



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: PRSE20215101 RECEIPT NUMBER: 2021065185

SPECIAL EVENT: Halloweenie Roast

☐ Athletic Event

☐ Mobile Food Vendor

☐ Event Signage

☒ Other

EVENT DATE(S): October 23rd EVENT TIME(S): 12:00 to 3:00pm

EVENT LOCATION/ADDRESS: 400 SE 3rd St Lee's Summit MO 64063

ZONING OF PROPERTY: _____

APPLICANT: Molly Dean Team PHONE: 816-282-2208
~~816-985-9900~~

CONTACT PERSON: Kelsey Connolly FAX: 913-273-0117

ADDRESS: 400 SE 3rd St Lees Summit MO CITY/STATE/ZIP: 64063

PROPERTY OWNER: Josh Clark + Molly Clark PHONE: 816-694-2108

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

Joshua Clark

PROPERTY OWNER

Print name: Joshua Clark

Kelsey Connolly

APPLICANT

Kelsey Connolly

Administrative Notes (do not write below this line)

Jennifer Thompson

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	
☐	☐	☐	1. Applicant – Name, Address and Telephone Number
☐	☐	☐	2. Property Owner – Name, Address and Telephone Number
☐	☐	☐	3. Written approval from the property owner agreeing to the proposed event
☐	☐	☐	4. Description of the site on which the proposed event is to be held
☐	☐	☐	5. Date(s) of the proposed event
☐	☐	☐	6. a narrative written description of the proposed event, to include: • the hours of operation, • anticipated attendance, • any building/structures, signs or attention-attracting devices proposed to be used in conjunction with the event,
☐	☐	☐	7. A site plan showing the location of all existing or proposed uses, structures, parking areas, outdoor display areas, signs, streets and property lines.
☐	☐	☐	8. Location and number of proposed temporary public toilets
☐	☐	☐	9. Proposed temporary potable water supplies, which shall be approved by the Water Utilities Department, pursuant to applicable City codes.
☐	☐	☐	10. Proof of liability insurance at time of application
☐	☐	☐	11. Electrical Plan shall be approved by the Code Official



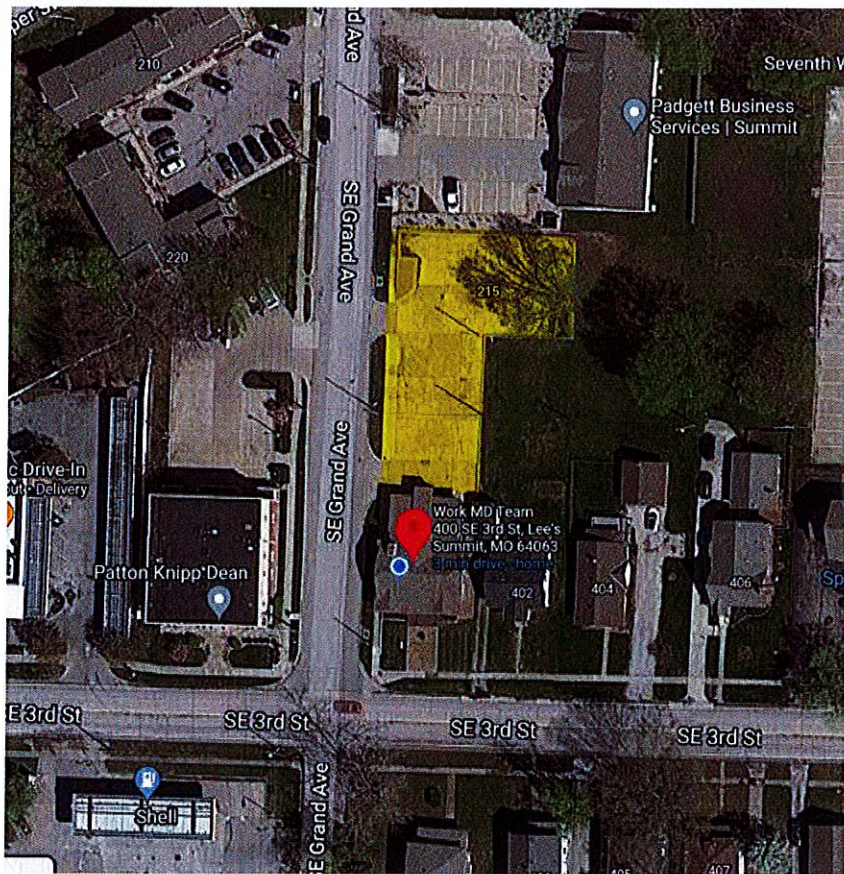
Special Event Permit Checklist

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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: 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.			



Event space =
Parking lot in yellow.

Details

9 people responded

Event by Royal Fox Realty LLC and Molly Dean Team at
LeaderOne Financial NMLS #259721

400 SE 3rd St, Lee's Summit, MO 64063-2823, United States

Duration: 3 hr

Public · Anyone on or off Facebook

★ ATTENTION ALL GHOSTS & GOBLINS! ★

You are invited to our Halloweenie Roast event! Friends and family welcome!

🎃 Prove your creative skills by winning a grand prize in our Pumpkin Painting Contest!

🎃 Show off your Halloween spirit by getting your face painted!

🎃 Grab a plate of free Frank 'n' Steins, Boo-Burgers, and more treats!

Missing this will HAUNT you!

🎃🎃🎃🎃🎃🎃🎃

📍 400 SE 3rd St.

Lee's Summit, MO 64063 - It's a parking lot party @ Molly Dean Team, LeaderOne Financial.

🎃🎃🎃🎃🎃🎃🎃

📅 October 23rd, 12p-3p

🎃🎃🎃🎃🎃🎃🎃

★ Presented by: ★

Royal Fox Realty LLC & Molly Dean Team, LeaderOne Financial See Less

MDT/RFR

FALL EVENT: "Halloweenie Roast"

23 OCTOBER 2021 / 12-3 PM / MDT OFFICE

EVENT NAME

Halloweenie Roast

ATTENDEES (~50 guests)

Molly Dean Team, RFR Team, Leader One clients, RFR clients

Needs: Permit from the city (MDT - Kelsey)

Food/Stuff:

MDT • Burgers • Hot Dogs • Possible Smoker Situation • Chips • Soda/Juice	RFR • Condiments • Paper Plates • Napkins
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Supplies:

MDT • Pumpkins (Small and Large)	RFR • Art Supplies
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Music:

MDT •	RFR • Google Speaker • Halloween Playlist
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Parking Lot Supplies:

MDT • Chair Rental (?) • Hay Bails • Cardboard Cutouts/Photo Props	RFR • Large Trash Can • 6' White Table • 4' White Table • Blue Cover Tent • Get a couple more tables
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ACTION ITEMS

Morgan: Graphics (done)

Kelsey: MDT logos to Morgan (done)

Morgan/Kelsey: Joint Facebook Event Creation on Monday 9/27 (done)

AGENDA FOR EVENT DAY

1030a - 1145a:

Setup / Pre-game

12p - 1230p:

Arrival / Socialize / Pumpkin Selection & Material Pick-up

1230p - 2p:

Painting / Balloon Animals / Face Painting / Eating the foods

2p:

Paint Brushes Down / Eat / Play

Stations: Balloon Animals, Face Painting / Temporary Tattoos / Fall Fun Family Photos (materials for this???)

((Morgan starts get pics of pumpkins / upload to voting system))

245p: Voting Begins

3p: Voting Ends / Winners "Crowned"

330p-430p:

Tear Down / Clean-Up

EVENT for Facebook -> <https://fb.me/e/JbSATXft>

Canva Graphic ->

https://www.canva.com/design/DAErUI4xG_o/wTWuHLLh8EVZnCERQtF3ig/watch?utm_content=DAErUI4xG_o&utm_campaign=designshare&utm_medium=link&utm_source=homepage_design_menu

Have a pumpkin painting contest

1. We will have a timed pumpkin painting contest which everyone will vote on the winner (4 winners) using an online polling system (MORGAN)
2. Along with painting, Josh will BBQ (josh has grill for hammies and hot doggies)

Crown the winner

1. When the winners are chosen by the poll, they will receive a Halloween themed gift basket (ideas below) with a Jack-O-Lantern trophy. Price?

WE NEED:

- 3-4 Tables and chairs for painting
- Branded RFR Banner
- Halloween table cloths (branded)
- Acrylic paint (link x2)
- Individual color palettes (\$8/15)
- Paint brushes
- Big trash can
- Cups of water
- Prize - trophy and gift card
- Face paint?

GIFT BASKET / GOODIE BAG IDEAS

Goodie Bags

- Little Bags
- MDT/RFR Stickers
- Small Swag (koozies, buttons, keychains, etc.)

2 adults gift baskets (MDT)

- "Freshen Up"
- Cooking/Baking Themed ????

2 kids gift baskets (RFR)

- Large Goodie Bag w/ TREATS? Full sized candy bars, fun stuff
- ??

Filling items:

- Halloween bracelets
- Halloween temp tattoos
- Halloween trophy