



Planning & Codes Administration
Application Form

PERMIT NUMBER: 20172646 RECEIPT NUMBER: _____

SPECIAL EVENT: Oktoberfest

☐ Athletic Event ☐ Mobile Food Vendor ☐ Event Signage ☒ Other

EVENT DATE(S): September 21-24, 2017 EVENT TIME(S): See enclosed letter

EVENT LOCATION/ADDRESS: Second to Fourth and Johnson to Jefferson Streets in downtown LS ZONING OF PROPERTY: _____

APPLICANT: Lee's Summit Chamber PHONE: 816-524-2424

CONTACT PERSON: Stacy Needels FAX: _____

ADDRESS: 220 SE Main CITY/STATE/ZIP: LS, MO 64063

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

Print name: _____

Stacy Needels
APPLICANT

Stacy Needels

Administrative Notes (do not write below this line)

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Approved Planning & Codes Administration

Development Services



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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Property Owner – Name, Address and Telephone Number
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
<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,• anticipated attendance,• any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Location and number of proposed temporary public toilets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Proof of liability insurance at time of application
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Electrical Plan shall be approved by the Code Official

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LEE'S SUMMIT CHAMBER

Monday, July 31, 2017

Bob McKay
Director of Planning and Codes Administration
City of Lee's Summit
PO Box 1600
Lee's Summit, MO 64063

Dear Mr. McKay:

Please accept this letter as an application for a Special Event Permit for the Lee's Summit Chamber's 28th annual Oktoberfest event.

Oktoberfest is scheduled to take place September 22-23, 2017, with the carnival also being open on September 24. We anticipate an attendance of more than 70,000 festival-goers. The festival includes live entertainment, a Biergarten, arts and crafts booths, a carnival, Kids Street and much more. We will again be hosting a downtown merchant/sponsor "Schätzen Kickenoffen" appreciation night, from 5-7 p.m. Thursday, September 21 in the Biergarten, which requires an earlier street closing in order to set-up the tent.

The festival hours are as follows:

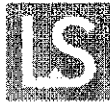
- 5-11 p.m. Friday, September 22
- 10 a.m.-11 p.m. Saturday, September 23
- Noon-4 p.m. Sunday, September 24 (carnival only)

We request Police Department presence through at least midnight on Friday and Saturday while attendees clear out of the tents. We request that the boundaries of our event permit include Second to Fourth and Jefferson to Johnson streets in downtown Lee's Summit. All downtown businesses will receive notification of the street closures and proper signage will be placed on streets, parking lots and alleys.

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We request permission to close the streets as follows (see enclosed map):

6 a.m. Wednesday, September 20

- SW Main from Second Street bridge to Fourth Street, leaving the intersection of Third open, to allow for Carnival set-up

2 p.m. Wednesday, September 20

- SE Main from Second Street to the Depot entrance ramp for Biergarten tent set-up

6 p.m. Wednesday, September 20

- Third Street from Market to just south of the railroad tracks
- History Museum parking lot from the back alley entrance (upon permission from property owner)

2 p.m. Thursday, September 21

- SE Main from the Depot entrance ramp to just north of the Equity Bank drive-through to allow for additional tent set-up and construction of the Community Stage
- Third Street from the alley between SE Main and Douglas west to existing barricades

6 a.m. Friday, September 22

- Third Street from Johnson west to existing barricades (second barricade placed at Third and Green)
- Douglas Street south of the Fire Department to Fourth Street
- Green Street south of City Hall parking garage to the alley entrance south of Third
- North alley between SE Main and Douglas barricaded at Third Street with cones just south of the public parking lot entrances (access to these parking lots will be allowed from Second Street)
- South alley between SE Main and Douglas barricaded at Third Street with cones just north of Equity Bank drive-through exit
- North alley between Douglas and Green barricaded at Third Street (allows access to parking from Second Street)
- South alley between Douglas and Green barricaded at Third Street (allows access to parking from Fourth Street)

We anticipate keeping all of these streets closed until the festival and clean-up have been completed on Sunday, September 24.

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Other information to be considered as you review our application:

- Upon approval from property owners, we plan to use the lot next to the History Museum, a portion of the Equity Bank parking lot, the garage apron space on Douglas Street, a portion of The Summit Church lot and a portion of Summit Technology Campus (for carnival parking).
- The Chamber will handle all of the food and beverage sales with the exception of two wine tents (on Douglas and SE Main streets), a funnel cake vendor and a kettle corn vendor. All event food and beverage vendors will obtain the necessary permits and liquor licenses.
- All carnival rides will be self-supported and will not be anchored to the streets or sidewalks. The carnival will be located on SW Main Street, Third Street west of the railroad tracks to Market, and in the parking lot next to the History Museum.
- Crafters will be directed to enter the festival area at Second and Green, check-in near the City Hall parking garage and then proceed to the alley and head north to Third Street.
- Mark Matthes, a licensed electrician, will perform all electrical work and will be in contact with City personnel related to Oktoberfest electrical requirements.
- John Knox Village security will provide foot patrol during the evening and overnight hours.
- We will request that five hydrants in the downtown core be turned on and provide any necessary deposits. We understand that the Water Department will install and disconnect the meters.
- With approval from property owners, banners will be hung around town leading up to the festival.

Please feel free to contact me if you need additional information about Oktoberfest. We appreciate your consideration of this request.

Yours Truly,

Stacy Needels

Stacy Needels
Director of Special Events
Lee's Summit Chamber

Enclosures:

- *Planning & Codes Administration Application Form*
- *Planning & Codes Administration Special Event Checklists*
- *Site plans showing street closures and barricades*
- *Site plan showing placement of temporary public toilets & trash receptacles*
- *Certificate of insurance*

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9LEES-3

OP ID: DR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/31/2017

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 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 Insurance & Benefits Group 252 N.W. Executive Way Lee's Summit, MO 64063 Randy A Russell		CONTACT NAME: Debbie Rogers PHONE (A/C, No, Ext): 816-525-3155 FAX (A/C, No): 660-827-1785 E-MAIL ADDRESS: drogers@ibgagent.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: National Specialty Insurance C	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED Lee's Summit Chamber of Commerce
220 SE Main Street
Lee's 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 SUBR INSD 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 <input checked="" type="checkbox"/> \$1MM LIQUOR LIAB GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	NDA0751878	01/21/2017	01/21/2018	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	<input type="checkbox"/> 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		NBD0751878	01/21/2017	01/21/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> 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 E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<input checked="" type="checkbox"/> Scheduled Equipmnt		NDA0751878	01/21/2017	01/21/2018	Golf Cars 18,000

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

Certificate holder is an additional insured as respects General Liability when required by written agreement.
RE: Oktoberfest 9/21/17 thru 9/24/17 for use of property located at Second to Fourth and Jefferson to Johnson Streets, Lee's Summit, MO

CERTIFICATE HOLDER**CANCELLATION**

CITYLEE City of Lee's Summit 220 SE Green St Lee's Summit, MO 64063	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. RECEIVED AUTHORIZED REPRESENTATIVE <i>Randy Russell</i> AUG - 1 2017
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