



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: Downtown Days

Athletic Event Mobile Food Vendor Event Signage Other

EVENT DATE(S): June 6-8, 2025 EVENT TIME(S): June 6: Noon-10pm
June 7: 10am-10pm
June 8: 11am-4pm

EVENT LOCATION/ADDRESS: 3rd Street from Market to Green;
SW Main from 2nd to 4th Street;
SE Main from 2nd to 4th Street;
Douglas from 2nd to 4th Street ZONING OF PROPERTY: _____

APPLICANT: Downtown Lee's Summit Main Street PHONE: 816-246-6598

CONTACT PERSON: Julie Cook FAX: 816-246-7433

ADDRESS: 13 SE 3rd St, Lee's Summit, MO 64063 CITY/STATE/ZIP: _____

EMAIL: julie@downtownls.org

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

PROPERTY OWNER

Julie Cook

APPLICANT

Print name: _____

Administrative Notes (do not write below this line)

Approved Development Services Department

Special Event Checklist
Downtown Days

- 1.) Julie Cook, Events & Promotions Director
Downtown Lee's Summit Main Street (DLSMS)
13 SE Third St, Lee's Summit, MO 64063
(816) 246-6598
- 2.) City of Lee's Summit
- 3.) Not applicable
- 4.) The following streets will be used for the three-day festival:
 - Third Street from Market to Green Streets
 - SW Main Street from Second to Fourth Streets
 - SE Main Street from Second to Fourth Streets
 - Douglas Street, south of the Fire Department to Fourth Street
- 5.) Friday through Sunday, June 6-8, 2025

Downtown Days is the primary fundraiser for DLSMS. It is a free, family-friendly festival featuring handcrafted vendors, live entertainment, food, a carnival, two beer tents, and other activities. Anticipated attendance during the three-day weekend is 90,000 people.

Festival hours of operation:

- Friday, June 6: Noon to 10 p.m.
- Saturday, June 7: 10 a.m. to 10 p.m.
- Sunday, June 8: 11 a.m. to 4 p.m.

Carnival ticket sales will close 30 minutes prior to the posted closing time for rides listed below:

- Friday, June 6: Noon to 9:30p.m.
- Saturday, June 7: 10 a.m. to 9:30 p.m.
- Sunday, June 8: 11 a.m. to 5 p.m.

We request use of the following public parking lots:

- The Farmers Market lot at Second and Douglas streets for the carnival living quarters from June 1-9.
- The parking lot north of Bridge Space for Vendor parking from June 5-8.
- The parking lot at 214 SE Douglas St to park a Verizon Cell-On-Wheels trailer from June 4-8.

Street closures for the festival are as follows:

- **Tuesday, June 3 at 5 pm:** SW Main Street from Second Street to Fourth Street for carnival ride set up.
- **Wednesday, June 4 at 5 pm:** Third Street from Market Street to the Railroad tracks for carnival rides.
- **Thursday, June 5 at 10 am:** All other streets (between the Railroad and Green and Second to Fourth). All streets will be swept of debris and reopened to traffic by Monday, June 9 at 8 a.m.
- **Parking Control:** Assistance from LSPD parking control is needed during street closures to identify cars that need towed.
- **Barricades:** LSPD will set city-owned barriers at the perimeter of the festival grounds. DLSMS will rent additional Type-3 and water barricades to have on hand. LSPD will coordinate with a forklift operator to fill and set water barricades on Friday, June 6 between 10:30 a.m.-Noon.

Permitting: DLSMS requests the City not issue any other special licenses or permits for the sale of beer, alcoholic beverages or food during the festival. For the ease of access to Downtown, we request the City not issue construction permits for alleys, 2nd Street, or other surrounding areas during the week of the festival.

Signage and banners will consist of “No Parking” signs in parking lots, alleyways and along the streets; directional signage throughout the festival area; and banners throughout the community. We obtained permission from property owners to hang an over-the-street banner at the intersection of 3rd & Douglas, attached to Country Club Bank and Libations & Co. DLSMS will notify business owners of the street closures.

Safety & Security

DLSMS will work with LSF and LSPD to provide the safest possible environment for festival patrons.

LSPD will:

- Staff officers on site starting Thursday evening June 5, when vendors arrive, through Sunday evening, June 8 to help reopen the east side of Downtown to traffic.
- Staff a Mobile command post near 3rd & SE Main Street
- Set additional lighting and traffic control at the intersection of 3rd & SE Main Street
- Set barricades at all festival entry points
- Communicate safety threats to festival & carnival staff; coordinate festival closure & attendee egress

LSFD will:

- Coordinate with a forklift operator to fill and set water barricades on Friday, June 6
- Utilize emergency communication tools to notify staff and festival patrons of safety threats
- Render emergency aid during the festival
- Establish a location for DLSMS to offer parent-child reunification in the event of an emergency

DLSMS will:

- Hire officers with Titan Security, stationed at Carnival entry points, serving under the direction of LSPD
- Rent additional lighting, at the discretion of LSPD, to discourage loitering
- Rent additional Type 3 and water filled barriers at the discretion of LSPD
- Direct the carnival company to end ticket sales at 9 p.m. and shut down rides by 9:30 p.m. nightly
- Set a Verizon Cell-on-Wheels to boost cell signal coverage; aid in communication during an emergency
- Provide a First Aid Tent at 3rd & Douglas, staffed by Medical Reserve Corp, to render non-emergency aid
- Staff an Information Booth at 3rd & SE Main Street
- Recruit volunteers to remove trash and maintain a clean environment for attendees
- Utilize Everbridge to disseminate emergency text alerts to vendors

6.) Attached

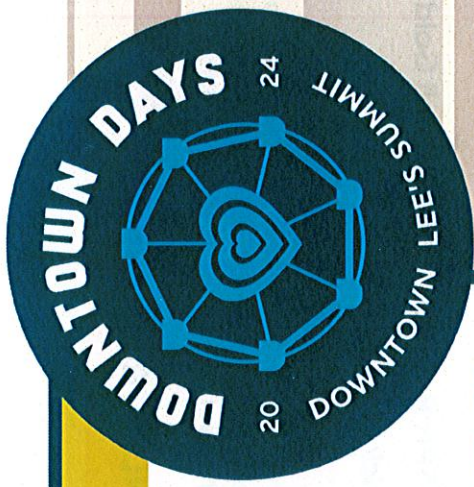
7.) See attached map. A final site plan will be provided once logistics are finalized with City departments.

8.) We request permission to use the following hydrants:

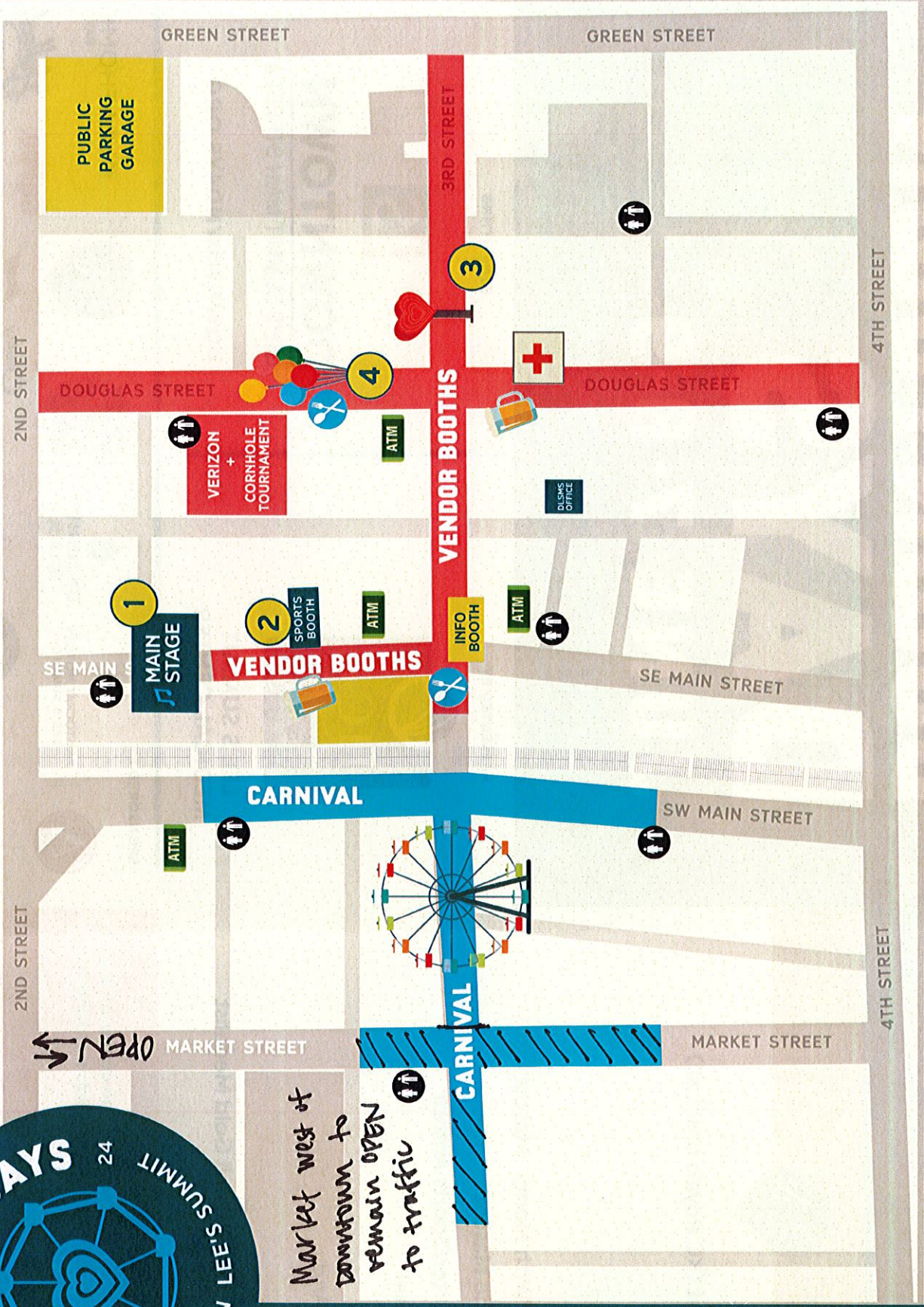
- Corner of 3rd & SW Main (near ITap)
- Corner of 3rd and SE Main (near Owen Lumber)
- 3rd Street (in front of Blue Heron Design)
- Corner of 3rd and Douglas (near Anchora Bella Boutique)
- Douglas Street, South of 3rd Street (near Vogue condos)
- 3rd Street (near the alley by Llywelyn's)
- Corner of Douglas and 4th St

9.) Attached

10.) Electrical plan will be inspected by the Codes Department the day of the event.



Market west of downtown to remain open to traffic



- RESTROOMS
- BEER TENT
cash & card accepted
- FIRST AID
- FOOD

PH BOOTH
T
RISTOCRAT MOTORS
N:
RIBUTE
THEATRE
AMERICA
TRE
COMPLEX
EATRE GROUP
E ARM