

LEE'S SUMMIT MISSOURI

Planning & Codes Administration Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Wedding Catering - Private Food Truck

Athletic Event Mobile Food Vendor Event Signage Other
Parked along Douglas St. by Stanley.

EVENT DATE(S): Oct 21, 2014 EVENT TIME(S): 6:30 to 8pm

EVENT LOCATION/ADDRESS: 25 SE 3rd St. Lees Summit, MO 64063

The Stanley ZONING OF PROPERTY: Street

* This is a private mobile food vendor - not open to public parking

APPLICANT: Bethany Neal - Moose Truck PHONE: 913.563.5797

CONTACT PERSON: _____ FAX: n/a

ADDRESS: 9112 Cody St. CITY/STATE/ZIP: Cleveland Park, KS 66214

PROPERTY OWNER: Cindy King PHONE: 816.600.2065

CONTACT PERSON: Same FAX: n/a

ADDRESS: Same as event location CITY/STATE/ZIP: _____

see email from Cindy
PROPERTY OWNER

[Signature]
APPLICANT

Print name: Cindy King

Bethany Neal

Administrative Notes (do not write below this line)

Approved Planning & Codes Administration

RECEIVED

OCT 13 2016

LEE'S SUMMIT MISSOURI

Planning & Codes Administration Special Event Checklist

**A Completed Checklist Must Be Submitted With Each Special Event Permit Application*

| Met | Not Met | N/A | |
|-------------------------------------|--------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Applicant – Name, Address and Telephone Number |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Property Owner – Name, Address and Telephone Number |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Written approval from the property owner agreeing to the proposed event |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Description of the site on which the proposed event is to be held |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Date(s) of the proposed event <i>10-21</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. a narrative written description of the proposed event, to include: <ul style="list-style-type: none"> • the hours of operation, <i>6:30 - 8</i> • anticipated attendance, <i>-private event</i> • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Location and number of proposed temporary public toilets |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Proof of liability insurance at time of application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 11. Electrical Plan shall be approved by the Code Official |

Jennifer Thompson

From: Cindy King [cindyking.thestanley@gmail.com]
Sent: Wednesday, October 12, 2016 8:50 AM
To: Bethany Neal
Cc: Jennifer Thompson; Jennifer Hendricks (jhendricks.thestanley@gmail.com)
Subject: Re: Moose Truck - Permit for Oct 21st at The Stanley

Hello Bethany and Jennifer,

We will sign the attached permit and return to city hall. Please let us know if we need to do anything else.

Thanks,

Cindy King co-owner

(cell) 816.651.1246

Historic Space & Aspen Room at The Stanley

Something Borrowed Rental Décor

Winner of The Knot Best of Weddings 2016, 2015, 2014, 2013, 2012

Knot Hall Of Fame inductee 2015

Wedding Wire Best of Weddings 2016, 2015, 2014, 2013, 2012

<http://www.thestanleyeventspace.com>

On Tue, Oct 11, 2016 at 4:15 PM, Bethany Neal <bneal@kchopps.com> wrote:

Hi Jennifer,

I am going to send the attached scanned back in the mail to you with a \$50 check written to city of Lee's Summit.

Is it correct that The Stanley owners need to sign the form? They are included here if so.

We are parking at The Stanley to serve from our truck windows for a wedding catering for a few hours.

I want to make sure everything is set up for this couple so they can have food on their wedding day. Please let me know if I missed anything or if the attached works and what you now need from The Stanley by way of written consent or if they have already cleared that through you and we have approval.

best regards,