

## 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 Ragtag Film Society (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 True False Film Fest (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.
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**.
  - 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 terms 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.
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: Barbara Banks  
Name and Title: Barbara Banks, Co-EO  
Date: 2/8/22

ATTEST:

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

## Exhibit A

### Organizer's Event Information

- 1) Organizer desires to utilize various locations in the Downtown area, both public and private, for the 2022 True/False Film Fest to be held on March 3 through March 6, 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:

#### Jesse Auditorium, Jesse Hall, University of Missouri

- Thursday, March 3: 3:30 p.m.-10:30 p.m.
- Friday, March 4: 8 a.m. - 11:59 p.m.
- Saturday, March 5: 8 a.m. – 11:59 p.m.
- Sunday, March 6: 8 a.m.-10:30 p.m.

#### Missouri Theatre, 203 S. Ninth Street

- Thursday, March 3: 5 p.m.- 11:59 p.m.
- Friday, March 4: 10 a.m. - 11:59 p.m.
- Saturday, March 5: 8 a.m. - 11:59 p.m.
- Sunday, March 6: 8 a.m. -11:30 p.m.

#### The Blue Note, 7 N. Ninth Street

- Thursday, March 3: 3:30 p.m.- 11:59 p.m.
- Friday, March 4: 10 a.m.- Saturday, March 5 at 1 a.m.
- Saturday, March 5: 8 a.m.- Sunday, March 6 at 1 a.m.
- Sunday, March 6: 8 a.m.-11 p.m.

#### The Picturehouse, located inside the Missouri United Methodist Church, 204 S. Ninth Street

- Thursday, March 3: 6 p.m. - 11:59 p.m.
- Friday, March 4: 10 a.m. - 11:59 p.m.
- Saturday, March 5: 8:30 a.m. - 11:59 p.m.
- Sunday, March 6: 12 p.m. -10:30 p.m.

#### Rhynsburger Theatre, 505 Hitt Street

- Friday, March 4: 10 a.m. - 11:59 p.m.
- Saturday, March 5: 8 a.m. - 11:59 p.m.
- Sunday, March 6: 8 a.m. - 11:59 p.m.

#### The Forrest Theater at the Tiger Ballroom

- Friday, March 4: 10 a.m. - 11:59 p.m.
- Saturday, March 5: 8 a.m. - 11:59 p.m.
- Sunday, March 6: 8 a.m. - 11:59 p.m.

#### Ragtag Cinema, 10 Hitt Street

- Thursday, March 3: 3:30 p.m. - 11:59 p.m.
- Friday, March 4: 10 a.m. - 11:59 p.m.
- Saturday, March 5: 8 a.m. - 11:59 p.m.
- Sunday, March 6: 8 a.m. -11 p.m.

Sager Reeves Art Gallery, 1025 E. Walnut Street

- Thursday, March 3: 9 a.m. – 10 p.m.
- Friday, March 4: 9 a.m. – 10 p.m.
- Saturday, March 5: 9 a.m. – 10 p.m.
- Sunday, March 6: 9 a.m. – 5 p.m.

Orr Street Studios, 106 Orr Street

- Saturday, March 6: 4 p.m. -6 p.m.

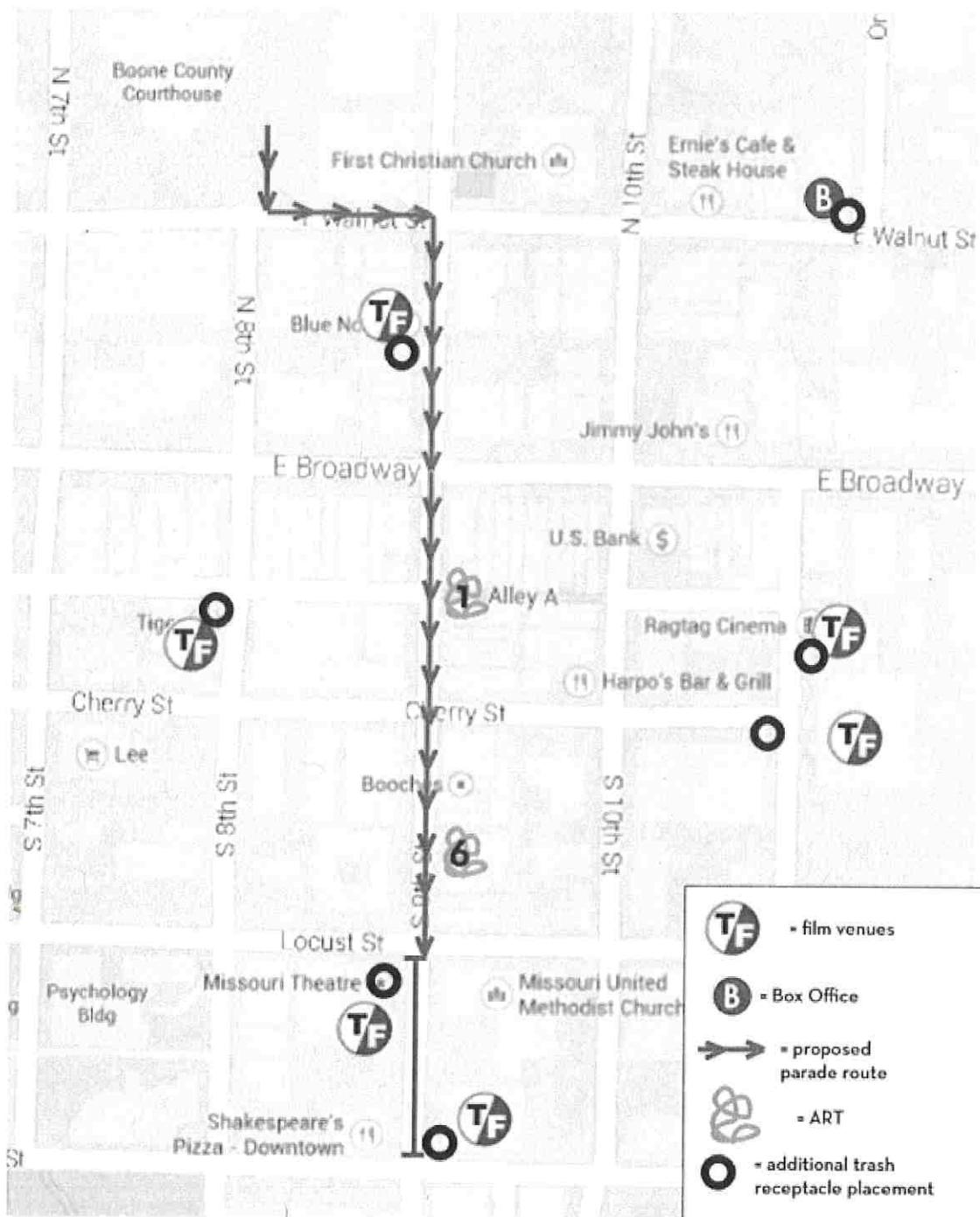
Party Space, Clary Shy Park, 1701 W. Ash Street

- Saturday, March 5: 12:01 a.m. -3 a.m.
- Sunday, March 6: 9 p.m.- Monday, March 7 at 2 a.m.

- 3) Set-Up Activities for the Event may occur daily from Sunday, February 27, 2022 from 8:00 a.m. to 10:00 p.m. daily through Thursday, March 3, 2022.

Exhibit B

Event Maps



-  = film venues
-  = Box Office
-  = proposed parade route
-  = ART
-  = additional trash receptacle placement
-  = proposed street closure

(see page 3 of this map for a detailed layout of plans for street closure area)

## Exhibit C

### City's Responsibilities

The City shall provide:

1) Street Closures, Traffic and Parking Restrictions:

a. Beginning at 7:00 a.m., Thursday, March 3 through Monday, March 7, 2022 at 11:00 a.m., the following traffic restrictions will be put in place by the Event Organizers:

- Ninth Street closed between Locust Street and Elm Street

b. Cloth bags will be provided for 25 parking meters. Reserved parking meters Monday, February 28 through Monday, March 7, 2022 (except where noted):

- 1 - across the street from the Tiger Hotel on 8th: 8S10/8S12 (double)
- 2 - on the NW corner of Locust + 9th: L811/L809 (double)
- 2 - on the SW corner of Locust + 9th: L814/L816 (double)
- 2 - on the South side of Locust on the 800 block: L810/L812 (double)
- 1 - on the SE corner of Locust + 9th: L900 (one on a double)
- 2 - In front of MOUMC on 9th: 9S212/9S210 (double)
- 1 - In front of CAL on 9th: 9S209 (single)
- 2 - In front of Shakespeare's on 9th: 9S217/9S219 (double)
- 1 - on the NE corner of 10th + Elm: TS220 (one on a double)
- 1 - on the SE corner of 10th + Locust: TS200 (one on a double)
- 3 - on the 200 block of 10th behind MOUMC: TS203 (one on a double), TS211/TS213 (double)
- 2 - on Cherry Street near Ragtag: C1011/C1009 (double)
- 1 - at 10th + Alley A on the West side of 10th: TS11 (single)
- 1 - On 9th in front of The Blue Note: 9N13 (one on a double)
- 1- TBD (Artist Lounge)
- 2- on 9<sup>th</sup>: 9N23/9N21 (two singles)

We are also listing all meter requests as numbers for ease of use for the City Parking Utility: 8S10/8S12 (double), L811/L809 (double), L814/L816 (double), L810/L812 (double), L900 (one on a double), 9S212/9S210 (double), 9S209 (single), 9S217/9S219 (double), U932 (one on a double), TS220 (one on a double), TS200 (one on a double), TS203 (one on a double), TS211/TS213 (double), C1011/C1009 (double), TS11 (single), 9N13 (one on a double), 9N23/9N21 (two singles).

c. Up to \$1,000 in CoMo Park cards; Event Organizer will return previous years' cards to have them reloaded. Requested 40- \$20 to use during Fest.

d. In lieu of permits secured through the City of Columbia Community Development Department and contingent upon the underlying property owner's approval, the Event Organizer is approved to place signage, a 20x60 tent, and art as proposed in Supplemental Materials (Exhibit G) on private property and in the right of way. Installations shall be inspected for stability and compliance by the City of Columbia Community Development and Fire Department.

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

f. Public Safety- City shall provide a cost recovery plan for emergency services and present to the Organizer no later than 30 days prior to the event. Organizer shall pay for the emergency/public safety services as outlined in the City approved cost recovery plan.

g. City of Columbia Parks and Recreation will allow True/False to borrow eight picnic tables to be placed within the park. Parks and Recreation will deliver and pick up picnic tables.

## Exhibit D

### Special Event Restrictions and Conditions

- 1) Hours of Operation. Organizer shall operate the Event during the following hours. Event opens at 4:00 p.m. on Thursday, March 3, 2022, with the screens and stages concluding at 1:00 a.m. on Friday, March 4, 2022. Event opens at 9:00 a.m. on Friday, March 4, 2022 with the screens and stages concluding at 1:00 a.m. on Saturday, March 5, 2022. Event opens at 10:00 a.m. on Saturday, March 5, 2022 with the screens and stages concluding at 1:00 a.m. on Sunday, March 6, 2022. Event opens at 10:00 a.m. on Sunday, March 6, 2022 with the screens and stages concluding at 1:00 a.m. on Monday, March 7, 2022.
- 2) Set-Up and Clean-Up Activities. Set-Up Activities for the Event may occur beginning at 8:00 a.m. on Sunday, February 27, 2022. 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 8:00 p.m. on Monday, March 7, 2022 or in the event of extreme inclement weather, or unforeseeable conflict, cleaning activities will be completed no later than 9:00 a.m. on Tuesday, March 8.
- 3) Admission Fees- Organizer is authorized, but not required, to charge admission to the fenced Event area. The ticketed area will be distinguished from the remainder of the street by fencing around its perimeter.
- 4) Waiver of the Open Container. Organizer has requested a waiver from the requirements of section 16-185 of the City Code to allow possession and consumption of alcoholic beverages during the Jubilee event held outside the Missouri Theatre on 9th Street from Locust south to Elm Street, on Thursday, March 3, 2022 from 5:30 p.m. until 7:00 p.m, Friday, March 4 from 6:00 p.m. to 7:30 p.m., Sunday, March 6, 2022 from 5:30 p.m. to 7:00 p.m. and 9:30 p.m. to 10:30 p.m.. The area will be defined with a tent set up by A-1 rentals, security personnel will be stationed at points of ingress and egress as well as appropriate signage indicating “ID checking – No Alcohol Beyond This Point”. Within this designated area, the following additional requirements pertain:
  - a. Alcoholic beverages shall only be served at the soda & bar stations shown on the Event Technical Map.
  - b. Organizers are responsible for ensuring there is no unregulated alcohol within the fenced Event area.
  - c. Alcohol service is limited to two (2) alcoholic beverages per customer per service. All alcoholic beverages must be pre-approved by the City. Alcoholic beverages preapproved by the City are listed in the menu submitted by Organizer in Exhibit G.

- d. Beverages, both alcoholic and non-alcoholic, shall not be sold or served in glass bottles or glass containers. Alcoholic beverages shall be sold or served only in clear, plastic and commemorative cups, plastic bottles, or cans. Alcoholic and non-alcoholic beverages shall be served in containers that are distinctively different from each other.
  - e. Event staff is responsible for ensuring ID's are checked before the issuance of wristbands. Bartenders/servers are responsible for ensuring anyone they serve an alcoholic beverage is wearing a wristband indicating they are 21 years of age or older. The bartenders/servers are responsible for ensuring no one under 21 years of age is served alcohol.
  - f. Intoxicated individuals shall not be served.
  - g. All servers and Event staff in the alcohol sales area are required to complete SMART training offered online by the University of Missouri on alcohol awareness or to have an Alcohol Server Certificate card issued by the Columbia/Boone County Department of Public Health and Human Services.
  - h. Stations serving or distributing alcohol shall be monitored and randomly checked for compliance with alcohol regulations by the City of Columbia and/or the State of Missouri.
  - i. Organizer will provide a list of all those person that will be used as designated servers/bartenders for the Event to the City seven (7) business days before the festival, along with a copy of a SMART training certificate or Alcohol Server Certificate card for each person on the list. Only designated servers/bartenders are allowed to pour or serve alcohol during the Event.
  - j. Organizer shall provide and keep in place signs at all bar stations stating, "ID Required- No More than 2 Drinks per Person- Alcohol Service Ends at 7:00 p.m." within the street closure.
  - k. Organizer shall provide training to all servers and Event staff in the alcohol service area on the alcohol rules and restrictions listed above.
- 5) Alcohol. Organizer has requested permission to serve alcoholic beverages as part of the concessions operations. All service of alcohol at the Event shall comply with all Local, State and Federal rules, regulations and laws.
- 6) Noise. In the event of a stage delay, Organizer shall notify City's designated Event coordinator. The City's designated Event coordinator may allow a noise waiver until 11:30 p.m. on Sunday, March 6, 2022.
- 7) Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event.

- 8) 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.
- 9) Organizer shall secure all necessary City permits required in connection with the Event.
- 10) Organizer shall comply with the City approved Event plans.
- 11) 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 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.
- 12) Signage. Signs, art and banners promoting the Event may only be displayed in the street on the days of the Operations Agreement. All such signs, art and banners shall be temporary and shall be removed from the street upon completion of the Event. Signage to be placed outside of street closure area 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.
- 13) 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).

## 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 (February 27, 2022 thru March 8, 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 (February 27, 2022 thru March 8, 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 (February 27, 2022 thru March 8, 2022).
  - d. Liquor Liability. Organizer shall take out and maintain liquor liability coverage for the Event. Liquor Liability coverage shall be no less than \$1,000,000.00.
  - e. 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 True/False Film Fest'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 March 3, and removed on March 7, and that they be set at the following locations: Blue Note/Coffee Zone; by Ragtag/Uprise; at corner of Walnut and Orr, by Sager Braudis Gallery; by Tiger Hotel; throughout Alley A (between Hitt & 8th); at corner of Cherry & Hitt by parking garage; by Yogo Love on 9th; at 9th & Elm by MOUMC; at the corner of 8th and Elm; and at the TF Party space, Clary-Shy Park.

City shall also provide a dumpster, to be placed at the TF Lab (Organizer's workspace located at 1600B Business Loop 70 East) for approximately two months (February 1, 2022- March 31, 2022). Should Organizer desire to compost food waste from the Event, Organizer shall use a properly licensed waste hauler to transport the wood waste for composting in a properly licensed compost facility approved by the Missouri Department of Natural Resources.

## Exhibit G

### Applications & Supplemental Materials

- 1) City of Columbia Special Events Application
- 2) Parks Special Use Permit Application
- 3) Proposed Art Installations
- 4) Supplemental Information for Art Installation Safety
- 5) State of Missouri Tax Exemption Verification
- 6) City of Columbia Tent Permit(s)
- 7) 2022 Picnic License Waiver
- 8) Certificate of Insurance
- 9) 2022 Safety Plan
- 10) 2022 Alcohol Management Plan
- 11) Pre-Approved Alcoholic Drink Menu
- 12) 2022 ADA Plan
- 13) Public Safety Cost Recovery Plan

*Sandwich boards:*

The following venues will have standard-size sandwich boards set outside for purposes of identifying events/films: the Blue Note, Ragtag, Forrest (Tiger Hotel), Picturehouse (MOUMC), Missouri Theatre, Rhynsburger Theatre, and Jesse Auditorium. There will be (2) smaller "no TF parking" signs for use by the First Presbyterian Church.

### **Temporary Art Installation Proposals**

We have numbered each of the proposals below; the numbers correspond with the numbers listed on the TF map, included in our materials.

#### **Alley A**

##### **1) Non-portraits- in/between: Askia Bilal**

*Description:*

*The Non-portraits are paintings that feature nebulous figures painted predominantly in black against vibrant colors. On one layer, they are an exploration of notions of "In-betweenness."*

*Conceptually, they are positioned at the intersection of invisibility and hypervisibility, the seen and unseen, the known and unknown. They are paradoxical in that they simultaneously affirm and negate. They are intended to raise questions and challenge perceptions of Otherness and the Self, creation and de(con)struction of human identity, amongst other related themes. Non-Portraits in which the images would be digitally/mechanically reproduced and enlarged on reusable vinyl banners.*

*The banners would be installed in succession outdoors, above eye level, at a location with optimal visibility, such as the side of a building. Presented largely in the public sphere, the Non-portraits would take on an unavoidable presence. Viewers encounter them as they move between spaces, and it engages them with the theme(s) of the festival. Four of the banners would be 5' x 4,' and a fifth one would be approximately 6' by 5.' The banners can be secured to an outdoor South wall (such as brick or concrete) using the grommets, tapcon screws and washers.*

*Location:*

Alley A

*Photos:*



**Construction:**

Four of the vinyl banners would be 5' x 4', and a fifth one would be approximately 6' x 5.' The banners would ideally be installed on a wall that is outdoors that would allow for maximum visibility. A wall that has 20' in length of free space with no other major visual interference would be sufficient to install the banners next to each other with about 12" of space in between each banner.

**Installation timing:**

Installation is estimated to take 2-3 hours and is scheduled for Tuesday, March 1st. Deinstallation will take approximately 2-3 hours and is scheduled for Monday, March 7th by 6pm .

**9th Street closure Art**

As noted elsewhere, we are hoping to close the block of 9th Street between Elm and Locust for the duration of the festival weekend. Rather than simply closing off the street, we wanted to make the space interesting and dynamic, for our passholders and ticketholders, and for the general public. To that end, we're working with four different artists to create a temporary sculpture garden, with interactive installations suitable for all ages and open to the public.

**2) Carrie Elliot: CoMo Sea**

**Description:**

A large-scale diorama of a reef during the Mississippian Period in the Paleozoic Era (359-325 million years ago) featuring creatures found as fossils in our local rock outcrops. The sculptures will include crinoids, brachiopods, gastropods, bryozoans, trilobites, and other creatures that thrived in mid-Missouri in the shallow sea that was here during the Mississippian.

The artist will construct the reef out of paper mache, using methods similar to the Flying Fish, Animal eyeballs(Figure 1). They will be fitted with battery-powered timer lights(recycled from the flying fish) to be luminescent at night.Dimensions: Approximately 4 feet high by 6 feet long and 3.5 feet deep.

Location: 9th Street

Photos:



#### Construction:

The reef creature structures will be sculpted with wire, packing tape, and translucent recycled plastic bottles and "clamshell" food containers. The base will be covered in white tissue paper and elmers glue, and painted with diluted water-based paints pale colors that are complementary to the timed programmable colored lights installed within the structure. We don't know what colors Paleozoic creatures were, but I will research dioramas and use artistic interpretation to color the display (Figures 2-3). The creatures will be anchored to a "rock" base that will be mostly opaque constructed from plywood and Styrofoam (and other found items that are lightweight and sturdy to provide a solid base) and covered in paper mache and painted a neutral color. The rock may have some opaque places where corals shine through. The installation will be battery powered and programmed on timers. Sandbags would be placed in the base to secure the base. 3- 5 pieces of various sizes ( largest one, 3ftw x 5 ft L x 4ft H)  
Coral creatures 20 creatures on largest boulder/ rather dense

#### Installation timing:

Installation will take 2-4 hours, and is scheduled for Thursday, March 3rd. Deinstallation will take approximately 1-2 hours and is scheduled for before 9am on Monday, March 7th.

### 3) Cosmic Temple-Marley Magner and Caleb Powell

#### Description:

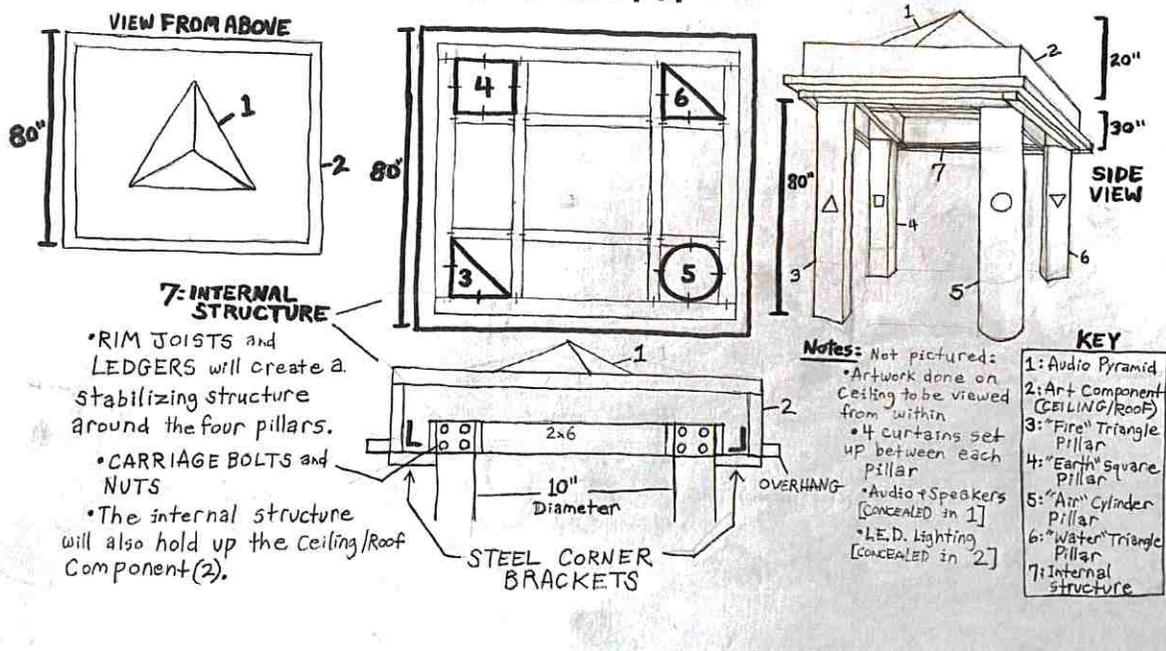
A standalone installation which aims to reduce stress, reset the audience, and tingle the creativity of awareness that exists on the edge of our physical perception in a simulated supernatural suspension. The idea is to immerse the viewer sonically and visually, in a nonlinear time frame. The viewer can remain in the scene as long or as briefly as they desire, without negatively impacting the experience for others.

- This is designed to be a weather resistant, freestanding structure.

Location:  
9th Street  
Photos:

## COSMIC TEMPLE SOUND BATH (v2)

©Marley Magner  
Caleb Powell  
2021



### Construction:

This is a large sculpture installation that will require raw lumber, screws, plywood, paints, crystals, some trash and some LED lights. Some of this can be salvaged from waste materials, or donated by local community members. The timber posts will be locally harvested and milled by the artist.

**Electricity-** This will require 120v AC power for the lights and speaker. A standard 15 amp circuit will be sufficient to power everything.

The inside walls are black with drilled holes making pin points of light. Galaxies are painted on the walls in red and yellow metallic paints. Torroidal censers hang down from wires. Iridescent dark hues and glossy stars and galaxies upon matte infinite black dead space.

Torroidal Censer Design Interlocking rings, with a central astrolabe-enclosed light, connected by copper and gold wire. Possibly enhanced by crystals such as quartz, or can also burn incense.

### Sound Design -

Long tones at 432 Hz represent celestial bodies in cyclical motion, delicate tinkling of distant stars, deep-voiced gas nebulae rise infinitely in the background. Glass mechanisms tick with crystal precision for millions of years.

Minimalist synth ambient soundscape. Majestic bird wing and calling, strong breezes and angelic triads of distant trumpets and flying insects.

Faint phantasmal voices whisper advice and empathetic musings upon their human subjects.

*Hyper futuristic cities buzz in the outer atmosphere.*

*Occasionally, rainfall, bird calls, the digging of soil and fauna sounds. Woodwinds, percussion, Frog sounds and mammalian chatter dance out of the speaker.*

*Format- Ideally 48 kHz 24 bit .wav audio file will play on repeat throughout the hours of the Festival.*

*Installation will take 2-4 hours, and is scheduled for Thursday, March 3rd . Deinstallation will take approximately 1-2 hours and is scheduled for before 9am on Monday, March 7th.*

#### **5) Pneuhouse Inflatable**

*Description: Please see attached documentation.*

*Location: 9th street closure*

#### **Picturehouse Lawn (MOUMC)**

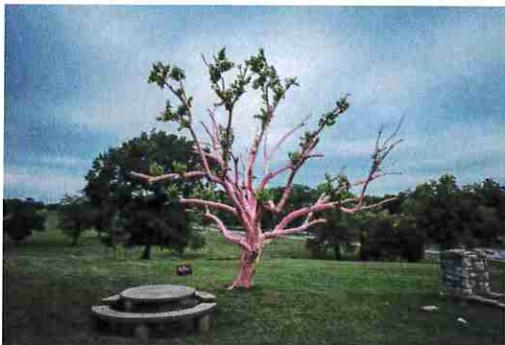
##### **6) Tree, Broken Tree- Dylan Mortimer**

*Description:*

*A transformation of an existing dead or dying tree, either existing on the site currently or brought to the site. This could manifest in a variety of ways: an existing established tree, a fallen tree, tree branches or stumps, small multiple trees. The goal would be to enliven something dead or dying, as a symbol of his own recovery surviving two double lung transplants.*

*Location: Picturehouse Lawn*

*Photos:*



*Construction: The scale and size of this project would obviously be dependent on what is existing in the environment, what is available to be altered, and if there is nothing, what branches/dead trees could be transported there.*

*Installation timing:*

*Installation will take 2-4 hours, and is scheduled for Thursday, March 3rd . Deinstallation will take approximately 1-2 hours and is scheduled for before 9am on Monday, March 7th.*

### **7) The Dragon- Willy Wilson**

*Description: Springing from the earth on the Picture House lawn, Willy Wilson's DRAGON rises from its annual slumber with new scales and a piercing glance, invoking Fests past.*

*Location:*

*Picturehouse Lawn*

*Photos:*



*Installation will take 2-4 hours, and is scheduled for Thursday, March 3rd . Deinstallation will take approximately 1-2 hours and is scheduled for before 9am on Monday, March 7th.*

### **Supplemental Document File Names**

*TF2020-SpecialUseForm\_additional explanation.pdf*

*Tensegrity Spec Sheet with images.pdf*

*This document  
Pneuhaus Inflatable*

# Tensegrity Spec Sheet

Status **Built**

## Piece Specs

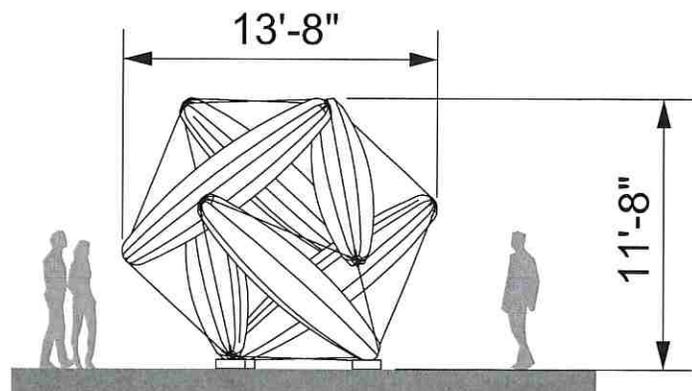
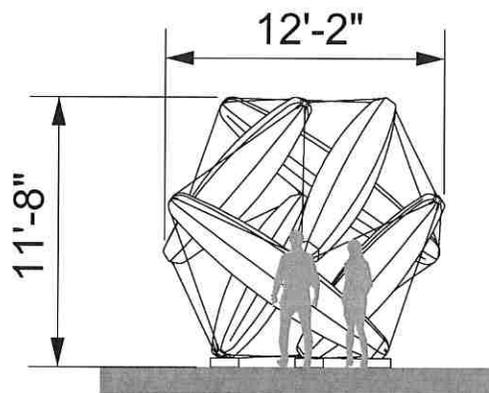
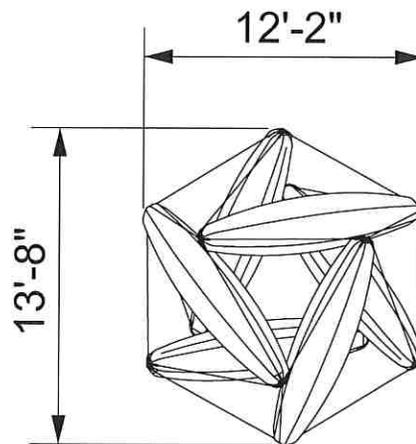
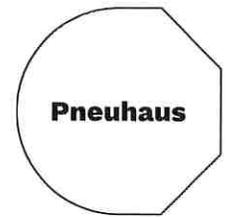
Title **Tensegrity**  
Date Fabricated **11/29/2021**  
Front Dimensions **13'-8" W x 11'-8" H**  
Side Dimensions **12'-2" L x 11'-8" H**  
Top Dimensions **12'-2" L x 13'-8" W**  
Weight **30 lbs**

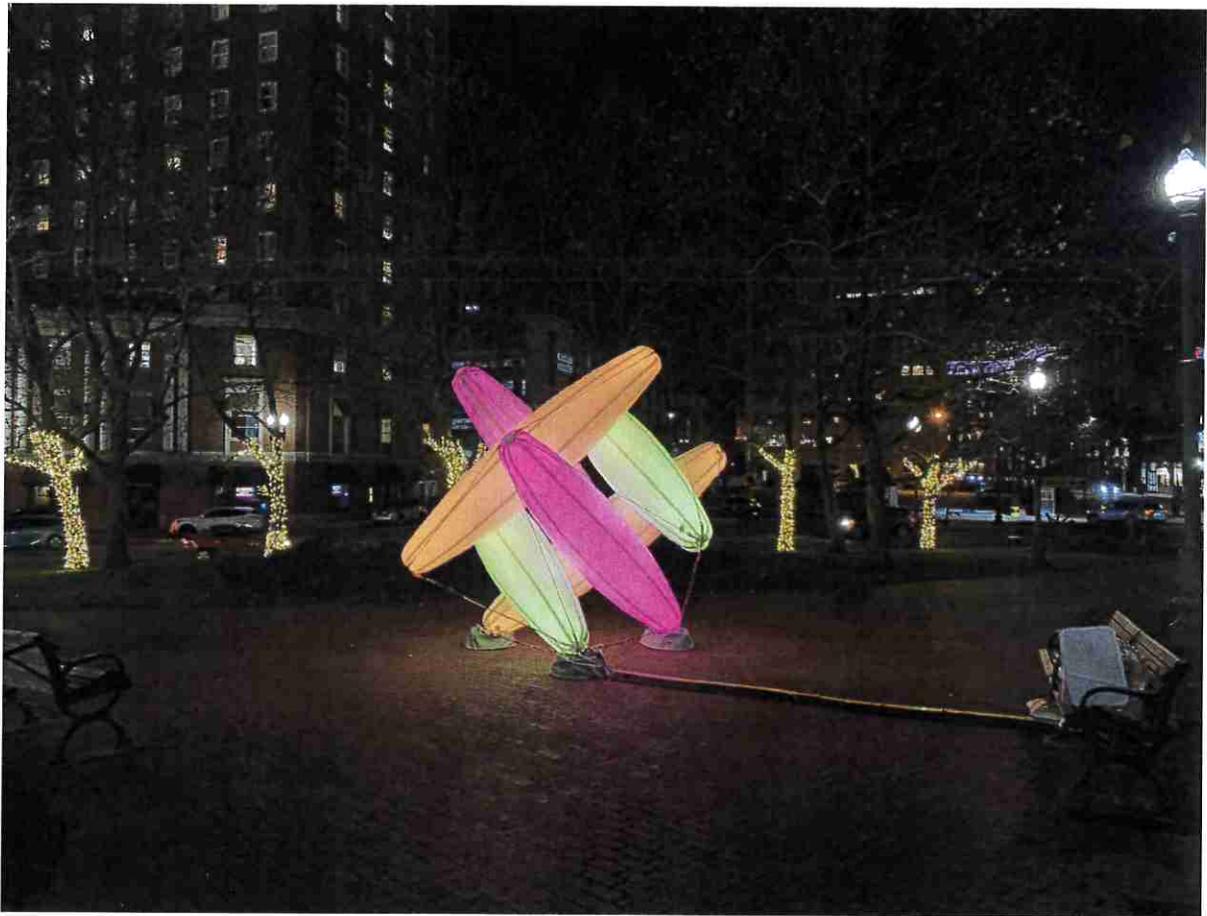
## Installation Specs

Power Requirement **5 AMPs**  
Sandbags Required **6, 40-lb; 240lb total**  
Install Time **3 hours**  
Strike Time **1 hour**  
Surface Preferred **Any**

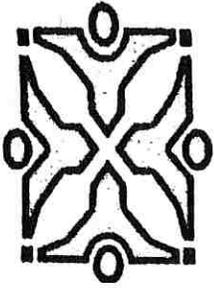
## Event Specs

Docents Required **None**  
Handicap Accessible? **Yes**  
Entrance and Exit **None**  
External Lighting Included? **Internally Lit**  
Overnight Security? **Yes, or Deflated**









# City of Columbia, Missouri

## Tent/Canopy Application (less than 180 days)

Approved     Disapproved    Date Submitted \_\_\_\_\_

Tent Location	Tent Contractor/Owner
Business <u>Ragtag Film Society, Truffalo Filmfest</u>	Company <u>AI Party + Event Rental</u>
Street Address <u>207 S Ninth St.</u>	Street Address <u>211 Peach Way</u>
City, State, Zip <u>Columbia, MO 65201</u>	City, State, Zip <u>Columbia MO, 65203</u>
Contact Person <u>Carly Love</u>	Phone Number <u>573.474.7881</u>
Phone Number <u>817.225.5071</u>	

Tent Size: Width 20 X Length 60 =Area 1200 Sq. Feet

\*Tents less than 401 square feet do not require a permit\*

Dates Tent Will Be Erected: Start 3/3/2022 End 3/7/2022

Tables/Chairs in tent? Yes X No \_\_\_\_\_

### Tent and Canopy Guidelines

**Required Exits-** Occupancy from 10-199 2 exits (72" each), 200-499 3 exits (72" each), 500-999 4 exits (96" each), 1000+ 5 exits (120" each)

**Exits-** Exit openings shall remain open, unless covered by a flame-resistant curtain. Curtain shall be of contrasting color and free sliding on a metal support. Exits shall be at least six feet wide. Ropes and guy wires shall not obstruct exits and exit discharges.

**Exit Lighting-** Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level. Means of egress lighting shall be powered from a separate source. Egress lighting is not required for open sided tents operating during daylight hours.

**Exit Signs-** Illuminated exit signs shall be posted above all exits. Exit signs are not required in open sided tents or tents operating in daylight hours only.

**No Smoking Signs-** No smoking signs shall be posted throughout the tent or canopy.

**Warming-** All warming equipment shall be 10 feet from tent sides/top, combustibles and exits. Heaters shall be vented per manufacturer's recommendations.

**Open Flame-** Any open flame is not permitted inside or within 20 feet of the tent structure.

**Fire Extinguishers-** Travel distance to a 2A10BC fire extinguisher shall not exceed 75 ft

**Anchoring-** The tent or canopy shall be anchored per manufacturer's requirements.

**Access-** The tent or canopy shall not block fire department access, connections, or hydrants.

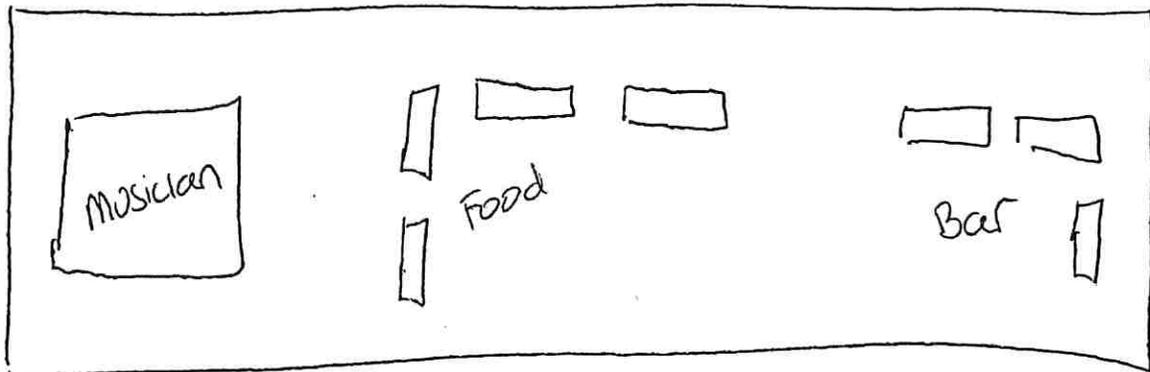
**Flame Treatment-** A certificate of flame treatment meeting NFPA 701, Test Method 1 or 2, is required and shall be attached to the permit.

**Inspection-** Columbia Fire Marshal's Office must inspect before occupying. Tent representative must call to schedule with at least 24 hour notice.

## Site/Floor Plan

\* Anticipated layout. Formal layout will be submitted at least 14 days prior to event.

Total tent size 20'x60' will be achieved through installation of three 20'x20' tents.



Food display may include catering sterno's.

table

Propane heaters to be determined based on weather.

The following shall be included on the above diagram:

- Exits
- Lit exit signs
- Egress lighting
- Fire extinguishers
- Cooking/heating equipment
- Distance from buildings
- Number, location and dimensions of tables
- Number and location of chairs

I understand the tent permit can be revoked at any time for non-compliance.

Signature [Handwritten Signature] Date 12.3.19.2022

Fire Department Reviewer \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Reviewer Comments:

Building and Site Reviewer \_\_\_\_\_

Date Issued \_\_\_\_\_

Fire Inspector \_\_\_\_\_

Date Inspected \_\_\_\_\_

\*\*Permit shall be kept on site for duration of use



RAGTFIL-01

SMCMIN

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
7/9/2021

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 Winter-Dent 2700 Forum Blvd Columbia, MO 65203	CONTACT NAME: Sara McMinn	PHONE (A/C, No, Ext): (573) 634-2122	FAX (A/C, No): (573) 636-7500
	E-MAIL ADDRESS: sara.mcminn@winter-dent.com		
INSURED  Ragtag Film Society and True False 10 Hitt St Columbia, MO 65201	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : West Bend Mutual Insurance Co		15350
	INSURER B : Travelers Property Casualty Co		25674
	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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		1739092	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			1739092	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			1739092	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 0						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N		N/A	UB4J262779-21-42-G	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater			1739092	7/1/2021	7/1/2022	Lease/Rented Equip 100,000

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Columbia, Purchasing Division 701 E Broadway, 5th Floor Columbia, MO 65201	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 

## TF SAFETY PLAN

The following section includes information that we give to all staff and volunteers during trainings; we spend additional time with venue staff going over emergency procedures generally and in their respective venues.

### VENUE BASICS

Though each venue will have a know-it-all Venue Captain (VC) and Assistant Venue Captain (AVC), there will also be Venue Manual available, which will include all venue specifics and safety procedures. In general, though, there's a basic pattern and set of expectations for all venues.

### Emergency Plan

Each Venue will have its own specific protocols and procedures for dealing with emergency situations, should they arise. Emergency management information can be found in each venue bible, and each VC and AVC will be briefed on this information as well. Emergency information will include a floor map of each venue outlining shelter location, egress (exit) routes, exit locations, and plans for communicating with large groups of Festgoers. It is essential that every volunteer familiarize themselves with the emergency basics of each venue. In case of an emergency, here are some guidelines:

- a) Remain Calm/Do Not Panic:** Though this is cliché, it is absolutely true. In an emergency, think through it, don't panic, contact the appropriate people, and do your best to keep people in the area calm. Inform them that the situation is under control and we are doing everything possible as swiftly as we can to resolve the situation.
- b) Know who to contact:** In the case of most true emergencies, you will first contact 911. These people are professionals who are there to help. Next, alert the proper people at the venue and Fest.
- c) Communicate:** If there is a general emergency, you may have to address a large crowd. Do so confidently and calmly. Inform them of the situation and that you need them to listen to you and cooperate. This is most helpful in the event of a venue evacuation, such as in case of fire, weather emergency, power outage, or bomb threat.

### Safety Plan

All TF venues need to be kept safe for Festgoers and volunteers. As noted previously, each venue will have a safety plan as outlined in the venue manual. However, here are some basics to be aware of:

- a) Take responsibility.** As a volunteer for the Fest, you are a go-to person and are responsible for your area/venue. So, if you see something out of place or something that needs to be taken care of, act on it! This can be as simple as changing an overflowing trash can to taping down loose cables on the floor to reporting suspicious behavior to a VC or AVC. Pick up trash, keep people from standing on chairs, and report any trouble situations or violence.
- b) Be vigilant.** During the natural ebb and flow of activity during a shift, it can be tempting to mentally check out for a time. Keep your awareness up throughout your shift as it is easy to

miss something significant in either the chaos or the calm.

**c) Familiarize yourself with the venue!**

The first thing any volunteer should do upon arrival to a venue is take a look at where the emergency exits are, where the fire extinguishers are, where to find a flashlight, where to find the bathrooms, where light switches are, and who the staff are at each location. You will also want to know where the disability access seating and entrances are. This often takes a few minutes, but will help prepare you to act responsibly.

**d) Prepare for emergency, remain calm.** Though everything will probably run very smoothly, take a moment to think through how you would actually respond in an emergency situation. In the event of an emergency, you may be the person who has to address the room and calmly and confidently tell them about an emergency, or you may be the person to find the flashlights and assist someone out of the theater.

**e) Ask for help!** You will be surrounded by knowledgeable staff and volunteers who can assist you. Keep lines of communication open; don't be afraid to solve a problem, and don't be afraid to ask for help.

**f) If you can't handle it, call 911.** If there is a situation you are uncomfortable with, call 911. We have spoken with these folks, and that's what they are there for. Whether it be the police, an ambulance, or the fire department, they are all professional problem solvers and are there to help. When in doubt, call 911, and then immediately inform your VC or AVC of the problem.

## **EMERGENCY PROCEDURES**

### **Complaints & Violence**

**Complaints:** Handle all complaints in a professional and diplomatic manner. Remember, complaints are not personal, and they are often helpful. If you are unable to immediately and reasonably resolve a complaint, direct the complaint to the VC, an AVC, or Core Staff, and they will resolve the matter. Patrons may also e-mail [info@truefalse.org](mailto:info@truefalse.org).

**Violence:** If you see an act of violence, do not become involved. Do not attempt to break up a fight or confrontation. Immediately contact the VC, an AVC, Core Staff, or 911 if necessary. If you feel that you or anyone is immediately threatened, do not hesitate to call 911.

### **Lost & Found**

Lost items will be logged and kept at the venue at which they were found until the Sunday night of the festival. At that point, all items will be held at the True/False office. Do not escort a patron to look at the lost and found. Have them describe the item they are missing and look for it yourself. Remember to sign items in and out in the Lost and Found logbook.

### **Lost Child**

If a child is lost, stay with them and contact the VC, an AVC, or Core Staff. Keep them calm, and stay in one spot. Each venue and the Fest office should be contacted to report the lost child.

### **Medical emergencies**

In the case of a medical emergency (such as loss of consciousness, excessive bleeding, etc.), the volunteer will call 911 first then alert a staff member. If it's clearly a minor event then staff can be notified first but if there is any doubt it is best to err on the side of caution and call 911 before making other notifications. When calling 911, staff will know their location. Staff will not do anything they are not trained to do. Staff will secure the scene and ask patrons to move away from the scene, especially if emergency personnel are en route. Staff will not move the injured person. If the injured person is conscious, staff will ask them questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident. If the injured person is unconscious, staff will shout to get the person's attention, using the person's name if it is known. If there is no response, staff will tap the person's shoulder and shout again, while checking for normal breathing. Again, staff will not do anything they are not trained to do. If another patron identifies themselves as a medical professional with the necessary skills to assist in assessing the situation, staff may allow them to help. Staff will continue to assess the scene and wait for medical professionals to arrive.

### **Severe Weather**

Consult the VC for details. In general, make sure all Festgoers are in an official shelter area. If they are not, calmly and orderly direct them to the nearest shelter. Do not direct Festgoers outdoors. Keep away from doors and windows. Locate flashlights and be prepared to assist people in the event of a power outage.

### **Smoke or Fire**

Consult the VC for specific details. In general, calmly and quickly notify the VC, an AVC, or Core Staff if you see smoke or fire. If you are in any doubt whatsoever or if danger is immediate, call 911 first. Be prepared to calmly and confidently address Festgoers and calmly and quickly evacuate them from the area. Evacuate those nearest the danger first, row by row, as efficiently as possible. Tell Festgoers your plan for evacuation so that they cooperate and remain calm. Assist those who need any help.

### **Electrical Outage**

Immediately locate flashlights and be prepared to assist Festgoers. Alert the VC, an AVC, or Core Staff. Remain calm and immediately and calmly inform Festgoers to remain in their seats and that we're working on the problem and will update them as soon as possible.

### **Evacuation**

Consult the VC for specific details. In general, be aware of all emergency exits and building exits. If possible, station a volunteer with a flashlight at each aisle and exit, and have a lead person guide the exit process by telling groups of people to exit. Maintain communication with Festgoers and help direct the lines of people safely and smoothly from the building. Unless an exit is blocked because of a hazard, direct Festgoers to the nearest exits. Assist those who need assistance.

**Active Shooter:** We follow the Citizen's Response to Active Threat protocol. We advocate the following three recommendations: The Best Option: Escape/Evacuate (using any available exit); The Next Best Option: Hide (if possible, block entry to your hiding place, lock the doors, and power off your cell phone; The Last Resort: Fight (extreme last resort).

### **Bomb Threat**

*Person taking call:* remain calm and try to get as much information as possible. Check to see if the caller is using a noticeable number via caller ID. *After the Person hangs up:* report the threat to the nearest person in charge. DO NOT use a radio or any cellular or cordless phone. *Person in charge:* inform the Police of all pertinent information. Notify Channel 1, and do not alarm Festgoers. *AVCs and/or the VC* should do a cursory search around the building for suspicious items. Do not use cordless phones, radios, or cell phones in the area, as they may trigger detonation. *General:* report any unusual items. If you come into contact with unusual items or the device itself, do not touch it or use wireless devices near it. Wait for the police to arrive, and they will assist in evacuation. Not all bomb threats are legitimate, but should be treated as such. Panic will generally cause more harm than the threat, so remain calm.

### **Protest Policy**

T/F does not advocate for or against the subject matter of our films. This does not prevent outside persons or groups from protesting a Film or Event. There are several different types of protests and protesters that require different types of actions or non-action. The first major differentiation is between people or groups protesting outside of the physical footprint of a Venue versus those attempting to do so within that footprint. The venue footprint is the interior of any building and any outside queue of patrons waiting to get inside. If a person or group is protesting outside of that footprint, immediately notify your VC or an AVC, who will notify the Police. We do not have any authority to interact with a person or group outside of our footprint and the Police are ready to handle these situations. T/F does not allow any type of protest or disruptive speech inside the physical footprint of any of its venues. This includes signage, vocalizations, or any disruptive behavior. If there is any protest-related disruption of any film or event, immediately notify your VC or an AVC. They may decide to call 911 depending on the nature of the disruption. Stay safe; we do not expect or condone volunteers putting themselves into harm's way. Under certain circumstances, the Fest may have additional security in place inside a venue. In these cases, you will be made aware of their presence to assist with any disruptive behavior.

### **Crowd Protection From Vehicle Threat**

To protect crowd in street closure from vehicle threat, the use of parked cars (in addition to 8-foot steel barricades) perpendicular to the flow of traffic will be implemented at all street access points (9th and Elm, 9th and Locust, and the west alley off 9th). The staff posted at each access point will have keys, on their person, to the vehicles being used as the blockade. They will be able to quickly move these vehicles in the event that emergency vehicles need to access the street closure area.

## TF ALCOHOL MANAGEMENT PLAN

### Contacts

On-site contacts for events during which alcohol is served:

**Events Producer:** Samantha Boisclar 573.268.2058

**Booze Admiral:** Adam Boisclair 573.239.2293

### Menu

A drink menu including serving size of each drink and alcohol by volume percentage will be supplied once True/False has received alcohol from designated sponsors. Drink pours are regulated to 12oz beer (16oz cup), 4oz wine (9oz cup), and alcohol will be supplied by Broadway Brewery, Schlafley, Public House, and Waves.

### Entrance/Exit Staffing & Signage

A diagram of where alcohol will be sold is available in document [TF\\_maps2020.pdf](#). Entrance/exits of alcohol service areas are monitored by staffed stanchions with two staff at each entrance/exit to ensure alcohol does not leave the event. Signage will be posted at all exits stating no open containers of alcohol are permitted beyond that point.

### Bartender Training

We use smartmo.education. This is required of all bartenders in the City of Columbia and we believe it is sufficient for our needs. We require our volunteers who are event coordinators to take the class and provide us with their certificates. Our Event/Bar Staff policy can be found at the end of this document; we require every bartender to read and sign the policy document.

### ID Checking

ID checkers are SMART certified and also attend an in-person ID training with Columbia Police Department prior to the Fest. IDs are checked at multiple venues throughout the Fest and individuals 21 and over are provided a wristband (barrel sliding lock fabric wristband or paper wristband based on quantity available) designating them of age. ID checkers verify age based on state issued identification cards or passports. Locations to obtain a 21+ wristband include:

- True/False Box Office at Sager Reeves Gallery: Wednesday, March 2 through Sunday, March 6
- All events during which alcohol is served
  - Missouri Theatre
    - Jubilee, Thursday, March 3
    - Reality Bites, Friday, March 4
    - Closing Night Reception, Sunday, March 6
    - Buskers Last Stand (indoors only, not permitted outside of Missouri Theater), Sunday, March 6
  - 9th street closure: Jubilee, Thursday, March 3
  - Orr Street Studio: Filmmaker Fete, Saturday, March 5
  - Party space (TBD): Saturday, March 5 and Sunday, March 6
- Volunteer Headquarters (location TBD)

- Musicians Lounge (location TBD)

**Insurance and Exemption**

Certificate of Insurance Coverage, indicating coverage as outlined in **Exhibit E of 2020** Operations Agreement, with the City listed as additional insured. Alcohol will be supplied by Broadway Brewery, Schlafly, Public House, and Waves. A 501(c)(3) exemption letter can be found at TF\_MO\_Tax-exempt.pdf.

**Event/Bar Staff Policy (Please read carefully and sign and date below)**

All volunteers must be 21 or older to work events and parties serving alcohol at the True/False Film Fest.

As a Event/Booze Team staff member, I agree to the following:

- To review the volunteer handbook (The Little Red Book)
- To possess a current or acquire a new SMART Training certification card and to provide a copy to the Events Director (Johanna Cox) or Booze Admiral (Mark Alexiou)
- To attend any required training session(s).
- To arrive on time to my scheduled shifts.
- To satisfactorily complete my scheduled shifts.
- To NOT show up for my shift under the influence of alcohol or drugs
- To NOT bring any friends to bartend, work, or attend events/parties without permission from the Booze Admiral
- To be a good ambassador for the festival and to assist festival patrons and treat them with respect and courtesy at all times
- To be vigilant about checking IDs, and to never, under any circumstances, serve anyone under the age of 21.
- To never serve alcohol to anyone who appears to be intoxicated or impaired.

Reminder: YOU can be held personally and legally responsibly, in addition to the Fest, for serving anyone under 21 or anyone who is already intoxicated.

I understand if I fail to meet any of the above requirements it may result in the termination of my employment and the forfeiture of any festival perks to which I may be eligible.

As a bar staffer with assigned shifts, I agree to notify the Booze Admiral (or volunteer coordinator) no later than two Mondays prior to the festival weekend if I am unable to participate or attend scheduled events.

I understand that neither True/False Film Festival nor any of its officers, employees, or volunteers shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of my participation as a volunteer for the festival. I also agree to indemnify the True/False Film Fest, its officers, employees, volunteers, and the City of Columbia harmless on account of any such claims.

\_\_\_\_\_(Signature)

\_\_\_\_\_(Name)

\_\_\_\_\_Date

## TF Events & Drinks 2022

**\*\*\*Menu modeled after 2020 events and updated with as much information as possible for 2022. Updated menu will be provided at least 7 days prior to the event.**

### Beer & Seltzer

#### **Broadway Brewery**

Exact varietals TBD, alcohol content not more than 7.5%  
Specific variation to be determined

#### **Schlafly**

Exact varietals TBD, alcohol content not more than 7.5%

#### **Public House**

Exact varietals TBD, alcohol content not more than 7.5%

#### **Serving Sizes:**

**Drafts:** 16oz plastic cups but only pouring 12oz of beer. If any beers are 7.5%ABV or higher we pour them 10oz (in a 12oz plastic cup)

**Cans:** 12oz cans, 12 oz bottles (which is poured into plastic cups)

### Wine & Cider

#### **Wine TBD**

One variation each of Red and White, not to exceed 12.5 ABV.  
Wine will be served in 9 oz plastic cups but will only be poured to 5 oz.

#### **Waves Cider**

Specific variation to be determined

### Events

**Jubilee:** event time 5:30-6:45pm (Thur, 9th street closure)

Drinks served: beer & wine

**Reality Bites:** event time 5:30-7:00pm (Fri, 9th street closure)

Drinks served: beer and wine

**@ction:** event time 10:00pm-1:00am (Fri, 9th street closure or TBD location)

Drinks served: beer and wine

**Filmakers Fete:** event time 4:00-6:00pm (Sat, Orr Street Studios)

Drinks served: beer, wine, and cider

**Scheduled Maintenance:** Private party, Clary Shy Park, MU Health Care Pavilion

**Closing Night:** event time 6:00-7:00pm (Sun, Missouri Theater and street closure)

Drinks served (outside only): beer, wine, and cider

**Buskers:** event time 9:00-10:30pm (Sun, 9th street closure)

Drinks served: beer only

**Sun Night Volunteer Party:** Private party, Clary Shy Park, MU Health Care Pavilion

## TF ADA PLAN

All Fest venues are accessible by ADA standards. The Fest footprint has been navigated with both ambulatory individuals and wheelchair users without difficulty. An accessibility map (see below) is available both on the website and in the Fest program with labeled accessible entrances for all venues. All festival film venues and venues that host special events that are open to the general public have wheelchair accessible entries, exits, restrooms, and access to our public drinking water stations.

Our venue staff provide needed assistance to patrons, and our venue management (Venue Captains and Assistant Venue Captains) have been specifically trained to provide exceptional assistance for persons with disabilities. If anyone requires assistance at any venue, they may check in with venue staff when they arrive at the venue, or contact Operations Director, Carly Love at least 24 hours prior to the event to request reasonable accommodations. Persons with disabilities may arrive at the venue and/or enter the venue early if needed, either to be seated or to wait in a seat in the lobby (if you are using the Q).

Pending approval, the City of Columbia will waive the hourly limit for accessible metered parking during the festival to accommodate those who want to grab a bite and catch a show (note that ADA hangtags will continue to be enforced, and normal parking meter fees will apply).

We offer sign language interpretation to a few festival film Q&As, and those screenings are designated as such in the schedule, both in our program book and online. The two screens at Ragtag Cinema as well as Jesse Auditorium and Missouri Theatre provide a limited number of assistive hearing devices. To access listening devices at those venues, patrons can check in with venue staff when they arrive at the venue. The other venues used for our festival are not actual theaters, so their facilities are not equipped with the systems necessary to provide listening devices or other similar devices, which is consistent with current ADA policies. Audio description will be available at Ragtag Cinema through individual devices and will potentially be available at Jesse Hall and Missouri Theater this year. This is communicated to Fest patrons through a variety of channels including the website, word of mouth, and social media.

In areas with power/technology, all cords, wires, hoses, etc., that are located within a path of travel will be ramped or placed within an ADA approved cord cover. If any elevation changes of more than ¼" vertical or ½" beveled are discovered, temporary ramps will be installed. An alternate path of travel will be implemented when the normal path of travel is obstructed. Specifically on Thursday, March 5, a sign will be placed at the end of street closure to alert public of sidewalk closed and signage designating alternative route to navigate around closed event, likely parallel to intended path of travel.

The map below shows the 2019 accessible entrances for each venue. This information remains true for 2022 and will be updated online and in our program book with any venue changes.

