (electrical/codes):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Fire Marshal** (fire code/public safety):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Health Department** (food/beverage service):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- City Clerk** (alcohol license/business license):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- State of Missouri** (alcohol license):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Accounts Receivable** (licenses/ taxes/fees):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other** (\_\_\_\_\_):       Approved    Date: \_\_\_\_\_    Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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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 permit 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 in 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.

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

---

- 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):

---

- 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 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.

## 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 a Certificate of Insurance on a standard ACORD form, indicating types of insurance, policy numbers, dates of commencement and expiration of policies and carriers. Applicant shall cause the City to be included as an Additional Insured, and shall require its insurer to provide the City with advance notice of cancellation before the event. Applicant shall deliver to the City a copy of an Additional Insured Endorsement, using ISO Additional Insured Endorsement (CG 20 10), edition date 11/85, or an equivalent (e.g., CG 20 10, edition date 10/93, plus CG 20 37, edition date 04/13 or other carrier form) and 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 copy of the Notice of Cancellation Endorsement and Additional Insured Endorsement must be furnished to the City prior to commencement of the event.
- A special event permit will not be issued until the evidence of insurance in the form of a certificate of insurance has been received and approved by 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 per each vendor.**
- 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 as vendor insurance.**

**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.**

## VENDORS

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- All vendors must have a Parkville business license per Chapter 605 of the Parkville Municipal Code. Vendors include all sellers of merchandise (including artists), service, or food/beverages. Vendors also include carnival/amusement ride services.
  - Vendors at 501c3 hosted events are exempt from the Parkville 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 on the post event invoice.

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## VENDOR INSURANCE

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

## STANDING EVENTS

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



## 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 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](#).

### 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](#).

# 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 their event and returning them to the Park Headquarters at the events conclusion. Approved collection material is listed on each container. Should the event collect large amounts of cardboard, 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 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 units will likely need to be cleaned and restocked with supplies. This service and additional restrooms are the responsibility of the event coordinator.
  - The City will provide staff cleaning services if requested for \$30.00 per person per hour. This will be charged to the post event invoice. If the toilets 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.

## 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 invoiced to the event.

### 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 commercial general liability insurance. [Please see the insurance guidelines above.](#)
  - The applicant will be required submit the certificate/s of insurance seven (7) days in prior to the event.

### MUSICAL/THEATRICAL PERFORMANCES

---

- 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 Main Street and East Streets (East and West) and McAfee and the railroad tracks (North and South).
  - 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 commercial general liability insurance. [Please see the insurance guidelines above.](#)

- 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 temporary special event signs including mobile or portable signs and banners, 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

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### ADDITIONAL NATURE SANCTUARY GUIDELINES

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- All event rules, conditions, and guidelines apply to the Parkville Nature Sanctuary.
- The following rules are specific to 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 at entry parking lot.
- Parkville Nature Sanctuary events are considered “Public Property Events” and shall be charged at the rate of \$50 per day.

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## 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 your 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 your event. Shuttle bus services are 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 **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. If you hire a private security firm for your event you will be required to provide detailed contract information 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.
- You may request a police security presence for \$30.00 per officer per hour. Please note this on the designated spot 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.

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### 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.

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### 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.

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### 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.”

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## 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 at the Staff-Applicant meeting. Deposits are calculated by looking at foreseeable areas of grass or park damage and then calculating the estimated cost to repair the area back to normal.
- 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 sponsor will also be responsible for any damage expenses over the deposit amount.
- Refunded deposits are issued 14 days following the event.

## 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**

## CITY OF PARKVILLE Policy Report

Date: Wednesday, November 4, 2014

Prepared By:

Tim Blakeslee  
Assistant to the City Administrator

Reviewed By:

Tom Barnard  
Parks Superintendent

ISSUE:

Approve the tentative 2015 Calendar of Events.

BACKGROUND:

With 2015 approaching, Staff is beginning to prepare for next year's events. Attached is a tentative 2015 Calendar of Events for review and approval. Please keep in mind that per the recently approved Guidelines for Events in Parkville (2014), only Standing Events (Jazz & Fine Arts River Jam, 4th of July Celebration, Parkville Days, Christmas on the River, and Turkey Trot) have been granted permanent reservation timeframes with first right of refusal for specific dates. The dates listed for other events are recommendations only and will be approved once all special event application materials have been received. Staff will encourage these event coordinators to complete the event application as soon as possible to reserve their preferred timeframe. Approval tonight will help Staff manage the 2015 event calendar as future events are added.

The recently approved event guidelines designate that all events taking place in Parkville must be approved for a Special Event Permit. All events, **including standing events**, must complete the Special Event Application to be approved for a Special Event Permit. Staff will reach out to all event coordinators with details about the new event guidelines following Board of Aldermen approval.

BUDGET IMPACT:

There is no direct budget impact associated with approval of the tentative 2015 Calendar of Events

ALTERNATIVES:

1. Approve the attached tentative 2015 Calendar of Events.
2. Approve a portion of the tentative 2015 Calendar of Events.
3. Provide other direction to staff regarding the tentative 2015 Calendar of Events.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends approval of the tentative 2015 Calendar of Events.

POLICY:

Section 150.050.E. gives CLARB authority for event approvals occurring on community public right-of-way and park land.

SUGGESTED MOTION:

I move to recommend approval of the tentative 2015 Calendar of Events.

ATTACHMENTS:

1. Tentative 2015 Calendar of Events

# Parkville Event Dates 2015

<u>EVENT</u>	<u>DATE</u>	<u>LOCATION / TIME</u>
Cruise Night	Saturday, April 4 <sup>th</sup>	Downtown Parking Lots 4:00 – 9:00 p.m.
PWUMC Pastor Christine	Saturday, April 11 <sup>th</sup>	ELP / East Shelter a.m.
Microbrew Fest	Saturday, April 25 <sup>th</sup>	ELP Noon – 6:00 p.m. No Reserv
Cruise Night	Saturday, May 2 <sup>nd</sup>	Downtown Parking Lots 4:00 – 9:00 p.m.
Go Project 5k Run	Saturday, May 16 <sup>th</sup>	ELP / McKeon & West Shelter- a.m
Sweet 16	Sunday, May, 17 <sup>th</sup>	ELP / A.M. West Shelter
N. Land Early Ed. Center “Pioneer Run”	Saturday, May 30 <sup>th</sup>	ELP / East & West Shelters 8:00 a.m.
Cruise Night	Saturday, June 6 <sup>th</sup>	Downtown Parking Lots 4:00 – 9:00 p.m.
MG Car Show	Saturday, June 6 <sup>th</sup>	ELP / East & West Shelters a.m.
Tour de Cure Bike Ride	Sunday, June 7 <sup>th</sup>	ELP McKeon / E&W Shelters a.m.
River Jam	Fri/Sat, June 12 <sup>th</sup> & 13 <sup>th</sup>	ELP / No Stage or Shelter Res. a.m.
Sjogren’s 5K	Sunday, ?	ELP / West Shelter a.m.
4 <sup>th</sup> of July	Wed–Sat, July 1 <sup>st</sup> – 4 <sup>th</sup>	Downtown Parking Lots No Res. July 4
Cruise Night	Saturday, August 1 <sup>st</sup>	Downtown Parking Lots 4:00 – 9:00 p.m.
Parkville Days	Fri- Sun, August 21 <sup>st</sup> – 23 <sup>rd</sup>	English Landing Park No Reservations
Cruise Night	Saturday, September 5 <sup>th</sup>	Downtown Parking Lots 4:00 – 9:00 p.m.
Paws in the Park	Saturday, September 19 <sup>th</sup>	ELP / No Reservations a.m.
Parktoberfest	Saturday, October 3 <sup>rd</sup>	ELP / No Reservations a.m. / p.m.
Bringing Up the Rear	Sunday, October 4 <sup>th</sup>	ELP / East & West Shelters A.M.
Ian’s Rainbow	Saturday, October 17 <sup>th</sup>	ELP / East & McKeon Stage 8:00 A.M.
Turkey Trot	Thursday, November 26 <sup>th</sup>	ELP
Christmas on the River	Friday, November 20 <sup>th</sup>	Downtown Parking Lots

WEDDINGS

DATE

LOCATION / TIME

## **CITY OF PARKVILLE Policy Report**

DATE: Wednesday, November 5, 2014

PREPARED BY:

Tim Blakeslee  
Assistant to the City Administrator

REVIEWED BY:

Tom Barnard  
City Administrator

ISSUE:

Recommend to the Board of Aldermen that Staff prepare and submit a Platte County Parks and Recreation Outreach Grant application.

BACKGROUND:

In 2009 the voters of Platte County approved a 10-year half-cent sales tax for parks, recreation, and stormwater control. A portion of the sales tax proceeds are allocated for the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs. Approximately \$250,000 is available each year through this program.

The Platte County Commission developed the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet our common goals. Applicants must be a local government, school district, or other public subdivision of the state of Missouri. The grant cycle begins on December 1 and the deadline for applications is January 30, 2015.

Groups who are awarded grants can use the funds for a number of purposes related to parks and recreation. Eligible projects include, but are not limited to, the development or improvement of recreational facilities such as playgrounds, ball fields and trails. In addition, plans to establish recreational programs are also eligible for grant awards.

Staff recommends applying for a \$30,000 outreach grant to help fund improvements to the English Landing Park restroom facility. The proposed renovation is one of the Board of Aldermen's top priorities and has been included in the city's 2015 Capital Improvements Program (CIP). This \$30,000 grant would be a portion of the \$200,000 needed to renovate the English Landing Park restroom facility. The total funding of the project would be provided approximately from the following sources: 7.5% from the Park Donations Fund, 10% from the Platte County Outreach Grant, 5% from the General Fund, and 77.5% by a Fewson Fund loan. Staff recommends applying for a dog park shade awning as an alternative second priority grant proposal. The estimated grant request for this shade screen is \$10,000.

It is possible to apply and receive multiple Platte County outreach grants, but the odds of receiving two large awards is relatively low. In the past, Staff has successfully applied by supplying Platte County with a list of grant proposals in priority order, but asking for funds for a single project. Staff is seeking approval and guidance from CLARB to provide a recommended list grant projects in priority order to the Board of Aldermen.

BUDGET IMPACT:

English Landing Park restroom: A \$30,000 grant would be a portion the \$200,000 needed to renovate the facility.

Dog park shade awning: The estimate cost is \$10,000.

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**ITEM #4C**

*For 11-12-14*

**Community Land and Recreation Board**

ALTERNATIVES:

1. Recommend to the Board of Aldermen for Staff to prepare and submit a Platte County Parks and Recreation Outreach Grant application.
2. Recommend to the Board of Aldermen for Staff to submit the grant application for another project.
3. Do not recommend to the Board of Aldermen for staff to submit the grant application.
4. Provide other direction to staff regarding the grant application.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB recommend to the Board of Aldermen for Staff to prepare and submit a Platte County Parks and Recreation Outreach Grant application.

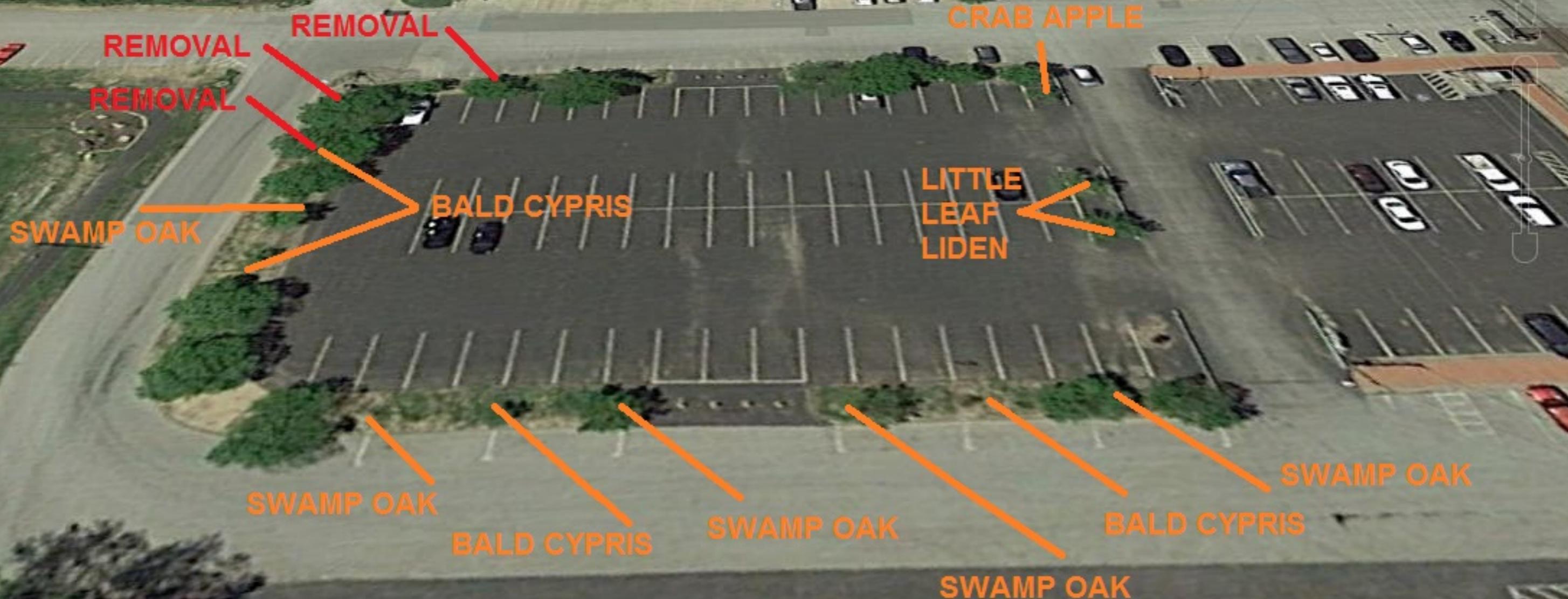
SUGGESTED MOTION:

I move to recommend to the Board of Aldermen for Staff to prepare and submit a Platte County Parks and Recreation Outreach Grant application.

POLICY:

Section 150.050 (B) of the Parkville Municipal Code gives the Community Land and Recreation Board advisory support to the Parks and Recreation Department and make recommendations to the Mayor and Board of Aldermen via the Director of Parks and Recreation.

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Google earth