



# LEE'S SUMMIT MISSOURI

## Special Event Permit Application Form

PERMIT NUMBER: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

SPECIAL EVENT: Oktoberfest 2025

Athletic Event       Mobile Food Vendor       Event Signage       Other

EVENT DATE(S): September 26- September 28      EVENT TIME(S): See Enclosed Letter

EVENT LOCATION/ADDRESS: Second to Fourth and Johnson to Market Streets Downtown

Lee's Summit      ZONING OF PROPERTY: \_\_\_\_\_

APPLICANT: Lee's Summit Chamber      PHONE: 816-524-2424

CONTACT PERSON: Megan Gray      FAX: \_\_\_\_\_

ADDRESS: 220 SE Main Street      CITY/STATE/ZIP: Lee's Summit, Mo 64063

EMAIL: Mgray@lschamber.com

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

\_\_\_\_\_  
Property Owner

  
\_\_\_\_\_  
APPLICANT

Print name: \_\_\_\_\_

\_\_\_\_\_  
Matt Baird

**Administrative Notes** (do not write below this line)

\_\_\_\_\_  
Approved Development Services Department



# LEE'S SUMMIT C H A M B E R

Monday, June 23, 2025

Director of Planning and Codes Administration  
City of Lee's Summit  
PO Box 1600  
Lee's Summit, MO 64063

Dear Director:

Please accept this letter as an application for a Special Event Permit for the Lee's Summit Chamber's Annual Oktoberfest event.

Oktoberfest is scheduled to take place September 26-28, 2025, with only the carnival being open on September 28. We anticipate an attendance of more than 100,000 festival-goers. The festival includes live entertainment, a Biergarten, arts and crafts booths, a carnival, Kids Street and much more. We will again be hosting a downtown merchant/sponsor "Schätzen Kickenoffen" appreciation night, from 5-7 p.m. Thursday, Sept. 25 in the Biergarten tent, which requires an earlier street closing in order to set-up the tent.

The festival hours are as follows:

- 3-10 p.m. Friday, September 26 \*carnival will close at 9:30 or earlier pending PD's Recommendation
- 10 a.m.-10 p.m. Saturday, September 27 \*carnival will close at 9:30 or earlier pending PD's Recommendation
- Noon-4 p.m. Sunday, September 28 (carnival only)

We request Police Department presence through at least midnight on Friday and Saturday while attendees clear out of the tents.

We request that the boundaries of our event permit include Second to Fourth and Jefferson to Market streets in downtown Lee's Summit, with the allowance of the Carnival to place their enclosed electrical trailer on Market in a few of the parking spaces. No rides will be placed on Market this year, per discussions with LSPD. All downtown businesses will receive notification of the street closures and proper signage will be placed on streets, parking lots and alleys.



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We would like to request the use of the following parking lots:

212 Douglas, (the lot across the Fire Station)

113 SE 2nd Street ( the parking lot located at the corner of SE 2<sup>nd</sup> Street and SE Douglas.)

With permission from Apollo we plan to use the south end of the parking lot on SE main for the carnival sleeping quarters. This lot formerly belonged to Equity Bank.

Upon approval of the event, the Chamber will obtain a liquor license for for the sale of beer and other alcoholic beverages including wine and seltzers, and canned cocktails.

We request permission to close the streets as follows (see enclosed map):

## 6 a.m. Wednesday, September 24

- SW Main from Second Street bridge to Fourth Street, leaving the intersection of Third open, to allow for Carnival set-up

## 11 a.m. Wednesday, September 24

- SE Main from Second Street to 231 SE Main Street ( Home Instead and Living Stone)

## 5 p.m. Wednesday, September 24

- Third Street from 22 SW 3<sup>rd</sup> to just East of the railroad tracks
- We request the use of a few Parking Spots located on the east side of Market street near the 3<sup>rd</sup> street intersection to allow for the electrical trailer for the Carnival setup.

## 8 a.m. Thursday, September 25

- 231 SE Main Street to just north of the Equity Bank drive-through to allow for additional tent set-up and construction of the Brat Tents
- Third Street from east of the train tracks to Douglas Street
- 3<sup>rd</sup> street Alley Closest to Third Street social Parking lot east to the Red Racks entrance.
- Green Street from 3<sup>rd</sup> street south to Red Racks Entrance

## 10 a.m. Thursday, September 26

- Remaining portion of 3<sup>rd</sup> street from train track to Green
- Douglas Street south of the Fire Department to Fourth Street
- South alley between SE Main and Douglas barricaded at Third Street with cones just north of Equity Bank drive-through exit



# LEE'S SUMMIT C H A M B E R

- North alley between Douglas and Green barricaded at Third Street (allows access to parking from Second Street)
- South alley between Douglas and Green barricaded at Third Street (allows access to parking from Fourth Street)
- North alley between SE Main and Douglas barricaded at Third Street with cones just south of the public parking lot entrances (access to these parking lots will be allowed from Second Street.)

We anticipate keeping all of these streets closed until the festival and clean-up have been completed on Sunday afternoon on the east side of the train tracks, and Sunday Evening for the West side of the train tracks, September 28.

Other information to be considered as you review our application:

- Upon approval from property owners, we plan to use a portion of the Apollo, formerly known as Equity Bank parking lot, A portion of the Security Bank parking Lot and a portion of the Bridge space parking lot.
- The Chamber will handle all of the food and beverage sales with the exception of two wine tents, a funnel cake vendor, root beer vendor, a shaved ice vendor and a kettle corn vendor. As well as our German meal provider. All event food and beverage vendors will obtain the necessary permits and liquor licenses.
- All carnival rides will be self-supported and will not be anchored to the streets or sidewalks. The carnival will be located on SW Main Street, Third Street west of the railroad tracks to the parking lot entrance of 115 sw 3<sup>rd</sup> street, and SW Main from 3<sup>rd</sup> street North to ramp on SW main.
- The carnival will have shortened hours, closing at 9:30 pm in light of conversations with the LS Police Department. The Chamber is open to closing the Carnival earlier, if advised by the Police Department, or feel like we need to start clearing people out.
- Crafter check-in, which predominantly takes place from 8 a.m.-1 p.m. Friday, Sept. 26, will be located in the parking lot between SE Douglas and the SE Alley across from fire department . Crafters will be directed to enter at Second and Douglas, and then proceed to their respective locations, and exit via the SE alleyway. Vendors with larger sets up such as trailers will be moved in on Thursday.



## LEE'S SUMMIT C H A M B E R

- A licensed contractor, will perform all electrical work and will be in contact with City personnel related to Oktoberfest electrical requirements. In addition generators will be rented via Herc for areas not containing electrical options such as the parking lot connect to the Heart of America Dance Studio. The intersection of 3<sup>rd</sup> and green where construction displaced the electrical option and additionally near Owens Lumber.
- The chamber will employ an outside security team for foot patrol during the evening and overnight hours, in addition to requested festival hours per the police department's recommendation.
- We will request that five-six hydrants in the downtown core be turned on and provide any necessary deposits. We understand that the Water Department will install and disconnect the meters.
- With approval from property owners, banners will be hung around town leading up to the festival.
- In consideration for Handicapp access for the Amtrak Station: We will work with security Bank in Downtown Lee's Summit to reserve two Handicap parking spots preferably on the closest South east corner of their parking lot. Making this the closest access point to the Amtrak Station. We will also work with the Carnival set up to make sure there is a clear access path from the parking lot to the Amtrak Station Ramp with a minimum width of 36 inches to considered an accessible route. This access path will be clear of cords and as direct of a path as possible.
- Lastly we would like to use the new Pavillion space for the Festival. We are working with the city and Ryan Elam to decide best fit. We will at minimum use the open green spaces and playground for festival goers, and for the end of the Wagon parade. Potential use of the green space for the main stage, and additional seating in the amphitheater area. If allowed we will place additional craft vendors inside the building. All of this to be solidified upon completion of the space.

Please feel free to contact me if you need additional information about Oktoberfest. We appreciate your consideration of this request.

Yours Truly,

Megan Gray  
Director of Events  
Lee's Summit Chamber

Matt Baird  
President  
Lee's Summit Chamber



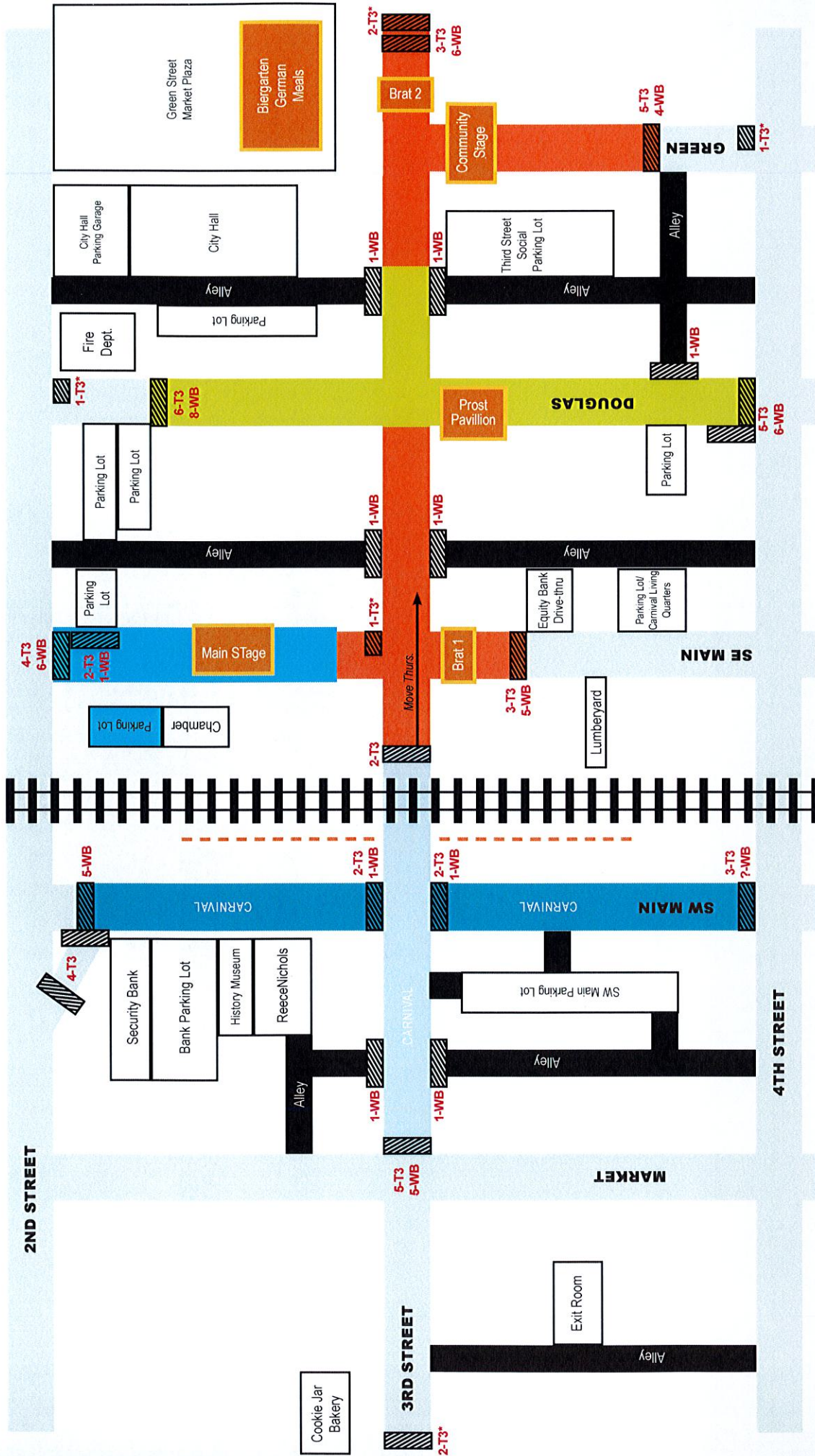
# LEE'S SUMMIT C H A M B E R

Enclosures:

- *Special Event Permit Application Form*
- *Special Event Checklists Form*
- *Site plans showing street closures and barricades*
- *Site plan showing placement of temporary public toilets & trash receptacles*
- *Certificate of insurance*

# BARRICADES — OKTOBERFEST 2025

\*Barricade quantities subject to change per use of City's new barricades



T3 = Type 3 Barricades  
 WB = Water Barricades  
 \* = No Thru Traffic Sign on Barricade

--- Bike Rack Barricades

Closes 5 p.m. Wed.

Closes 11 a.m. Wed.  
 Closes 10 a.m. Thurs.



Closes 6 a.m. Wed.  
 Closes 8 a.m. Thurs.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2025

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).

<b>PRODUCER</b> AssuredPartners of Missouri 404 W Broadway Blvd Sedalia MO 65301		<b>CONTACT NAME:</b> Jennifer Rader <b>PHONE (A/C, No, Ext):</b> 816-434-3616 <b>E-MAIL ADDRESS:</b> jennifer.rader@assuredpartners.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Lee's Summit Chamber of Commerce 220 SE Main Street Lee's Summit MO 64063		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> Star Insurance Company <b>INSURER B :</b> United States Liability Ins <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	
		<b>NAIC #</b> 18023 25895	

**COVERAGES**

CERTIFICATE NUMBER: 1882354555

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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CP 0751878	1/21/2025	1/21/2026	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA 0751878	1/21/2025	1/21/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Equipment Floater			CP 0751878	1/21/2025	1/21/2026	Rental Equipment	58,000
B	Directors & Officers			NDO1587610C	8/18/2024	8/18/2025	Per Claim/Per Aggr	1,000,000
B	Employment Practices Liability			NDO1587610C	8/18/2024	8/18/2025	Liability	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is an additional insured as respects liability when required by written agreement. Oktoberfest September 24-28 2025.

**CERTIFICATE HOLDER****CANCELLATION**

City of Lee's Summit  
 220 SE Green St  
 Lee's Summit MO 64063

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

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