

## Special Event Operations Agreement

THIS AGREEMENT (hereinafter "Agreement") is entered into on the date of the last signatory noted below (the "Effective Date"), between the City of Columbia, Missouri, a municipal corporation (hereinafter "City") and Columbia Art League (hereinafter "Organizer"), a nonprofit corporation organized in the state of Missouri and with authority to transact business within the state of Missouri.

WITNESSETH:

WHEREAS, Organizer desires to host the 2022 Art in the Park (hereinafter "Event") and Organizer has requested the closure of any public street, sidewalk or public place for the Event; and

WHEREAS, Organizer is planning a special event which either occurs the day before or the day of any scheduled University of Missouri home football game or is an event that will require city services, equipment or support that is outside the ordinary course of business of the City; and

WHEREAS, pursuant to Section 24-73 of the City of Columbia's Code of Ordinances, City and Organizer have negotiated the terms of this Agreement.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows:

1. Date, Time, and Location of Event. The date, time and location of the Events are set forth in Organizer's Event information contained in **Exhibit A**.
2. Closure of Streets, Sidewalks, and Public Places. The Event Area (hereinafter "Event Area") is designated in the Event map contained in **Exhibit B**. Organizer may close streets, sidewalks and/or public places in the Event Area specified as closed areas in **Exhibit B**. Except as set forth in this Agreement and attached exhibits, all areas of the streets, sidewalks and public places outside of the designated closed Event Area(s) shall remain open to the public.
3. Roles and Responsibilities.
  - a. City's Responsibilities. City shall provide the services in support of the Event which are contained in **Exhibit C**.
  - b. Organizer's Responsibilities. Organizer shall be responsible for complying with the terms of this Agreement, the Exhibits, and any and all approved Plans and Technical Map. Organizer shall be responsible for compliance

with the Operations Agreement regardless of the failure of any third party, contractor, subcontractor, agent, employee, or volunteer to fulfill its obligations or promises to the Organizer. Organizer shall pay the fees set forth in the City of Columbia Code of Ordinances for the Event.

4. Special Event Permit. Upon the payment of the Event deposit specified in **Exhibit D** City shall issue a special event permit to Organizer for the Event in the designated Event Maps contained in **Exhibit B**, subject to the restrictions and conditions set forth in this Agreement and in the Exhibits, approved Technical Map, approved plans and local laws, rules, regulations, and health orders. The special event permit is contingent upon Organizer complying with this Agreement, maintaining specified insurance, and operating the Event in accordance to the terms set forth herein, in the attached Exhibits and all approved Technical Maps and plans, and in accordance with all laws, rules, regulations, and orders, including but not limited to public health orders.
5. Insurance. Organizer shall take out and maintain for the Event(s) such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from Event operations, whether such operations be by itself or by anyone directly or indirectly employed or otherwise working for it for the duration of set-up, execution and breakdown of Event(s). The minimum amount and types of insurance required are outlined in **Exhibit E**. At least thirty (30) days prior to the Event, Organizer shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this Agreement and that requires a thirty (30) day mandatory cancellation notice. Failure to maintain the required insurance in force may be cause for termination of this Agreement and revocation of the permit. In the event that Organizer fails to maintain and keep in force the required insurance, City shall have the right to cancel and terminate this Agreement without notice.
6. **HOLD HARMLESS.** To the fullest extent not prohibited by law, Organizer shall indemnify and hold harmless the City of Columbia, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising by reason of any act or failure to act, negligent or otherwise, of Organizer, of anyone directly or indirectly employed by or otherwise working for Organizer, or of anyone for whose acts Organizer may be liable, in connection with the Event(s). This provision does not, however, require Organizer to indemnify, hold harmless, or defend the

**City of Columbia from City's own negligence. The indemnification set forth herein is a continuing obligation and survives the expiration or termination of this Agreement or the event permit.**

7. Restrictions and Conditions, Plans and Technical Map.
  - a. Hours of Operation. Organizer is allowed to operate the Event on the date(s) and time(s) specified in **Exhibits A and D**.
  - b. Public Safety Plan. No later than two (2) weeks prior to the Event, Organizers shall provide a Public Safety Plan acceptable to the City. Organizer shall comply with Organizer's Public Safety Plan which has been approved by the City. Organizer shall be responsible for implementing the Public Safety Plan in the event of an emergency situation. Organizer shall provide trained crowd managers in the amount of one (1) per every five hundred (500) attendees.
  - c. Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event(s).
  - d. Organizer shall comply with the additional provisions set forth in **Exhibit D**. Organizer shall also comply with all local, state, and federal health orders related to COVID-19.
  - e. Required Technical Map. Organizer will submit for City review and approval an Event Technical Map. The Event Technical Map shall be dated as of the date of the last change. The Technical Map shall include, but is not limited to, details on the placement of vendor and /or concession booths, porta-johns, art installations, alcohol service locations, trash/recycling locations, and any other temporary tents and structures placed inside the Event location outlined on the Event Map. Organizer shall finalize its Event Technical Map and submit it for City approval. The Special Events Permit is contingent upon the City's written approval of the final Technical Map for the Event.
8. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

9. Compliance with Laws. Organizer shall comply with all federal, state, and local laws, codes, rules, regulations and orders, including but not limited to any COVID-19 orders.
10. The term of this Agreement shall commence on the Effective Date and shall terminate six (6) months following the Effective Date. Section 6 of this Agreement shall survive termination of this Agreement.
11. Termination for Public Safety. City may terminate this Agreement and/or any permit issued pursuant to this Agreement when the City Manager, in the City Manager's sole discretion, determines that such action is necessary when there is a credible threat to public health, safety and welfare. City may also terminate this Agreement and/or any permit issued pursuant to this Agreement when the City Manager, in the City Manager's sole discretion, determines that such action is necessary due to Organizer's failure to comply with a public health order.
12. Termination by Default. Should Organizer be in default of any provision of this Agreement or any requirements contained herein or in an attached exhibit or approved plan, City may immediately terminate this Agreement and may revoke any permit issued for the Event.
13. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such person a third-party beneficiary under the Agreement.
14. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
15. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the state of Missouri. The Parties agree to waive any defense of forum non conveniens.

16. Compliance with ADA and Nondiscrimination Laws. Organizer shall comply with federal, state and local laws related to Equal Opportunity and Nondiscrimination. Organizer shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category. In addition, Organizer shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices and public accommodations. Organizer shall make the Event accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations.
17. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.
18. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
<b>A</b>	<b>Organizer's Event Information</b>
<b>B</b>	<b>Event Maps</b>
<b>C</b>	<b>City's Responsibilities</b>
<b>D</b>	<b>Special Event Restrictions and Conditions</b>
<b>E</b>	<b>Minimum Insurance Requirements</b>
<b>F</b>	<b>Solid Waste Plan</b>
<b>G</b>	<b>Application &amp; Supplemental Materials</b>

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement controls. In the event of a conflict between the terms of the exhibits, the exhibits control in the order listed above.

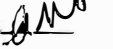
19. Entire Agreement. This Agreement represents the entire and integrated Agreement between Organizer and City relative to the Event(s). All previous or

contemporaneous agreements, representations, promises and conditions relating to the Event(s) described herein are superseded.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this agreement on the day and year of the last signatory noted below.

CITY OF COLUMBIA, MISSOURI

By: \_\_\_\_\_   
De'Carlton Seewood, City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Thompson, City Counselor/rw

ORGANIZER

By: \_\_\_\_\_ 

Name and Title: Kelsey Hammond, Executive Director

Date: 4/20/22

ATTEST:

\_\_\_\_\_  
Name and Title: \_\_\_\_\_

## Exhibit A

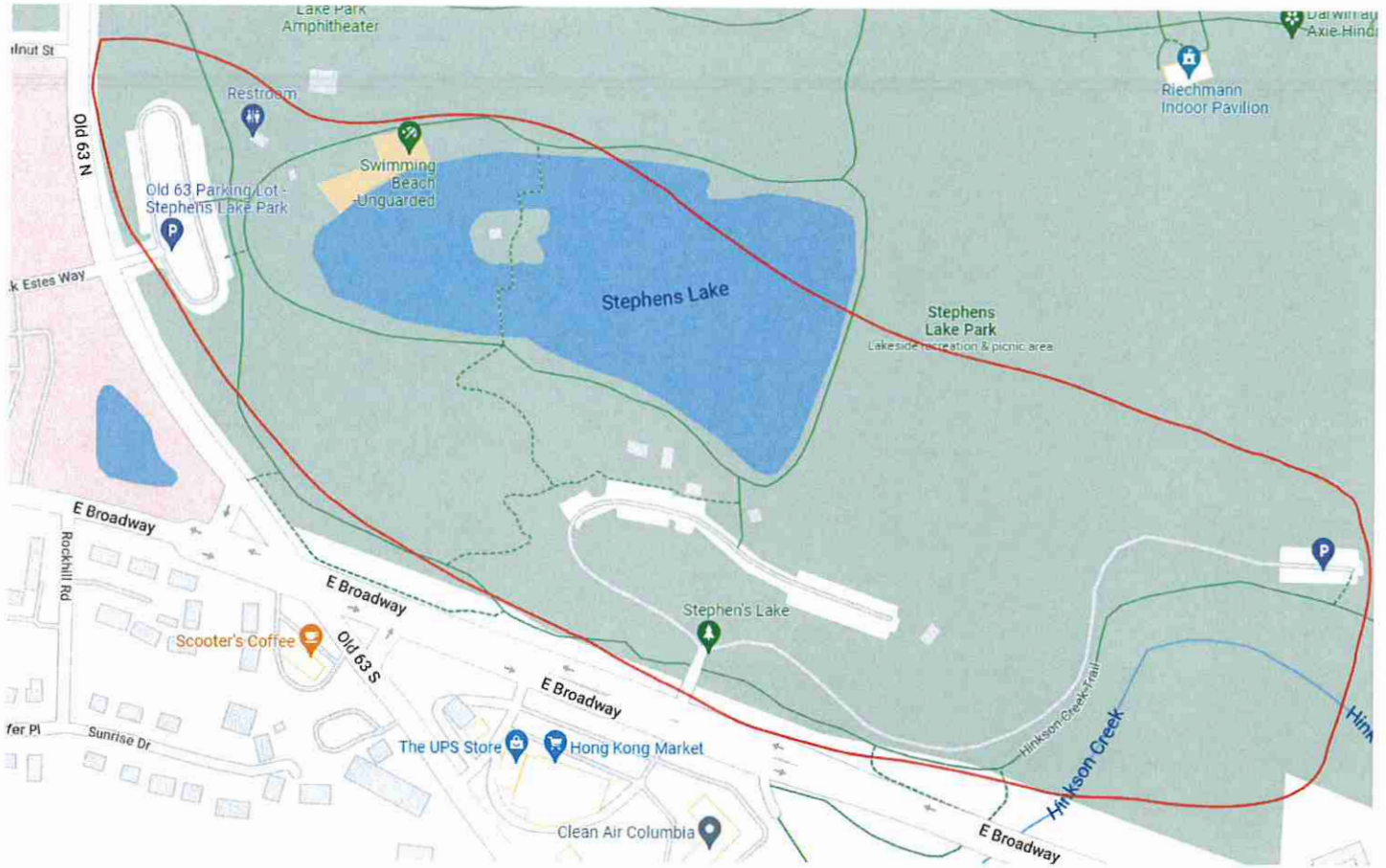
### Organizer's Event Information

- 1) Organizer desires to utilize Stephens Lake Park for the 2022 Art in the Park to be held on June 4 through June 5, 2022; subject to the restrictions and conditions set forth in this agreement and in the Exhibits.
- 2) Hours of Operation – Organizer is allowed to operate the Event during the following hours:
  - Saturday, June 4, 2022 from 10:00 a.m. to 5:00 p.m.
  - Sunday, June 5, 2022 from 10:00 a.m. to 4:00 p.m.
- 3) Set-Up Activities for the Event may occur on Friday, June 3, 2022 from 7:30 a.m. to 10:00 p.m.
- 4) Clean-Up Activities- All tents, port-a-johns, and other temporary structures used for the Event shall be removed and other clean-up completed by 2:30 p.m. on Monday, June 6, 2022.



Exhibit B  
Event Maps

- Area within the red circle will be utilized by Art in the Park. All walking trails will remain open to the public during the event.



## Exhibit C

### City's Responsibilities

The City shall provide:

1) Street Closures, Traffic and Parking Restrictions:

a. Beginning at 7:30 a.m., Saturday, June 4 through Sunday, June 5, 2022 at 5:00 p.m., the following traffic restrictions will be put in place by the Event Organizers:

- Old Highway 63 will be closed from Jack Estes Way to Walnut St.
- Southbound traffic on Old Highway 63 will be detoured westbound on Walnut.
- These traffic restrictions will be in place until after the Event ends each night and the Columbia Police Department deems the roadway clear and safe to reopen.

b. Solid Waste - City shall provide dumpsters and recycling containers as outlined in the approved Solid Waste Plan. City shall be responsible for placement, emptying and removal of dumpsters.

c. Parks and Recreation will provide the following for this event:

- Install a 60'x30' tent at a location approved by the Organizer on Thursday, June 2, 2022 and take down on Monday, June 6, 2022.
- Deliver 12 trash barrels with extra trash bags before event begins.
- Provide additional restroom supplies to be maintained by the Organizer.
- Provide four extra straw bales and additional approved mulch for event if needed in wet areas.
- Provide four portable bike racks on Friday, May 31, 2022 prior to 10:00 a.m.

## Exhibit D

### Special Event Restrictions and Conditions

- 1) Hours of Operation. Organizer shall operate the Event during the following hours. Event opens at 10:00 a.m. to 5:00 p.m. on Saturday, June 4, 2022 and at 10:00 a.m. to 4:00 p.m. on Sunday, June 5, 2022.
- 2) Set-Up and Clean-Up Activities. Set-Up Activities for the Event may occur on Friday, June 3, 2022 from 7:30 a.m. to 10:00 p.m. All tents, port-a-johns, and other temporary structures used for the Event shall be removed and other clean-up completed by 2:30 p.m. on Monday, June 6, 2022.
- 3) Organizer shall provide security, first aid, and signage for the Event.
- 4) Organizer shall be responsible for compliance with the Operations Agreement regardless of the failure of any third party to fulfill its obligations or promises to Organizer.
- 5) Organizer shall secure all necessary City permits required in connection with the Event.
- 6) Organizer shall comply with the City approved Event plans.
- 7) Management of Trash, Recycling, and Clean-up. City and Organizer shall negotiate a plan for the management of trash, recycling and clean-up of Event. Organizer shall comply with the City approved plan for the management of trash, recycling and clean-up of the Event as described in **Exhibit F**. Event Organizer shall be responsible for paying all fees set forth in Chapter 22 of the City's Code of Ordinances. Organizer shall be responsible for coordination of event staff, volunteers, or Organizer's contractor to monitor and empty all trash and recycling receptacles during the event into the roll off containers. Organizer shall separate cardboard recycling from recycling consisting of glass, plastic, and aluminum. If Organizer deposits or allows its recycling to be contaminated with trash, garbage, or other types of materials, the material shall not be recycled and Organizer shall pay for the disposal of the material at the trash rate.
- 8) Signage. Signs, art and banners promoting the Event may only be displayed in the street and in the park on the days of the Operations Agreement. All such signs, art and banners shall be temporary and shall be removed from the street and park upon completion of the Event. Signage shall be outlined in a signage plan to be submitted by the Organizer to City. Signage outside of park area shall comply with the City of Columbia's Code of Ordinances.

- 9) Required Plans. Organizer shall provide to City the following plans for the City's review prior to the Event. City shall review the plans and approve the plans in the City's sole discretion. Failure to obtain City's approval of the required plans shall result in the cancellation of the Event permit.
- a. Public Safety Plan. Organizer shall provide a Public Safety Plan to outline procedures to be implemented in the event of an emergency situation during the Event.
  - b. Severe Weather/Emergency Shelter Plan. Organizer shall provide a Severe Weather / Emergency Shelter Plan to outline procedures to be implemented in the event of severe weather occurring during the Event.
  - c. Accessibility Plan. Organizer shall provide City with a plan to ensure Event is accessible in accordance with the requirements of the Americans with Disabilities Act and related regulations.
  - d. Signage Plan: Organizer shall provide City with a plan outlining all signage used for the event, to include sign wording, location and size.
  - e. Trash, Recycling, and Clean-up Plan. Organizer shall provide City with a plan to ensure proper collection and removal of trash, recycling, and compost (if applicable).
  - f. Concessions/Vendor Plan: Organizer shall submit a Concessions and Vendor Plan. The plan shall identify the type of concession equipment to be used including portable concession trailers, tents, generators, grills, fryers, etc. The approved Technical Map shall indicate the location of concession facilities, identification of vendors, and shall outline plans for disposal of any waste generated by vendor operations. Any ashes resulting from the use of portable charcoal grills are to be removed from the park. There is absolutely no dumping of ashes on the grass or grounds of the park. All grease, frying oil, and other waste products resulting from vendor operations must be removed from the park. Organizer is responsible for addressing these issues as part of the overall trash/recycling plan.

## Exhibit E

### Minimum Insurance Requirements

- 1) Organizer's Insurance. Organizer shall obtain and maintain the following insurance in connection with the Event.
  - a. Organizer shall take out and maintain for the Event Employers' Liability and Workers' Compensation insurance for all of its employees and volunteers working in connection with the Event for the duration of set-up, execution and breakdown of the Event (June 3, 2022 thru June 6, 2022). Workers' Compensation coverage shall meet Missouri statutory limits. Employers' Liability limit shall be \$500,000.00 each employee or volunteer, \$500,000.00 each accident, and \$500,000.00 policy limit.
  - b. Organizer shall take out and maintain for the Event such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from Event operations, whether such operations be by itself or by any one directly or indirectly employed or otherwise working for it for the duration of set-up, execution and breakdown of the Event (June 3, 2022 thru June 6, 2022). The amount of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
  - c. Organizer shall take out and maintain for the Event Automobile Liability insurance in an amount not less than \$2,000,000.00 combined single limit for any one occurrence covering bodily injury, including accidental death and property damage, to protect itself from any and all claims arising from the use of motor vehicles operated by it in connection with the Event for the duration of set-up, execution and breakdown of the Event (June 3, 2022 thru June 6, 2022).
  - d. Organizer shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this Agreement and that requires a thirty (30) day mandatory cancellation notice.

## Exhibit F

### Solid Waste Plan

Event organizer requests additional trash and recycling receptacles to help assuage littering during the weekend. Pending approval of Art in the Park's agreement with the City of Columbia, Solid Waste will, as in previous years, set and remove the receptacles in 2022; Event Organizer's request that they be set on June 3, and removed on June 6, and that they be set at a location agreed upon between the Organizer and City Staff.

## Exhibit G

### Applications & Supplemental Materials

- 1) City of Columbia Special Events Application
- 2) Parks Special Use Permit Application
- 3) State of Missouri Tax Exemption Verification

## City of Columbia Special Use Permit and Application

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### Application Instructions

Completing a Special Use Permit Application is a 5 step process and can be completed in multiple sessions. Complete and submit the form and application fee to the City Manager's office ninety (90) days prior to the first day of the event with the exception of parades and block parties (10 days). Incomplete or illegible applications will not be accepted.

\* Indicates a required field.

## Art in the Park 2022 - 06/04/2022 - Permit No: 246

### Application Status:

Date/Time Received:

In Review

Payment Received

#### Details:

Date: 03/17/2022 05:05:31 PM

Payment Type: CC

Invoice No: 5476

Permit No: 2465

Approval Code: 00609Z

Payment Status: APPROVAL

Log on to Virtual Merchant

### ATTACHMENTS

#### Attachments:

Temporary Business License

Street Closure Petition

Temporary Food Permit

Map

Parks Special Use Permit - **In Review**

### APPLICANT INFORMATION

Are you the applicant organizing this event on behalf of another organization?

Yes    No

APPLICANT CONTACT:	Name:	Phone:	Cell:
	<input type="text" value="Kelsey Hammond"/>	<input type="text" value="5734438838"/>	<input type="text"/>
	E-mail Address: <input type="text" value="kelsey@columbiaartleague.org"/>		



MAILING ADDRESS:	Street Address: 207 S 9th St		
	City: Columbia	State: MO	Zip: 65201
SECONDARY CONTACT:	Name: Mary Sandbothe	Phone: 5734438838	Cell:
	E-mail Address: mary@columbiaartleague.org		
ON SITE CONTACT (if different than applicant):	Name: Kelsey Hammond		Phone: 650 575 9216

**EVENT INFORMATION**

EVENT NAME: Art in the Park 2022

EVENT CATEGORY:	<input type="radio"/> Procession/March <input type="radio"/> Concert/Performance <input type="radio"/> Farmers/Outdoor Market <input checked="" type="radio"/> Festival/Fair/Carnival <input type="radio"/> Competitive Athletic Event	<input type="radio"/> Non-Competitive Athletic Event <input type="radio"/> Neighborhood Block Party <input type="radio"/> Parade <input type="radio"/> Other
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**Public or Residential Streets & Sidewalks:**

Will your event be utilizing and requesting the closure of any streets?  
**Note:** Choose "No" for rolling closures such as parades.

Yes  No

List street(s) that will be closed, including start and end dates and times:  
 Old 63 between Broadway and Walnut. The actual closure is for walking traffic from the Boone Hospital Lot to the Old 63 entrance to Stephens Lake Park.

Print the [Street Closure Petition](#) and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the ordinance can be found [here](#).

**Downtown Event:**

Will this event be held "downtown"?

Yes  No

**Admission/Entry Procedure:**

How will your event be attended?

Registration Fee  
 Entry Fee  
 Tickets for Purchase  
 By Invitation Only

2022-05-10 10:00:00 AM

Open to Public

Other

**\*\*Note:** A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect\*\*

**Columbia Parks and Trails:**

Does your event include the use of Columbia Parks or Trails?

Yes  No

A Parks Special Use Permit will need to be completed. You will be prompted to complete the Parks Special Use Permit at a later time.

**Note:** If your event is held solely in a park, fill out only the park permit. Events will be forwarded to the Columbia Events Committee at the Park director's discretion. If event is held both in a park and on city property (i.e street/sidewalks) both permits are required.

**Alcohol:**

Does your event include the sale of alcohol? \*

Yes  No

Does your event include the distribution of alcohol? \*

Yes  No

Are you requesting a waiver of the open container ordinance? \*

Yes  No

If open to the public, please check all methods by which the event is advertised: \*

TV  Internet  Billboards  Posters  Ticket

Other:

**EVENT DETAILS**

EVENT DETAILS					
EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE:	
				Peak Attendance: <input type="text" value="4,000"/>	Overall Attendance Throughout Event <input type="text" value="14,000"/>
Day 1	Date: <input type="text" value="06/04/2022"/>	Start Time: <input type="text" value="10:00am"/>	End Time: <input type="text" value="5:00pm"/>	Attendees: <input type="text" value="8,500"/>	Staff/Volunteers: <input type="text" value="50"/>
Day 2	Date: <input type="text" value="06/05/2022"/>	Start Time: <input type="text" value="10:00am"/>	End Time: <input type="text" value="4:00pm"/>	Attendees: <input type="text" value="5,500"/>	Staff/Volunteers: <input type="text" value="50"/>

Day 3	Date: <input type="text"/>	Start Time: <input type="text"/>	End Time: <input type="text"/>	Attendees: <input type="text"/>	Staff/Volunteers: <input type="text"/>
ALTERNATIVE (Date and Time):		Date: <input type="text"/>	Times: <input type="text"/>		
EVENT SETUP BEGINS (Date and Time):		Date: <input type="text" value="06/03/2022"/>	Times: <input type="text" value="7:30am"/>		
EVENT DISMANTLE (Date and Time):		Date: <input type="text" value="06/05/2022"/>	Times: <input type="text" value="4:00pm"/>		
EVENT DESCRIPTION:		<p>Established in 1959, Art in the Park is the oldest and largest fine arts festival in mid-Missouri.</p> <p>The festival features artists from across the United States, displaying a variety of media including painting, drawing, photography, pottery, jewelry, fibers, sculpture, wood and glass.</p> <p>In addition to artists booths there are also kids activities, entertainment, food trucks, and more!</p>			
EVENT LOCATION:  Describe in detail, include addresses and ATTACH REQUIRED MAP		<p>Our event takes place at Stephens Lake Park ( 2001 E Broadway, Columbia, MO 65201) between the splash park at the Old 63 entrance and Happy Hollow off of the Broadway entrance. Artists booths are set up along the concrete pathways as well as towards the corner of Old 63 and Broadway.</p> <p>All other tents are spread out all the way to the playground by the Gordon shelter.</p> <p>Food trucks are located in the top parking lot by the Gordon shelter.</p>			
<p>Has this event been produced before?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No      When? <input type="text" value="Every June for many many years"/></p> <p>Is this an annual event?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Are there any other name/s by which this event is known?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>					
<p><b>Barricades:</b></p> <p>Describe any temporary barricades and/or fencing that will be utilized for this event:</p> <p>Temporary barricades are used by the CPD to create a crosswalk for visitors from the Boone Hospital lot to the Stephens Lake park entrance on Old 63.</p> <p><b>**Note: In accordance with MUTCD standards, barricades for street closures must be obtained from the City of Columbia Street Department (573-874-6289)**</b></p>					

VENDORS

**Food Service: \***

Will food be served at this event?

- Food will be served by event organizers
- Food will be served by a vendor licensed by the City of Columbia
- No, food will not be served.

List Vendor(s):

We don't have the list finalized yet - beginning of April that list will be decided. The usual offerings include, the Big Cheez, Ozark Mountain Biscuit Co, Lily's cantina, and more. We usually about about 6 food trucks and 1-3 extra offerings in

Does your Event include the sale of food?

- Yes
- No

A Temporary Food Permit AND a Temporary Business License will need to be completed. Please include completed application in step 3.

**SOLID WASTE**

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins);

Are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.

No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's special events website.)

- Yes
- No

Describe:

We are still determining how many portable toilets we'll need. 2 portable toilets, 1 accessible portable toilet and 2 handwashing stations will be by park bathrooms at the splash park at the old 63 entrance. And 2 portable toilets, 1 accessible portable toilet and 2 handwashing stations will be by park bathrooms at the Gordon Shelter area.

**\*\*Note:** A permittee may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet\*\*

**TRANSPORTATION/TRAFFIC PLAN**

**Parking:**

Describe the plan for parking:

We reserve the Boone Hospital lot for attendees & volunteers to park in. There is a shuttle that will bring people from the hospital lot to the lot on Old 63 (this is effectively our entrance to our event). Disability parking is maintained by our parking attendants in the Old 63 parking lot at Stephens Lake Park. There are also other open spots there for the early

Will the use of any metered parking spaces be restricted by your event or will you need to reserve any metered spaces for your event?

- Yes
- No

**Transportation:**

Does your event plan to utilize shuttles or transportation services?

Yes  No

Describe:

Yes, Parks and Rec gives shuttle rides from the Boone Hospital lot to the old 63 lot in Stephens Lake Park

**Traffic Flow - Pedestrian and Vehicular:**

Describe your plan for traffic and pedestrian flow and control:

There's just one small street closure on Old 63 between Walnut and Broadway from the Boone Hospital lot to the Old 63 parking lot at Stephens Lake Park. This is created and staffed by CPD - effectively making a crosswalk for pedestrians going to Art in the Park and back to the Boone Hospital lot to travel more safely.

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**Department Reviews:**

No reviews found.

# City of Columbia Special Use Permit and Application

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[Application Instructions](#)

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### ATTACHMENTS

#### Attachments:

Temporary Business License

Street Closure Petition

Temporary Food Permit

Map

Parks Special Use Permit - **In Review**

### APPLICANT INFORMATION

Are you the applicant organizing this event on behalf of another organization?

Yes    No

APPLICANT CONTACT:	Name:	Phone:	Cell:
	Kelsey Hammond	5734438838	
E-mail Address: kelsey@columbiaartleague.org			

MAILING ADDRESS:	Street Address: 207 S 9th St		
	City: Columbia	State: MO	Zip: 65201
SECONDARY CONTACT:	Name: Mary Sandbothe	Phone: 5734438838	Cell:
	E-mail Address: mary@columbiaartleague.org		
ON SITE CONTACT (if different than applicant):	Name: Kelsey Hammond		Phone: 650 575 9216

**EVENT INFORMATION**

EVENT NAME: Art in the Park 2022

EVENT CATEGORY:	<input type="radio"/> Procession/March <input type="radio"/> Concert/Performance <input type="radio"/> Farmers/Outdoor Market <input checked="" type="radio"/> Festival/Fair/Carnival <input type="radio"/> Competitive Athletic Event	<input type="radio"/> Non-Competitive Athletic Event <input type="radio"/> Neighborhood Block Party <input type="radio"/> Parade <input type="radio"/> Other
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**Public or Residential Streets & Sidewalks:**

Will your event be utilizing and requesting the closure of any streets?  
**Note:** Choose "No" for rolling closures such as parades.

Yes  No

List street(s) that will be closed, including start and end dates and times:  
 Old 63 between Broadway and Walnut. The actual closure is for walking traffic from the Boone Hospital Lot to the Old 63 entrance to Stephens Lake Park.

Print the [Street Closure Petition](#) and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the ordinance can be found [here](#).

**Downtown Event:**

Will this event be held "downtown"?

Yes  No

**Admission/Entry Procedure:**

How will your event be attended?

Registration Fee  
 Entry Fee  
 Tickets for Purchase  
 By Invitation Only

Open to Public

Other

**\*\*Note:** A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect\*\*

**Columbia Parks and Trails:**

Does your event include the use of Columbia Parks or Trails?

Yes  No

A Parks Special Use Permit will need to be completed. You will be prompted to complete the Parks Special Use Permit at a later time.

**Note:** If your event is held solely in a park, fill out only the park permit. Events will be forwarded to the Columbia Events Committee at the Park director's discretion. If event is held both in a park and on city property (i.e street/sidewalks) both permits are required.

**Alcohol:**

Does your event include the sale of alcohol? \*

Yes  No

Does your event include the distribution of alcohol? \*

Yes  No

Are you requesting a waiver of the open container ordinance? \*

Yes  No

If open to the public, please check all methods by which the event is advertised: \*

TV  Internet  Billboards  Posters  Ticket

Other:

**EVENT DETAILS**

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE:	
				Peak Attendance: <input type="text" value="4,000"/>	Overall Attendance Throughout Event <input type="text" value="14,000"/>
Day 1	Date: <input type="text" value="06/04/2022"/>	Start Time: <input type="text" value="10:00am"/>	End Time: <input type="text" value="5:00pm"/>	Attendees: <input type="text" value="8,500"/>	Staff/Volunteers: <input type="text" value="50"/>
Day 2	Date: <input type="text" value="06/05/2022"/>	Start Time: <input type="text" value="10:00am"/>	End Time: <input type="text" value="4:00pm"/>	Attendees: <input type="text" value="5,500"/>	Staff/Volunteers: <input type="text" value="50"/>





**Food Service: \***

Will food be served at this event?

- Food will be served by event organizers
- Food will be served by a vendor licensed by the City of Columbia
- No, food will not be served.

List Vendor(s):

We don't have the list finalized yet - beginning of April that list will be decided. The usual offerings include, the Big Cheez, Ozark Mountain Biscuit Co, Lily's cantina, and more. We usually about about 6 food trucks and 1-3 extra offerings in

Does your Event include the sale of food?

- Yes
- No

A Temporary Food Permit AND a Temporary Business License will need to be completed. Please include completed application in step 3.

**SOLID WASTE**

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins);

Are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

- Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.
- No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's special events website.)

- Yes
- No

Describe:

We are still determining how many portable toilets we'll need. 2 portable toilets, 1 accessible portable toilet and 2 handwashing stations will be by park bathrooms at the splash park at the old 63 entrance. And 2 portable toilets, 1 accessible portable toilet and 2 handwashing stations will be by park bathrooms at the Gordon Shelter area.

**\*\*Note: A permittee may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet\*\***

**TRANSPORTATION/TRAFFIC PLAN**

**Parking:**

Describe the plan for parking:

We reserve the Boone Hospital lot for attendees & volunteers to park in. There is a shuttle that will bring people from the hospital lot to the lot on Old 63 (this is effectively our entrance to our event). Disability parking is maintained by our parking attendants in the Old 63 parking lot at Stephens Lake Park. There are also other open spots there for the early

Will the use of any metered parking spaces be restricted by your event or will you need to reserve any metered spaces for your event?

- Yes
- No

City of Columbia - Department of Public Works - Engineering Division - 1000 North Broadway - Columbia, SC 29201 - Phone: 803.649.2200

**Transportation:**

Does your event plan to utilize shuttles or transportation services?

Yes  No

**Describe:**

Yes, Parks and Rec gives shuttle rides from the Boone Hospital lot to the old 63 lot in Stephens Lake Park

**Traffic Flow - Pedestrian and Vehicular:**

Describe your plan for traffic and pedestrian flow and control:

There's just one small street closure on Old 63 between Walnut and Broadway from the Boone Hospital lot to the Old 63 parking lot at Stephens Lake Park. This is created and staffed by CPD - effectively making a crosswalk for pedestrians going to Art in the Park and back to the Boone Hospital lot to travel more safely.

**Department Reviews:**

No reviews found.