

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 Rader Hospitality Company, L.L.C. (hereinafter "Organizer"), a limited liability company organized in the State of Missouri and with authority to transact business within the State of Missouri.

WITNESSETH:

WHEREAS, Organizer desires to host an Outdoor Street Concert (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, the City and the 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 Details contained in Exhibit A. Organizer may set up for the event as set forth in Exhibit A. Organizer shall clean up from the Event as set forth in Exhibit A.
2. Closure of Streets, Sidewalks, and Public Places. The Event Area (hereinafter "Event Area") is designated in the Technical 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. All areas of the street, 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 the Organizer for the Event in the designated Event map contained in **Exhibit B**, subject to the restrictions and conditions set forth in the Code, this Agreement and in the Exhibits, approved Technical Map, approved plans and local laws, rules, and regulations. 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 any COVID-19 related 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**. Organizers shall also comply with the PHHS approved COVID-19 Event plans and 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 that 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, Cancellation or Postponement.
 - a. 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.
 - b. Cancellation or Postponement pursuant to Section 24-73(a). Pursuant to Section 24-73(a), the city manager may cancel or postpone a special event permit if the manager thinks that any denial condition listed in section 24-73(d) of the Code exists, or is likely to exist, or to otherwise protect people and property in the city.
 - c. 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.
12. 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.
13. 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.
14. 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.

15. 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.
16. 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.
17. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	Organizer's Event Information
B	Event Maps
C	City's Responsibilities
D	Special Event Restrictions and Conditions
E	Minimum Insurance Requirements

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.

18. 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.

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: John Daniel Rader ("Dan"), owner

Date: 6/22/22

ATTEST:

Name and Title: _____

Exhibit A

Organizer's Event Information

- 1) Organizer desires to utilize 6th Street from Locust Street to Cherry Street and Locust Street from 6th Street to 7th Street for an Outdoor Street Concert to be held on September 24, 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: 3:00 p.m. until 11:59 p.m. on Saturday, September 24, 2022.
- 3) Set-Up Activities for the Event may occur on Friday, September 23, 2022 from 5:00 p.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 12:00 p.m. on Sunday, September 25, 2022. All fencing shall be removed by 12:00 p.m. on Sunday, September 25, 2022. In the case of inclement weather and with approval in writing by the Convention and Visitor's Bureau Department Director, these deadlines may be extended to 10:00 p.m. on Sunday, September 25, 2022.

Exhibit B

Event Map

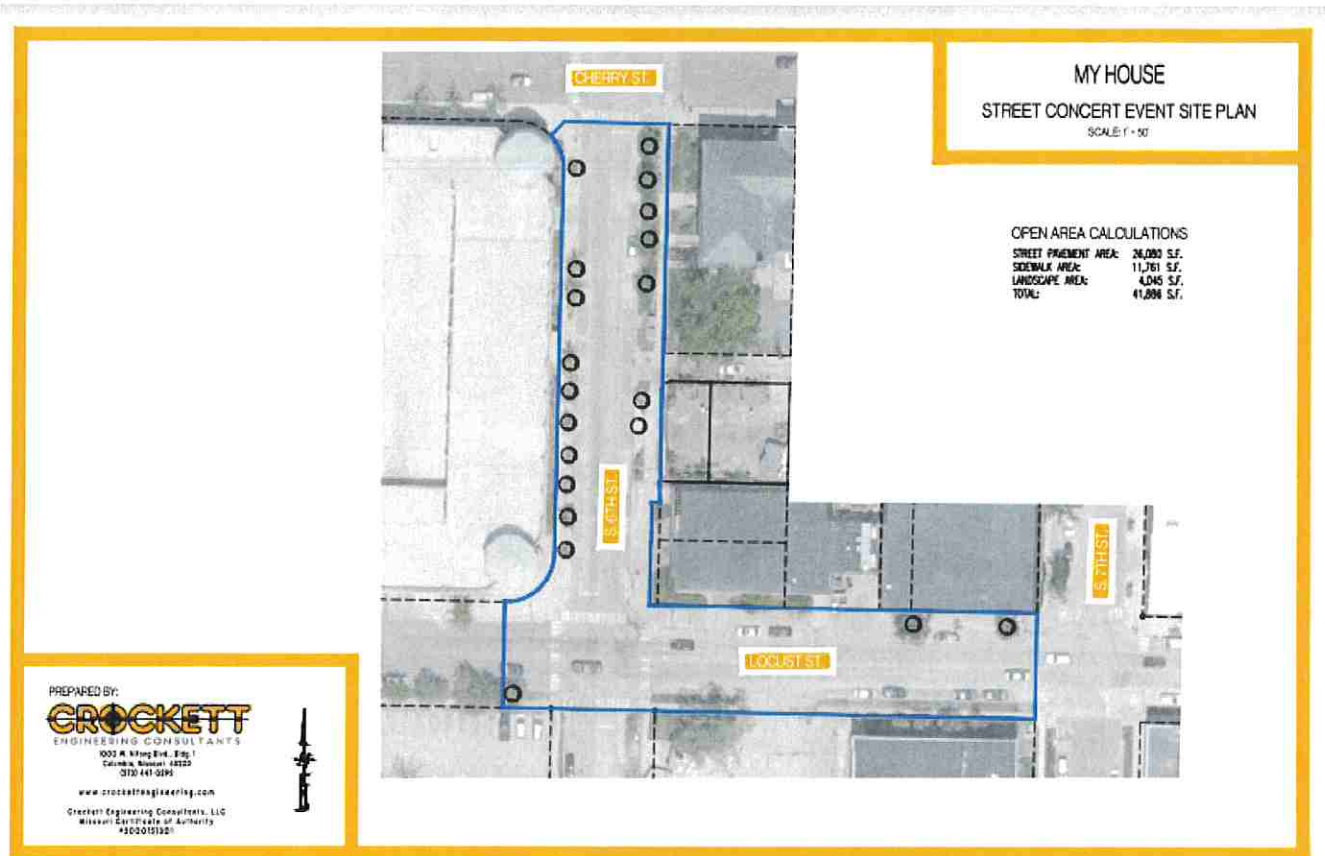


Exhibit C

City Responsibilities

1) Street Closures, Traffic and Parking Restrictions:

- a. Beginning at 5:00 p.m., Friday, September 23 through Sunday, September 25, 2022 at 12:00 p.m., the following traffic restrictions will be put in place by the City:
 - i. Locust Street from 6th Street to 7th Street
 - ii. 6th Street from Locust Street to Cherry Street
- b. City shall restrict parking in the aforementioned street closure. Signage will be installed at least 24 hours in advance of parking restrictions.
- c. City shall restrict parking in the Sixth and Walnut Parking Garage to non-permit holders. All access to the parking garage will be restricted one hour before the gates open until one hour after the concert ends.
- d. 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.
- e. Public Safety- City shall provide a cost recovery plan for emergency services and present to the Organizer no later than 15 days prior to the event. Organizer shall pay for the emergency/public safety services as outlined in the City approved cost recovery plan.

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Exhibit D

Special Event Restrictions and Conditions

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- 1) Organizer desires to utilize 6th Street from Locust Street to Cherry Street and Locust Street from 6th Street to 7th Street for an Outdoor Street Concert to be held on September 24, 2022, subject to the restrictions and conditions set forth in this agreement and in the Exhibits.
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- 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 12:00 p.m. on Sunday, September 25, 2022. All fencing shall be removed by 12:00 p.m. on Sunday, September 25, 2022. In the case of inclement weather and with approval in writing by the Convention and Visitor's Bureau Department Director, these deadlines may be extended to 10:00 p.m. on Sunday, September 25, 2022.
- 5) Admission Fees- Organizer is authorized, but not required, to charge admission to the fenced Event area. The ticketed area will be distinguished by fencing around its perimeter. Perimeter of fenced Event area shall be secured with a combination of fencing types including bike racks, snow fencing, and exhibit infrastructure.
- 6) Portable Generators- Organizer shall provide City with information as to the number, size, and location of portable generators to be use at the Event. Location of generators shall be shown on the approved Technical Map.
- 7) Parking- Organizer shall ensure that all motorized vehicles, including those of Event staff and volunteers, shall remain on paved roads and/or in designated parking areas.
- 8) Portable Toilets- Organizer shall provide sufficient portable toilets and washing stations/ hand sanitizing stations for the Event as noted in the

City's special event application and approved Technical Map. Portable toilets and washing/sanitizing stations shall be removed from the event footprint no later than 12:00 p.m. on Sunday, September 25, 2022.

Organizer shall be solely responsible for installing and maintaining the toilets and washing/sanitizing stations in a safe and sanitary condition. Organizer shall provide portable restrooms meeting ADA accessibility guidelines and to locate such toilets so as they can be accessed via an accessible route in accordance with ADA regulations.

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- 9) Alcohol Sales- Organizer has requested permission to serve alcoholic beverages as part of the Event operations. All service of alcohol at the Event shall comply with the following provisions. The alcoholic beverage service may immediately be halted for noncompliance with any of the below-listed conditions. The City of Columbia shall enforce these conditions and may require closure of all bar stations upon determining that any condition has been violated.
 - 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 person per service. All alcoholic beverages must be pre-approved by the City.
 - d. Beverages, both alcoholic and non-alcoholic, shall not be served in glass bottles or glass containers. Alcoholic beverages shall be 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. Pouring of alcoholic beverages into anything other than the container intended for the beverage is prohibited.
 - f. All pre-packaged beverages shall be opened by servers/bartenders before being served.
 - g. 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.

- h. Intoxicated individuals shall not be served.
 - i. Alcoholic beverages shall be served only at the following times: Saturday, September 24, 2022 from 3:00 p.m. until 11:00 p.m.
 - j. 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.
 - k. 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.
 - l. 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 Event, along with a copy of a SMART training certificate or Alcohol Server Certificate care for each person on the list. Only designated servers/bartenders are allowed to pour or serve alcohol during the Event.
 - m. 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 [designated end time] within the Event location.
 - n. Organizer shall provide training to all servers and Event staff in the alcohol service area on the alcohol rules and restrictions listed above.
- 10)Alcohol. Organizer has requested permission to serve alcoholic beverages as part of the Event operations. All service of alcohol at the Event shall comply with all local, State and Federal rules, regulations and laws.
- 11) Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event.
- 12)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.

13) Organizer shall secure all necessary City permits required in connection with the Event.

14) Organizer shall comply with the City approved Event plans.

15) 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 the special events application. Organizer shall work with the City of Columbia Public Works and Utilities Departments to determine appropriate locations for the recycling and trash receptacles. Organizer is responsible for picking up and returning the 55 gallon trash barrels and recycling bins from the City's Landfill and for the distribution of the trash and recycling receptacles throughout the Event space per the approved plan. Organizer shall be responsible for supplying trash and recycling bags for receptacles. Organizer shall ensure that staff and/or vendors do not move or relocate receptacles. Organizer shall be responsible for coordination of event staff, volunteers, or a contract agency to monitor and empty all trash and recycling receptacles during the event into the roll-off containers. City shall be responsible for delivering, emptying and picking up roll-off containers on a schedule outlined in the Solid Waste Plan. 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.

16) Signage. Signs, art and banners promoting the Event may only be displayed in the footprint on the days of the Event, set up and clean up. All such signs, art and banners shall be temporary and shall be removed from the footprint upon completion of the Event. Signage to be placed outside of the footprint shall be outlined in a signage plan to be submitted by the Organizer to City. Signage outside of event footprint shall comply with the City of Columbia's Code of Ordinances.

17) 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. 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 event site. There is absolutely no dumping of the ashes on the grass or City streets. All grease, frying oil, and other waste products resulting from vendor operations must be removed from the event site. Organizer is responsible for addressing these issues as part of the overall trash/recycling plan.
- f. 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.

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 - 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 (September 23, 2022 to September 25, 2022). Workers' Compensation coverage shall meet Missouri statutory limits. Employers' Liability limit shall be \$1,000,000.00 each employee or volunteer, \$1,000,000.00 each accident, and \$3,000,000.00 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 (September 23, 2022 to September 25, 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 \$1,000,000.00 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 (September 23, 2022 to September 25, 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

Applications & Supplemental Materials

- 1) City of Columbia Special Events Application

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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.**

Saturday 9/24 Concert - 09/24/2022 - Permit No: 25

Application Status:

Date/Time Received: :

In Review

A non-refundable \$100 application fee applies to this permit. **Your application will not be reviewed or processed until payment has been received.**

Please make check/money order payable to City Event Committee and include the permit tracking number (2512) on your check/money order payment to:

Columbia Convention and Visitors Bureau
Attn: Events Specialist
300 S. Providence Rd
Columbia, MO 65203

ATTACHMENTS

Attachments:

[Alcohol Plan](#)

[Map](#)

[Emergency Plan](#)

[Temporary Business License](#)

[Temporary Food Permit](#)

[Street Closure Petition](#)

APPLICANT INFORMATION

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

☐ Yes ☒ No

APPLICANT CONTACT:	Name:	Phone:	Cell:
	Dan Rader	5732393131	
	E-mail Address: dan@myhousecomo.com		

MAILING ADDRESS:	Street Address: 119 S 7th St.		
	City: Coulmbia	State: Missouri	Zip: 65201
SECONDARY CONTACT:	Name: Drake Ackley	Phone:	Cell:
	E-mail Address: drake@myhousecomo.com		
ON SITE CONTACT (if different than applicant):	Name: Dan Rader		Phone: 5732393131

EVENT INFORMATION		
EVENT NAME: Saturday 9/24 Concert		
EVENT CATEGORY:	☐ Procession/March ☒ Concert/Performance ☐ Farmers/Outdoor Market ☐ Festival/Fair/Carnival ☐ Competitive Athletic Event	☐ Non-Competitive Athletic Event ☐ Neighborhood Block Party ☐ Parade ☐ Other
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: 6th Street from Cherry Street to Locust Street; Locust Street from 6th Street to 7th Street; metered spaces on 7th Street along MyHouse side of block to alley. Set up starts at 5pm on Friday 9/23; Strike down ends Sunday 9/25 at noon. 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 \$ 40 ☐ By Invitation Only		

- ☐ Neighborhood Gathering
- ☐ 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

Alcohol:

Does your event include the sale of alcohol? *

- ☒ Yes ☐ No An application for Caterer's permit can be found [here](#). Please submit the completed application to the Business License Office at 701 East Broadway.

Does your event include the distribution of alcohol? *

- ☐ Yes ☒ No

Because alcohol is being served at the event, an [Alcohol Management Plan](#) will be required in step 3.

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

- ☒ Yes ☐ No

Beginning Time: End Time:

EVENT DETAILS

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE:	
				Peak Attendance: 6500	Overall Attendance Throughout Event 6500
Day 1	Date: 09/24/2022	Start Time: 3:00pm	End Time: 12:00am	Attendees: 6500	Staff/Volunteers: 50
Day 2	Date: 	Start Time: 	End Time: 	Attendees: 	Staff/Volunteers:
Day 3	Date: 	Start Time: 	End Time: 	Attendees: 	Staff/Volunteers:
ALTERNATIVE (Date and Time):		Date:	Times:		
EVENT SETUP BEGINS		Date: 09/23/2022	Times: 5pm		

(Date and Time):		
EVENT DISMANTLE (Date and Time):	Date: 09/25/2022	Times: Noon
EVENT DESCRIPTION:	A large concert event featuring an internationally known act. Our goal is to create a special event that the community can be proud of featuring immersive audio/visual attractions and experiential features. The event will be 18+, although we are aiming for a family friendly environment. We would be happy to provide many free tickets to the city for the public, as well as to our neighbors Columbia College and MU if desired. We agree to enter into an Operations Agreement with the City for this event. As part of that agreement, we propose paying a "per ticket" fee to the city in a good faith effort to reimburse the City for its expenses related to the event. We recommend between \$0.50 to \$3 per ticket sold. We will provide at our expense security staff to monitor the city parking garage during the event.	
EVENT LOCATION: Describe in detail, include addresses and ATTACH REQUIRED MAP	The stage will be located on the intersection at 6th/Locust. The main entrance will be at the north end of the 6th Street block, not blocking the intersection. The portable restrooms will be placed on 7th Street in the metered parking spaces in front of My House. Requesting Street Lights near stage dimmed, if possible.	
Has this event been produced before? ☐ Yes ☒ No Is this an annual event? ☐ Yes ☒ No		
Barricades: Describe any temporary barricades and/or fencing that will be utilized for this event: We are requesting city street barricades for the streets as well as one for the middle of the alley between 6th & 7th Streets and the alley entrance at 7th Street. Large vehicles can be placed at our expense at streets to stop cars from entering the crowd areas. **Note: In accordance with MUTCD standards, barricades for street closures must be obtained from the City of Columbia Street Department (573-874-6289)**		

VENDORS
Merchandise Sales: Does your event include the sale of (non-food) goods? ☒ Yes ☐ No The promoter or sponsor of the event must complete a temporary business license. Please include completed application in step 3.
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.

A [Temporary Food Permit](#) will need to be completed in step 3. **Additional inspection fees may apply.**

Does your Event include the sale of food?

- ☐ Yes
- ☒ No

STORM WATER COMPLIANCE

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanity sewer, arrangements can be made to have a grey water dump site installed by the Water and Light Department at 573-874-7325.

Cooking oil and grease traps must be disposed of at grease disposal tanks located through the city of Columbia. These tanks are located in the downtown area at a variety of locations, to find the nearest location to your event, contact the Public Works Department at (573) 874-7250.

TEMPORARY STRUCTURES

Does your Event include the set-up of any of the following temporary structures? *

- ☐ tent that is larger than 400 square feet
- ☒ stage canopy that is larger than 400 square feet
- ☐ other structure
- ☐ none of the above

Please complete and attach a [Stage and Canopy 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 will have all restroom portapotties on 7th Street in the metered parking spaces in front of My House. The venue My House also has 31 ADA accessible toilets.

****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**

WATER AND ELECTRIC

Will your event require the use of City utilities?

☐ Yes ☒ No

Will your event include the use of generators?

☒ Yes ☐ No

Describe:

Generators will be next to or behind the stage.

ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

The entire event will be ADA accessible.

For more information relating to ADA accessibility, please click [here](#).

ENTERTAINMENT

Are there any musical entertainment features related to your event?

☒ Yes ☐ No

Number of Stages: 1

Number of Performers/Bands: 2 or 3

Performer/Band Name and Music Type:

Pop/Electronic (Openers and Headliner)

PUBLIC SAFETY PLAN

SECURITY

Please describe your procedures for both crowd control and internal security:

We will have trained security guards placed at every entrance, exit and throughout the street to monitor the crowd. A ticket will be required for entry, and we will not sell more tickets than occupancy allows.
We have hired a private security firm to work this event.

Have you hired a security company to handle security arrangements for this event?

☒ Yes ☐ No

Please provide the Company Name:

Address:

Phone Number:

Are you planning on utilizing OFF-DUTY Columbia Police Officers?

☐ Yes ☒ No

EMERGENCY PREPAREDNESS

EMERGENCY PLAN (Hazardous weather, Fire, etc.)

Please describe and attach a detailed emergency procedure plan:

In the event of severe weather, we will announce from stage that the show is on hold and that guests must exit the venue. We will direct guests to the Cherry Street Parking Garage next to the venue. In the event of a fire, we will announce from the stage (if possible) that all guests must exit through the nearest unblocked exits. In the event of an active shooter or similar event, if possible we will encourage guests to leave the area and take cover immediately (see more details in security plan).

MEDICAL PERSONNEL

Will your event have on-site medical personnel?

☒ Yes ☐ No

Describe your medical plan, including: communications, number of personnel, certification levels and types of resources:

We will provide at our expense 2 medics during the event.

TRANSPORTATION/TRAFFIC PLAN

Parking:

Describe the plan for parking:

We expect guests to park in downtown Parking Garages, street parking, and other nearby parking structures in the vicinity. We anticipate the vast majority of our guests will walk to the venue or arrive via ride share.

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

Please contact the Parking Utility to reserve meter spaces.

Transportation:

Does your event plan to utilize shuttles or transportation services?

☐ Yes ☒ No

Traffic Flow - Pedestrian and Vehicular:

Describe your plan for traffic and pedestrian flow and control:

The entrance will be at Cherry Street. We plan to direct the line along cherry street to the north. The plan is to have multiple ticket scanners so that the line will move much quicker than normal. The city barricades will prevent cars from turning down 6th Street, otherwise traffic will move normally.

Department Reviews:

No reviews found.