



LEE'S SUMMIT MISSOURI

Special Event Permit Application Form

PERMIT NUMBER: _____ RECEIPT NUMBER: _____

SPECIAL EVENT: 6th Annual 5K Run/Walk with Gusto!

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

EVENT DATE(S): May 17, 2025 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: NA

ADDRESS: 3390 SW Fascination Dr. CITY/STATE/ZIP: LS, MO 64081

EMAIL: emhula@sbcglobal.net

PROPERTY OWNER: _____ PHONE: _____

CONTACT PERSON: _____ FAX: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

see attached letter of approval

PROPERTY OWNER

Print name: Gale Communities

Emily Hula

APPLICANT

Emily Hula

Administrative Notes (do not write below this line)

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 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 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 Race 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 Event: Saturday, May 17th, 2025

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 used 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 in Gusto Coffee Shop's parking lot.

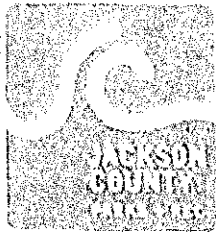
Public toilets:

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 the following ministries:

1. City Union Mission
2. God's Bucket Brigade (ministry to the homeless)
3. Rended Hearts Ministry (rescuing the human trafficked)



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>March 11, 2025</u>	
Event Information:			
Name of Event: <u>6th Annual 5K Run/Walk with Gusto</u>			
Date(s) Requested: <u>Sat. May 17th 2025</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 <input type="checkbox"/> 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>6th Annual Run/Walk with Gusto. This event is dedicated in Memory of Steve Hula. The route goes through Longview Park. 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>May 4th 2024</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) 767-1100</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:

☐ Catering

☐ Dunk Tank

☐ Pony Rides

☐ Amplified Sounds (including disc jockey, microphone, speakers, etc.)

☐ Inflatables

☐ Other (please explain)

☐ 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:

☐ Admission Fees

☐ Concession Sales

☒ Law Enforcement

☐ Advertising - Type

☐ Emergency Vehicles

☒ Volunteers

☐ First Aid Station

☐ Other

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

There will be numerous volunteers directing runners to stay on one side of the cone giving campers access to an open lane to exit, thereby avoiding 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

☐ Special Event

☐ Special Use

☐ Fees Required

☐ Fees Waived

☐ Approved

☐ Approved

☐ Yes

☐ Denied

☐ Denied

☐ 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: Shirine Kung'u Title: Deputy Director Date: 4/2/25

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)

04/02/2025

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 State Farm  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 FAX (A/C, No): 816-524-5149 E-MAIL ADDRESS: leslie@bruceholiman.com		
INSURED Gusto! Espresso Port, LLC 3390 SW Fascination Dr Lee's Summit, MO 64081		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : State Farm Fire and Casualty Company		25143
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

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			95-C8-U401-4	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
OTHER:							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> OWNED AUTOS ONLY							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS ONLY							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY							\$
UMBRELLA LIAB							EACH OCCURRENCE \$
<input type="checkbox"/> EXCESS LIAB							AGGREGATE \$
<input type="checkbox"/> OCCUR							\$
<input type="checkbox"/> CLAIMS-MADE							\$
<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
If yes, describe under DESCRIPTION OF OPERATIONS below.							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 Gusto! 6th Annual 5K Fun Run/Walk, Lee's Summit, MO -- May 17, 2025

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  SSA5



February 21, 2025

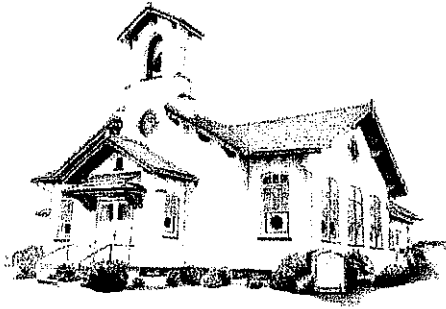
City of Lee's Summit

Please be advised that Gusto Coffee Bistro has our approval and support, as Landlord and property owner, to utilize a portion of SW Fascination Dr., abutting the New Longview Commercial District, and Longview Rd. in order to stage the **2025 Gusto 5K Fun Run/Walk**. This event will occur on Saturday, May 17th, 2025 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", with a long, sweeping horizontal line extending to the right.



Longview Chapel

Longview Chapel Christian Church (Disciples of Christ)

850 SW Longview Road

Lees Summit, MO 64081

(816) 763-6290 | office@longviewchapelcc.org

Thursday, March 20, 2025

ATTN: Emily Hula

RE: Gusto Coffee Shop's Annual 5K Run/Walk Event

To Whom It May Concern:

Emily Hula has contacted Longview Chapel about Gusto Coffee Shop's Annual 5K Run/Walk Event on Saturday, May 17, 2025. Longview Chapel is supportive of this event and the closing of SW Longview Road from 8:00 to 10:00 AM on this day.

Blessings,

Rev. Donna Rose-Heim

816.535.0088

pastor@longviewchapelcc.org



HISTORIC LONGVIEW CHAPEL • WWW.LONGVIEWCHAPELCC.ORG



METROPOLITAN
COMMUNITY COLLEGE
LONGVIEW

March 13, 2025

Emily Hula
Gusto Coffee Shop
3390 SW Fascination Dr.
Lee's Summit, MO 64081

Dear Ms. Hula:

Per your request, we will arrange to close MCC-Longview's campus entrance gates 2 and 3 from 6:00 am – 10:00 am on Saturday, May 17, 2025 for the safety of the participants of your 5K race.

All the best to you for a safe and successful event!

Sincerely,

Kate Herrell
Campus Vice President
MCC-Longview

cc: Dr. Ryan Crider
Sheena Hall
Kim Poindexter
Sgt. Jennifer Nuss