



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: COLS Welcome Back- Ground Roots Coffee Truck

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

EVENT DATE(S): May 17-18 2021 EVENT TIME(S): 7:00 a.m.- 10:00 a.m.

EVENT LOCATION/ADDRESS:

Monday, May 17- LS Police Headquarters: 10 NE Tudor, LSMO (7am- 8am)

Monday, May 17- City Hall: 220 SE Green St, LSMO (8:30 am- 10am)

Tuesday, May 18- LS Water Utilities: 1200 SE Hamblen Rd, LSMO (7am- 9:30 am)

ZONING OF PROPERTY: _____

APPLICANT: City of Lee's Summit PHONE: 816-969-1243

CONTACT PERSON: Sarah Tilbury FAX: _____

ADDRESS: 220 SE Green St CITY/STATE/ZIP: LSMO, 64063

PROPERTY OWNER: City of Lee's Summit PHONE: 816-969-1022

CONTACT PERSON: Christal Weber FAX: _____

ADDRESS: 220 SE Green St CITY/STATE/ZIP: LSMO, 64063

PROPERTY OWNER

Print name: Christal Weber

APPLICANT

Sarah Tilbury

Approved Development Services Department



Special Event Permit 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
<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 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 checked="" 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



Special Event Permit Checklist

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

Submittal Requirements	Yes	No
Completed Special Events Application		
Ownership signature/permission		
Filing fee – See Schedule of Fees and Charges for applicable fee		
Checklist for Special Event Application		

*** Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements				
UDO Article 11., Sec. 11.060	Ordinance Requirement	Met	Not Met	N/A
A. Application Required.	A Special Event Application shall be submitted for any Special Event requiring a Special Event Permit, as outlined above under "Permit Required."			
B. Application Deadline	A complete application shall be submitted at least 20 calendar days prior to the requested start date of a Special Event. The Director shall have the authority to waive the application deadline.			
C. Submission Requirements.	The application shall set forth and contain the submission requirements as stated in the UDO Article 11.060.C.1-14			
C.1. Name of Event	Name and/or brief description of the event.			
C.2. Description of City Services	Description of City Services required for the event such as traffic control, street sweeping etc.			
C.3. Fees	Fees as required. See the Schedule of Fees and Charges for applicable fee			
C.4. Narrative	A written narrative, fully describing the proposed event, including: <ul style="list-style-type: none"> 7. Location 8. Hours of operation 9. Anticipated attendance 10. Buildings or structures to be used in conjunction with the event 11. Proposed signs or attention attracting devices 12. Public streets to be used, if any 			
C.5. Statement	A statement that the standards set forth in Article 11, of the UDO, have been satisfied.			
C.6. Site Plan	A site plan in the form and the level of detail as required by the Director, showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets, and property lines.			



Welcome Back with Ground Roots Coffee



The City of Lee's Summit has procured Ground Roots Coffee Truck to serve coffees, teas, smoothies and teas at a Welcome Back party organized by the Activities and Recreation Committee. This event will be held the mornings of May 17-18, 2021 at various City of Lee's Summit locations, as described below.

Monday, May 17:

Lee's Summit Police Headquarters 7am- 8am (195 employees)

Contact: Sarah Tilbury and Dana Hobbs

Beth with Ground Roots Coffee will arrive approximately 45 minutes before the truck is open to employees to set up and ready to serve. Sarah and Dana will greet Beth and show her where to park (map attached). Employees will receive a drink voucher (Creative Services) and may use this for one drink up to \$4.50. Beth will keep a tab of all City drinks served and invoice the City following the event.

Employees may purchase additional items via cash or card.

**Creative Services will provide sandwich board signs (2) to advertise and direct attention to coffee truck*

Lee's Summit City Hall 830am- 930am (220 employees including Fire 1)

*Block spaces off for truck prior to arrival (parking spot by Plaza area?)

Contact: Sarah Tilbury

Beth will set up in City Hall parking lot; will follow same process as Police HQ set up. Sarah and another ARC member will be present as liaisons

**Creative Services will provide sandwich board signs (2) to advertise and direct attention to coffee truck*

Tuesday, May 18:

Lee's Summit Water Utilities 7am- 10am (110 employees *including PW Ops)

Contact: Cynthia Jarvis

Truck will enter at SW gate and have the truck set up within our fenced in area. This will keep the truck from taking up parking spaces and will keep the public out of the equation. From 7-8:30, field staff can get coffee and then get started with their day. Then at 8:30, PW can drive through the south parking lot, enter the gate on the SW corner of the building, get their coffee and then continue out the north gate. This will eliminate the need for a badge to get into the fenced in area. (map attached)

**Creative Services will provide sandwich board signs (2) to advertise and direct attention to coffee truck*

Ground Roots Coffee LLC

Contact: Beth Holmes (owner)

816-682-0987

groundrootscoffee@gmail.com

Valid Business License in Lee's Summit (July 2020)

Allow 3 parking spaces for trailer

Will use generator, no electrical needed

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS**Policy No. GL 1064896****Effective Date: 08/19/2020**
12:01 AM STANDARD TIME**LIMITS OF INSURANCE**

Each Occurrence Limit	\$500,000
Personal & Advertising Injury Limit (Any One Person/Organization)	\$500,000
Medical Expense (Any One Person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
Products/Completed Operations Aggregate Limit	Included
General Aggregate Limit	\$1,000,000

LIABILITY DEDUCTIBLE**\$0****LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY**

Location	Address	Territory
1	9035 Lewis Avenue, Kansas City, MO 64138	001

PREMIUM COMPUTATION

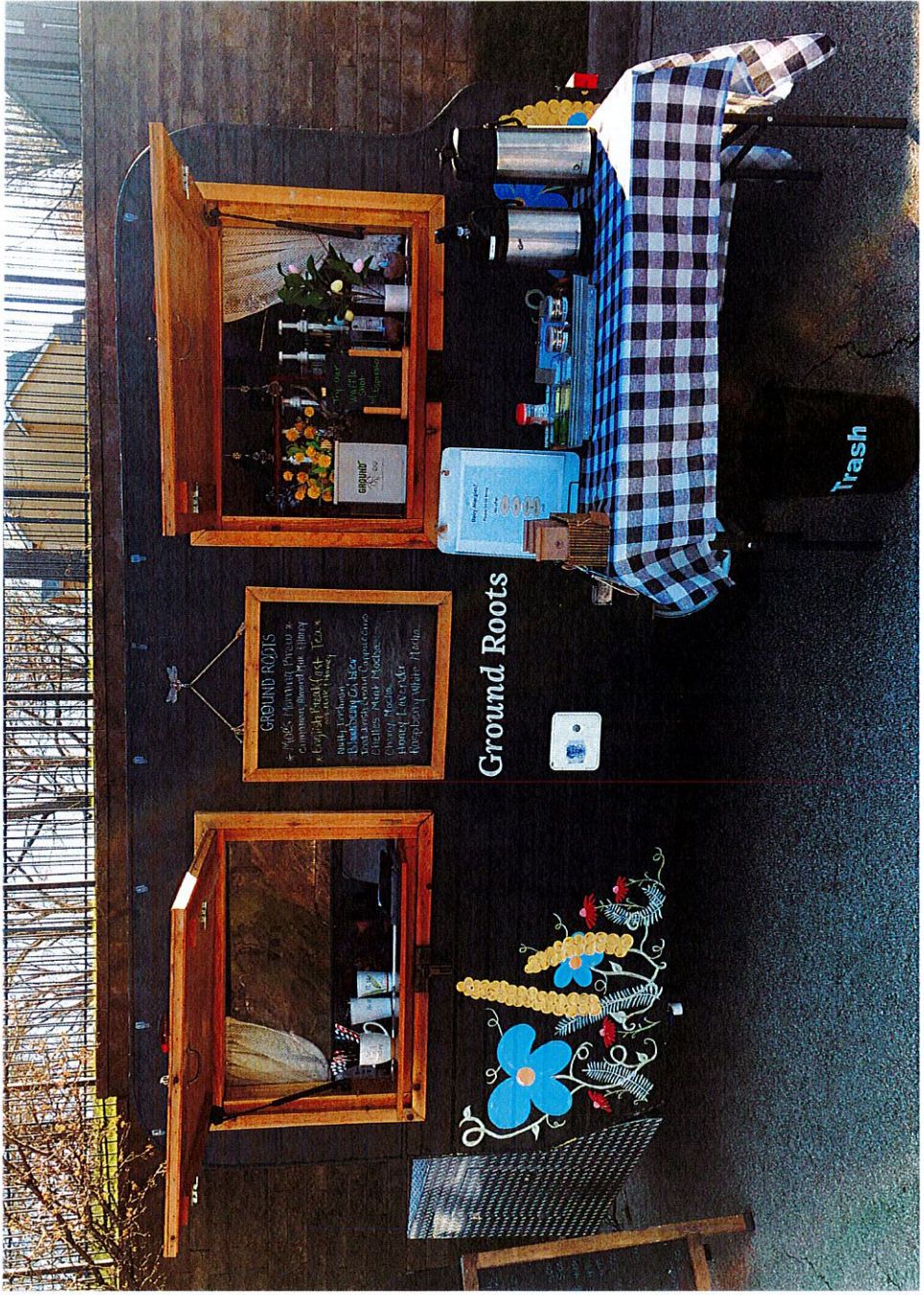
Loc	Classification	Code No.	Premium Basis	Rate		Advance Premium	
				Pr/Co	All Other	Pr/Co	All Other
1	Mobile Truck Vendor - Food	11171	1 Per Stand	Included	430.100	Included	\$475 MP
1	Additional Insured - Blanket	49950	1 Flat	Included	50.000	Included	\$50

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$475**TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$525**

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)



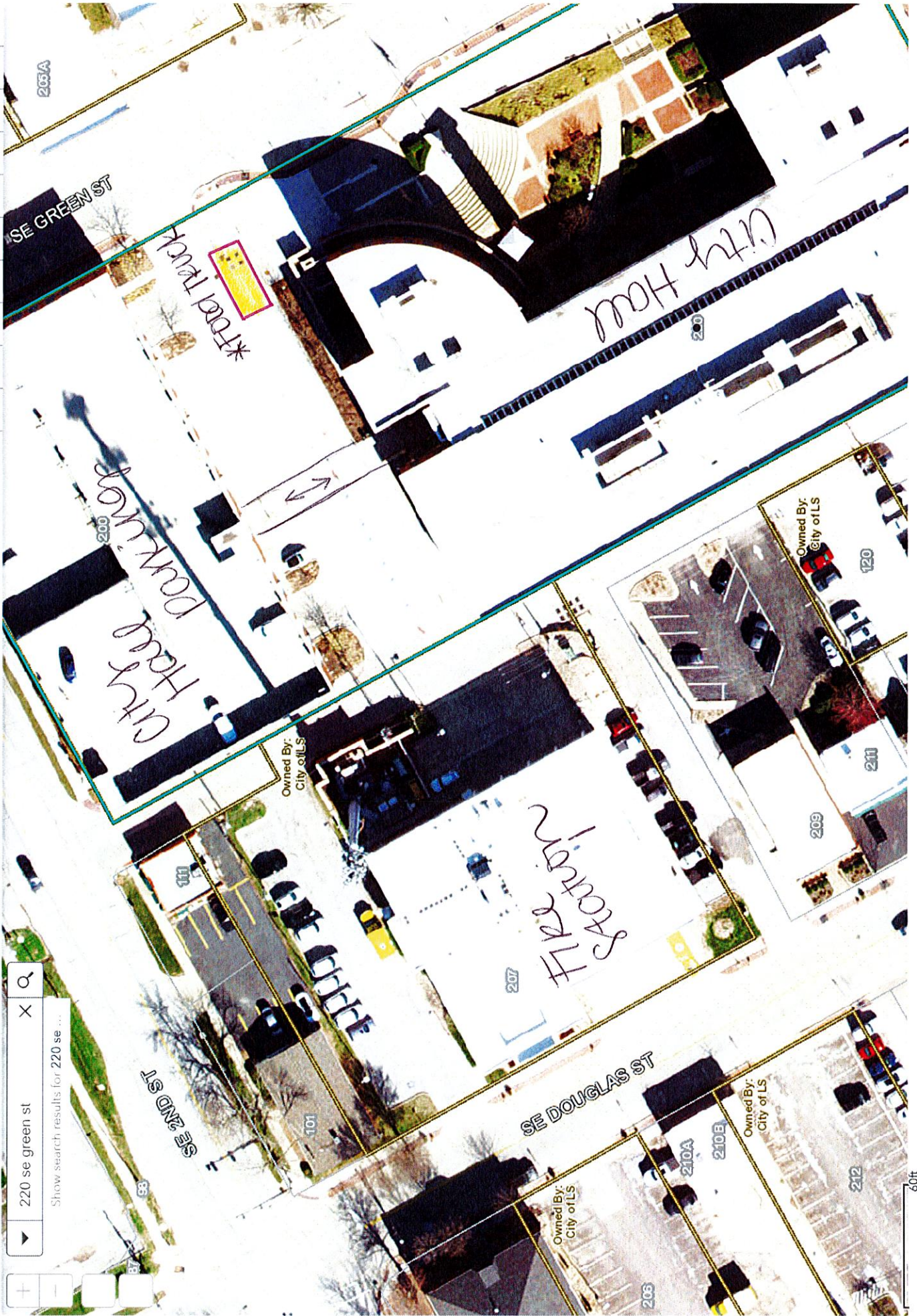




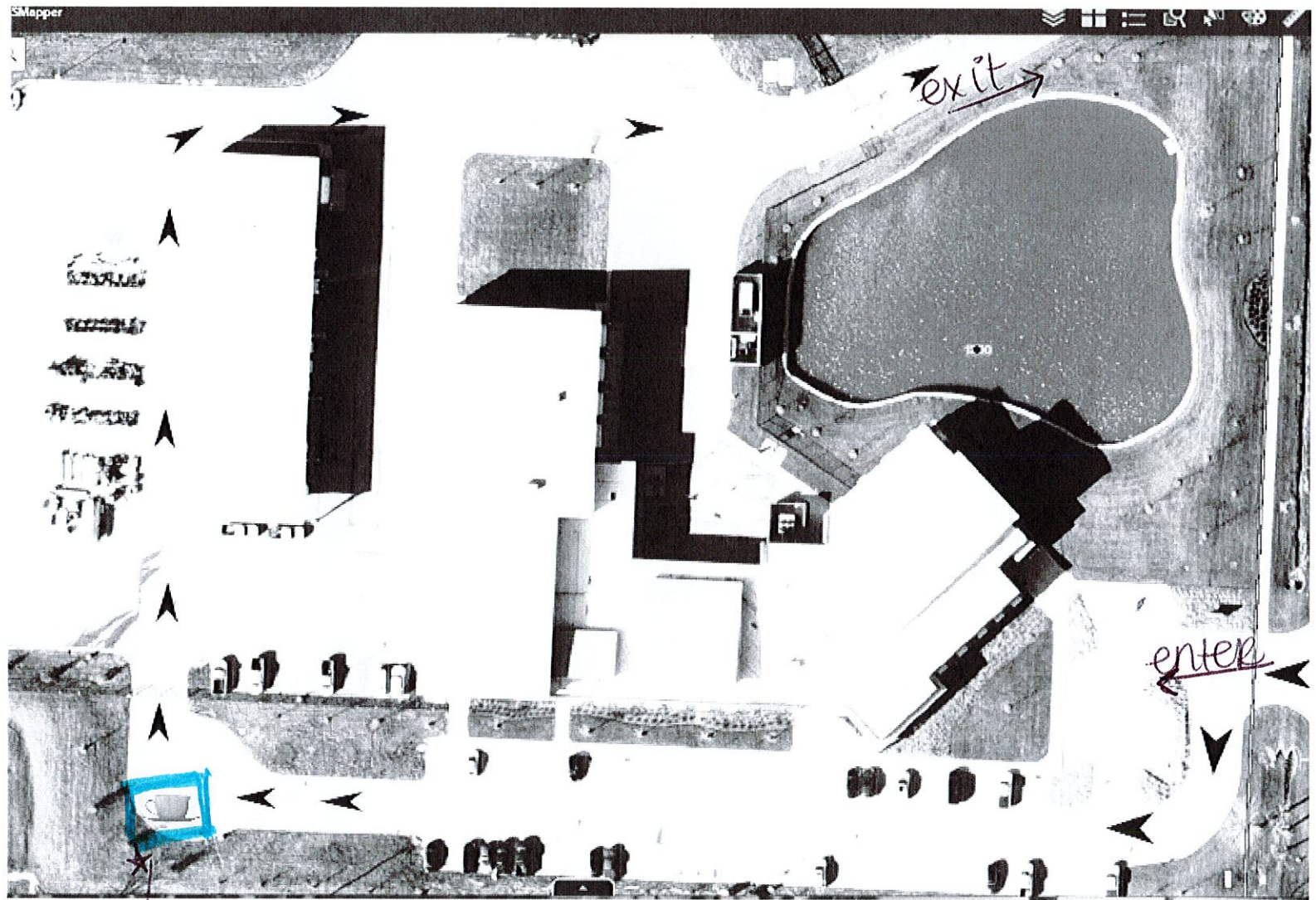
220 se green st



Show search results for 220 se ...



LS Water Utilities



Ground roots coffee