

City of Lee's Summit
Department of Planning and Development
Special Event Checklist

Summit Art Festival

- **Applicant:** Summit Art, a 501c3 nonprofit organization (in collaboration with Downtown Lee's Summit Main Street, a 501c3 nonprofit organization)
Address: Summit Art, c/o Got Art Gallery, 18 SW Third St., Lee's Summit, MO 64063
Primary Contact: Jason Keene, 816-888-0052, summitartfest@gmail.com
Secondary Contact: Teresa Keene, 816-600-5932, gotartgallery@yahoo.com
- **Property Owner:** City of Lee's Summit, Missouri
- **Approval from Property Owners:** Four property owner permission forms are signed and included with application. One property owner letter enclosed for the City of Lee's Summit (not signed) asking for permission for a public parking lot.
Parking: Written permission has been secured for three parking lots for artist/vendor parking.
Additional Parking: Summit Art is asking the City of Lee's Summit for permission to use the public parking lot on S.W. Market Street next to the U.S. Post Office for additional artist/vendor parking. It is understood that a required number of spaces need to be reserved and would be marked as such.
Art/Music Pavilions: Written permission has been secured for the parking lot next to the old city hall/post office, which will be used to place a 40 x 50 student art pavilion/tent; 10 x 60 KidZone Pavilion/tent; and an area for a stage for musical entertainment.
Misc: All artists/vendors, staff and volunteers using these lots will be issued a dashboard parking pass. All artist/vendor parking lots will be monitored during the event.
- **Site Description:** The Summit Art Festival will take place in the Downtown Lee's Summit Central Business District, exclusively on the west side of the railroad tracks. The festival area is within the bounds of S.W. Main Street to S.W. Market Street and Second Street to Fourth Street.
The following streets will be used for the three-day festival:
 - Third Street from S.W. Main Street to S.W. Market Street
 - S.W. Main Street from Second Street to Fourth Street
 - Parking lot next to old city hall/post office for pavilions
- **Event Date/Hours:** From 4 to 8 p.m. Friday, Oct. 7; 10 a.m. to 8 p.m. Saturday, Oct. 8; and Noon to 4 p.m. Sunday, Oct. 9.

- **Description of Event:** In its sixth year, Summit Art Festival (formerly known as the Longview Art & World Music Festival) moved its location to Downtown Lee's Summit. This year the festival is planned to be in the same basic layout with a few minor changes. The festival is organized by Summit Art, in collaboration with Downtown Lee's Summit Main Street. The presenting sponsor is Saint Luke's East Hospital. Summit Art, a 501(c)(3) nonprofit organization, is a group of 105 artists. Its mission is to "Transform lives and enrich our community through the visual arts." The organization's activities include Summit Art Gallery at Saint Luke's East Hospital; Got Art Gallery on Third Street; scholarships to the three Lee's Summit high schools; art education; and mentoring. The Summit Art Festival is the organization's primary annual project.

The Summit Art Festival features approx. 80 booths of local, regional and national artists who are selected by a jury process. It also features the Student Art Pavilion with hundreds of pieces of art from students who attend R-7 School District high schools and middle schools. In addition, there is the Kids Art Area. The festival also highlights musical artists who will perform throughout the festival on a main stage.

In addition, Downtown Lee's Summit Main Street is booking three to four food vendors, as well as a beer truck through Central States Beverage. Also in the food area, there will be a wine booth run by Embrace the Grape of Lee's Summit, as well as soda and water options available. Downtown Lee's Summit Main Street is applying for the picnic liquor license for the three-day festival through the state and the local police department.

Attendance: Depending on weather, the anticipated attendance of the event is 15,000 to 20,000 people throughout the weekend.

Street Closures: Summit Art is requesting the following streets and alleys be closed at 3 p.m. Thursday, Oct. 9:

- Third Street from S.W. Market Street to S.W. Main Street. Car traffic would need to be blocked on both sides of the railroad tracks crossing; however, S.E. Main Street would not be blocked or closed.
- S.W. Main Street from Fourth Street to the center of the Railroad Bridge near Bank of Lee's Summit, above Second Street.
- The three alleys that enter into Third Street, west of S.W. Main Street.
- The alley behind Got Art Gallery, off of S.W. Market Street, will be accessible to local business owners and serve as entry for service vehicles.

(See Site Plan for positions of barricades; included with application.)

Signage: By Oct 6, "No parking" signs detailing that cars must be removed from the area by 3 p.m. Thursday, Oct. 9 will be placed up and down Third Street and S.W. Main

Street, with extra attention given to Amtrak parking spaces. (Amtrak also will be notified of street closure and given a news release to share).

3

“Reserved” signs will be placed in front of and inside of applicable parking lots. Each lot will be monitored, and attendants will be at each lot from 8 a.m. to 4 p.m. Friday during load-in of artist, and again on Saturday morning.

Spaces that are reserved by the lot owners or the City will be marked or bordered off. Inside the festival, there will be directional signage and banners on the tent pavilions. Signs directing patrons to various parts of the festival will be placed in areas for best effect (see site plan). There also will be eight 24x36 sandwich-board signs placed throughout the site with recognition to sponsors/donors.

Two weeks prior to the festival, there will be 12 banners (approximately 4x8 feet) placed around the community. Property owners will be contacted for written permission, and a list of all locations will be given Planning & Development Department.

- **Site Plan:** Included with application.
- **Temporary Public Toilets:** 10 portable toilets with hand-washing stations.
(See Site Plan for location of public toilets; included with application.)
- **Water Supply:** One hydrant would be turned on at the northwest corner of Third and S.W. Market streets or on S.W. Market Street, south of Third Street, if applicable. The water supply is only needed for the food vendors.
- **Liability Insurance:** Included with application.
- **Electrical Plan:** On the Electrical Plan, the sources/locations of electricity are indicated. In the legend, the symbol UES indicates used electrical sources. The other symbol, PES, indicates four different options for proposed electrical sources. Summit Art is working out the best option possibilities at this time, and has been in contact with KCP&L.
Included on the Electrical Plan are the locations of on-ground cable protectors and street crossings for getting electricity from the source to the booths and other electrical needs.
Additionally, Downtown Lee’s Summit Main Street may use three tree whips on S.W. Market Street, south of Third Street, and will hire Scott Horton to in those tree whips.

Summit Arts will use a licensed contractor for establishing the electrical sources. An electrician also will be on-site during the festival. The company being used during the festival is S.E.C.T. Theater Supplies, 1214 W. 8th St., Kansas City, MO 64101. Contact name: Steve Butler, 816-679-5007 or mrsect@msn.com.

For questions regarding the Electrical Plan, contact Ramon Magee of Summit Art at ramon1116@mac.com.

(See Electrical Plan for more details; included with application.)

4

- **Recycling Plan:** In addition to the recycling containers already located throughout downtown, recycling boxes also will be located throughout the festival area. This waste will go into a dumpster specifically for recyclable materials. Additional large trash cans that will be placed throughout the festival area have been painted with murals encouraging recycling. In addition, two large dumpsters will be placed at the opposite ends of the festival site; one near the food/beverage area and one in the Bank of Lee's Summit parking lot. Central States Beverage and Embrace the Grape will use plastic cups for beverages. It is stated in the vendor rules of operation that recyclable cups are encouraged and that no styrofoam cups are allowed.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

StateFarm

Drayton Riley, Agent
101 SE 2nd Street
Lees Summit, MO 64063

CONTACT NAME: Drayton Riley

PHONE (A/C, No, Ext): 816)524-4355

FAX (A/C, No): 816)525-6517

E-MAIL ADDRESS: drayton.riley.b5rz@statefarm.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: State Farm Fire and Casualty Company

25143

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Summit Art
18 SW 3rd St
Lees Summit, MO 64063

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						
				95-BJ-U988-2	04/06/2016	04/06/2017	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/PROP AGG \$ 2,000,000
	OTHER:						Business Property \$ 11,200
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR						AGGREGATE \$
	EXCESS LIAB						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

18 SW 3rd St
Lees Summit, MO 64063
Art Gallery

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DOWNT01

OP ID: AA

DATE (MM/DD/YYYY)

09/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Summit Insurance Group PO Box 1029 Lee's Summit, MO 64063 Scott J. Sidwell		CONTACT NAME: Scott J. Sidwell PHONE (A/C, No, Ext): 816-524-0031 FAX (A/C, No): 816-524-4911 E-MAIL ADDRESS: ssidwell@summitinsurancegroup.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Savers Property & Casualty	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		CP000551	09/01/2016	09/01/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CA0005551	09/01/2016	09/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Summit Art
18 SW 3rd St
Lee's Summit, MO 64063

CANCELLATION

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AUTHORIZED REPRESENTATIVE

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LEE'S SUMMIT MISSOURI

220 SE Green Street | Lee's Summit, MO 64063 | P: 816.969.1000 | cityofls.net

RECEIPT OF PAYMENT

Receipt Number:	2016022519
Receipt Date:	09/19/2016
Date Paid:	09/19/2016
Payment Method:	Check,
Check Number:	4383,
Full Amount:	\$1,550.00
Amount Tendered	\$1,550.00
Paid By:	SUMMIT ART, Address:18 SW 3RD ST STE 100

Fees:

Fee Description	Reference / Application Number	Amount Paid
9110077-Special Event Permit - City Services 3 days or more	PRSE20162391	\$1,500.00
9110077-Special Event Permit (application fee)	PRSE20162391	\$50.00