



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____
SPECIAL EVENT: 4th Annual 5K Run/Walk with Gusto!
☒ Athletic Event ☐ Mobile Food Vendor ☐ Event Signage ☐ Other
EVENT DATE(S): May 20th, 2023 EVENT TIME(S): 6:00 AM to 10:00 AM
EVENT LOCATION/ADDRESS: 3390 SW Fascination Drive, LS, MO 64081
ZONING OF PROPERTY: Public Street

APPLICANT: Gusto! Coffee Shop PHONE: 816-602-1045 (cell)
CONTACT PERSON: Emily Hula FAX: Ø
ADDRESS: 3390 SW Fascination Dr. CITY/STATE/ZIP: LS, MO 64081
EMAIL: emhula@sbcglobal.net

PROPERTY OWNER: Gale Communities PHONE: 816-805-5308
CONTACT PERSON: Curtis Gale FAX: _____
ADDRESS: 400 SW Longview Blvd, #109 CITY/STATE/ZIP: LS, MO 64081

See letter of approval
PROPERTY OWNER
Print name: Gale Communities

Emily Hula
APPLICANT
Print name: Emily Hula

Administrative Notes (do not write below this line)

Approved Development Services Department



JACKSON COUNTY PARKS + REC

Application for Special Use / Event Form

- Application must be submitted 60 days prior to the event.
- Fees and charges will be determined upon event approval.
- Use a separate form for each separate event request.
- Liability insurance will be required for all special events.

Please Print		Date of Application: <u>April 3, 2023</u>	
Event Information:			
Name of Event: <u>4th Annual 5K Run/Walk with Gusto</u>			
Date(s) Requested: <u>Sat., May 26, 2023</u>	Set Up Time: <u>6:00 AM</u>	Event Time: <u>8:00 AM</u>	Tear Down Time: <u>10:00 AM</u>
Name or Location of Facility Being Requested:			
Fleming Park <input type="checkbox"/> Blue Springs Beach <input type="checkbox"/> Cross Country Course <input type="checkbox"/> Fleming Meeting Hall <input type="checkbox"/> Blue Springs Shelter House # <input type="checkbox"/> Jacomo Shelter House # <input type="checkbox"/> Primitive Youth Camping <input type="checkbox"/> RC Flying Field	Longview <input checked="" type="checkbox"/> Longview Beach <input type="checkbox"/> Horse Park <input type="checkbox"/> RC Flying Field <input type="checkbox"/> Longview Shelter House # <input type="checkbox"/> Primitive Youth Camping	Landahl <input type="checkbox"/> Archery Range <input type="checkbox"/> Mountain Bike Trail <input type="checkbox"/> Shelter House (Argo Road) <input type="checkbox"/> Shelter House (Truman Road) <input type="checkbox"/> Argo Primitive Youth Camping <input type="checkbox"/> Truman Road Primitive Youth Camping	Blue & Gray Park <input type="checkbox"/> Brown Road Horse Camping <input type="checkbox"/> Trail Head Brown & Arnold <input type="checkbox"/> Sisk Shelter <input type="checkbox"/> Primitive Youth Camping <input type="checkbox"/> Bergen Shelter Monkey Mountain <input type="checkbox"/> Primitive Youth Camping Other <input type="checkbox"/>
Number of Participants Anticipated to Attend: <input type="checkbox"/> less than 50 <input checked="" type="checkbox"/> 51-100 <input type="checkbox"/> 100-250 <input type="checkbox"/> 250-500 <input type="checkbox"/> Over 500			
Number of Spectators Anticipated to Attend: <input checked="" type="checkbox"/> less than 50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 100-250 <input type="checkbox"/> 250-500 <input type="checkbox"/> Over 500			
Description of requested event: <u>4th Annual 5K Run/Walk with Gusto. Dedicated in Memory of Steve Hula. Run Route goes through Longview Park area. All Proceeds Benefit City Union Mission, God's Bucket Brigade, & Rended Hearts Ministry</u>			
Have you held similar events with JCP&R? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (provide information)	Name of Event: <u>Same</u>	Date of Previous Event: <u>April 30, 2023</u>	
Contact Information:			
Name of Organization Sponsoring this Event: <u>Gusto! Coffee Shop</u>			
Name of Contact Person Prior to Event: <u>Emily Hula</u>		E-Mail Address: <u>emhula@sbcglobal.net</u>	
Address: <u>3390 SW Fascination Drive</u>		City: <u>Lee's Summit</u>	State: <u>MO</u> Zip: <u>64081</u>
Home Phone: <u>(816) 602-1045 (cell)</u>	Business Phone: <u>(816) 767 ext. - 1100</u>	Day of Event Contact Phone Number: <u>(816) 602-1045</u>	
Name of Contact Person Day of Event: <u>Emily Hula</u>		E-Mail Address: <u>emhula@sbcglobal.net</u>	

Event Needs:

Will your event require the service of outside vendors, businesses, or organizations?

- ☒ No ☐ Yes If yes, please select from services listed below:
- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Catering | <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Pony Rides |
| <input type="checkbox"/> Amplified Sounds (including disc jockey, microphone, speakers, etc.) | <input type="checkbox"/> Inflatables | <input type="checkbox"/> Other (please explain) |
| | <input type="checkbox"/> Petting Zoo | |

Will alcohol be served, provided or sold at this event?

- ☒ No ☐ Yes If yes, explain:

Will your event require any type of special equipment/apparatus to be brought in to the park(s)?

- ☒ No ☐ Yes If yes, please list equipment/apparatus type:

Will your event require off road and/or field parking?

- ☒ No ☐ Yes If yes, anticipated number of vehicles:

Explain: _____

Depending on the nature of your event, liability insurance may be required. Do you currently have liability insurance that would cover this event? Your Group will be held liable for damage(s) during your event.

- ☐ No ☒ Yes

NOTE: Liability Insurance indemnifying Jackson County, Missouri will be required for all Special Event permits. Minimum amount of insurance shall be \$2 million per occurrence with a \$2 million aggregate naming Jackson County, Missouri as an ADDITIONAL INSURED. Policy must be provided one month prior to event.

Please check any of the services your event will require:

- | | | |
|---|---|---|
| <input type="checkbox"/> Admission Fees | <input type="checkbox"/> Concession Sales | <input checked="" type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Advertising - Type | <input type="checkbox"/> Emergency Vehicles | <input checked="" type="checkbox"/> Volunteers |
| | <input type="checkbox"/> First Aid Station | <input type="checkbox"/> Other |

Please list any additional requests you may have regarding your event. Please include details and use additional pages if needed.

I will have several volunteers directing runners to stay on one side of the cones, giving campers access to an open lane to exit avoiding vehicular traffic.

Please do not print any literature publicizing this event unless you have received an approved copy of your Special Use Permit signed and dated by a representative of the Parks + Rec Department.

JCP+R Use Only:

Date Received

- | | | | |
|--|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Special Event | <input type="checkbox"/> Special Use | <input type="checkbox"/> Fees Required | <input type="checkbox"/> Fees Waived |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved | <input type="checkbox"/> Yes | |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Denied | <input type="checkbox"/> No | |

Reason for Denial: _____

Fee Amounts:

Special Event Reservation	\$	_____
JPC&R Point of Contact (_____ x \$25.00/per hour) =	\$	_____
Ranger (_____ x \$25.00/per hour) =	\$	_____
Other:	\$	_____
Other:	\$	_____
Total Estimated Minimum Cost	\$	_____

Comments:

Name: Deanne Kungy

Title: Deputy Director

Date: 4/4/23

Please Remit Form to:
Jackson County Parks + Rec
Attn: Registration Department
22807 Woods Chapel Road
Blue Springs, MO 64015




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/03/2023

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  Bruce Holiman Agency 319 SE Douglas St Unit 317 Lees Summit, MO 64063		CONTACT NAME: Leslie Lee PHONE (A/C, No, Ext): 816-524-5150 E-MAIL ADDRESS: leslie@bruceholiman.com FAX (A/C, No): 816-524-5149		
INSURED		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: State Farm Fire and Casualty Company		25143
		INSURER B:		<input checked="" type="checkbox"/>
		INSURER C:		<input checked="" type="checkbox"/>
		INSURER D:		<input checked="" type="checkbox"/>
		INSURER E:		<input checked="" type="checkbox"/>

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
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"/> PROJECT <input type="checkbox"/> LOC OTHER:			95-C8-U401-4	05/01/2023	05/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					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	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				PER STATUTE OTH-ER 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)

EVENT: Run with Gustof 3rd Annual 5K Fun Run/Walk, Lees Summit, MO — May 20, 2023

CERTIFICATE HOLDER**CANCELLATION**Jackson County Parks & Recreation
22807 Woods Chapel Rd
Lees Summit, MO 64015

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

Leslie Lee SSA5

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April 4, 2022

City of Lee's Summit

Please be advised that Gusto Coffee Bistro has our approval and support, as Landlord and property owner, to utilize Longview Rd. north of Fascination Dr., abutting the New Longview Commercial District, and Fascination Dr. between Longview Blvd. and Longview Rd. in order to stage the **2023 Gusto 5K Fun Run/Walk**. This event will occur on Saturday, May 20th, 2023 between the hours of 6am and 10am with a specific start time of 8am.

Thank You,

Cutter Gale

A handwritten signature in black ink, appearing to read "Cutter Gale", written over a horizontal line.



May 2, 2023

RE: Road Closures

To whom it may concern,

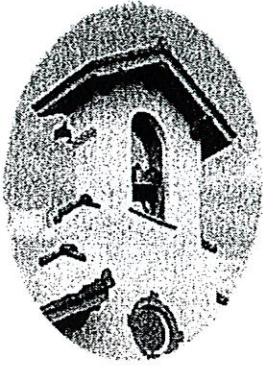
Gusto Coffee has approval of Longview Community College to close Gates 2&3 (using barricades) on SW Longview Road to set up and stage the "Five K Gusto Run" on the morning of Saturday, May 20, 2023 from 6:00-10:00 a.m.

We foresee no issues on our end with the street closing for this event.

A handwritten signature in black ink, appearing to read "Kathrine Swanson". The signature is fluid and cursive, written over a light blue horizontal line.

Kathrine Swanson

President, MCC-Longview



Longview Chapel

Christian Church (Disciples of Christ)

850 S. W. Longview Road

Lees Summit, MO 64081

(816) 763-6290

e-mail - office@longviewchapelcc.org

1/31/19

ATTN: Emily Hula

RE: "1st Annual 5k Fun Run/Walk Dedicated to Steve Hula" 5/4/19 road closure

To Whom It May Concern,

Emily Hula has contacted Longview Chapel about the May 4th "1st Annual 5k Fun Run/Walk Dedicated to Steve Hula" and the need to close off Longview Road in front of the Chapel from 7:45am-9:30am that morning.

We have no objection to the closing of Longview Road in front of the Chapel on this date and time.

Blessings,

Pastor Donna Rose-Heim

816-535-0088

pastor@longviewchapelcc.org

We are Disciples of Christ, a movement for wholeness in a fragmented world.





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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" 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

Description of run route:

The race begins at the stop sign of New Longview Road and Fascination Drive... between the Community College and Gusto Coffee Shop. It heads SW into Longview Lake towards the baseball field and turns around from that location back to the stop sign.

Date of the Event: Saturday, May 20th 2023

Hours of Operation: 6:00 AM – 10:00 AM

Anticipated Attendance: 75 – 100 People (including volunteers). No building structures or signs will be used for this event. Cones will be set out to mark the distance of the race. There will be an official Start and Finish line with official timing by Bodies Racing Company. Parking for participants will be on Gusto Coffee Shop's parking lot.

Public Toilets: 2 Porta Potties will be positioned in the back parking lot of Gusto Coffee Shop.

City Services Required: Police Officers will be required for public safety.

All proceeds are given to City Union Mission, God's Bucket Brigade (ministry to the homeless) and Rended Hearts Ministry (rescuing the human trafficked).