



CITY OF Smithville

SPECIAL EVENT PERMIT INFORMATION AND NEW EVENT APPLICATION

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Available online at: <https://www.smithvilleparksrec.com/>

CITY OF SMITHVILLE
107 W. Main St.
SMITHVILLE, MO 64152
816 - 532-8130

WELCOME

I am pleased you have chosen Smithville as the site for your community event, and I am sure you will find a welcoming environment among the businesses, merchants, employees, and residents of Smithville.

A number of City departments may be involved in the logistics necessary to produce a safe and successful community event. As a result, the City requires a special event application and may require other documentation before an event can take place.

In an effort to simplify the application procedures for event organizers, the City of Smithville has prepared this application information and an event rules and conditions guidebook. As you read through the application information and guidebook to complete the special event application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information about the elements that relate to your particular event.

City staff is available to answer your questions to ensure you have a successful event. Please feel free to call the Parks and Recreation Office at 816-532-8130 once you review the enclosed information.

Thank you for choosing to have your event in Smithville.

-Matthew Denton, Parks and Recreation Director

WHAT IS AN EVENT IN SMITHVILLE?

- An event is: any activity to be held in a single location on, or on a route throughout, city streets, sidewalks, parking lots, public parks and nature sanctuaries, rights-of-way, or on or within other city property or facilities, that involves a non-traditional or non-routine use of the property, including but not limited to festivals, concerts, parades, public performances, weddings, races, or other similar gatherings. An event is also a gathering on private property with a significant impact on city resources, traffic, public property, or other public infrastructure.
- All events taking place in Smithville must be approved for a Special Event Permit. All events must complete the Special Event Application to be approved for a Special Event Permit. Please use this guide and the [Event Rules and Conditions](#) for events in Smithville as assistance in completing the Special Event Application.
- Events in Smithville are classified into a three-tier structure. Tiers are not strictly attendance based. Please see the general tier classification on the following page. The block party application is separate. Please go to page 19 for the [block party application](#).

WHAT IS NOT AN EVENT IN SMITHVILLE?

- Shelter Reservation: Please reserve [online](#).
- Sports Field Reservation: Please reserve [online](#).
- Activity on Private Property with limited impact on city resources, traffic, public property, or other public infrastructure

EVENT TIER GUIDE

Please select the tier below which best corresponds with your event. City Staff will review and confirm your selection. Be mindful of specific directions for certain tiers on the following pages.

	Tier 1	Tier 2	Tier 3
Approximate Number of Attendees	Park Events: 0 – 500 Other Events: 0-500	All Events: 500 - 3000	All Events: 3000+
Approval Required	Parks and Recreation Director and Police Chief	New Events: City Administration Repeat Events: Parks and Recreation Director and Police Chief	New Event: Board of Alderman Repeat Events: Board of Alderman
Activities (May include but are not limited to)	<ul style="list-style-type: none"> • Minimal City Staff/Safety Support • Amplified music • Alcohol* 	<ul style="list-style-type: none"> • CityStaff/Public Safety support • Amplified music • Alcohol* 	<ul style="list-style-type: none"> • CityStaff/Public Safety support • Amplified music • Alcohol*

***All Alcohol Permits have to be approved by the Board of Alderman and Police Chief**

USER FEES

Event Rental Fees	
Application Fee (Non-refundable)	\$25.00
Courtyard Park (Public)	\$100/Day + \$200 Damage Deposit
Courtyard Park (Private)	\$250/Day + \$200 Damage Deposit
Heritage, Helvey, & Smith's Fork Park Green Space (Public)	\$100/Day + \$200 Damage Deposit
Heritage, Helvey, & Smith's Fork Park Green Space (Private)	\$250/Day + \$200 Damage Deposit
City Parks and Recreation Employee for Non-city Multi-Day Events	\$30.00/hour per City Staff member

Additional Rental Fees	
City Parks and Recreation Employee	\$30.00/hour per City Staff member
Police Officer	\$45.00/hour per Officer (3hr min.)
Sign Permit	Flexible: \$25 Ridged: \$10 Relabel: \$5

DUE DATE POLICY

- The Due Date Policy is as follows:

Due Date Policy Tier 1	
Due Date	Required
30 Days Before Event	Application, Fees, and all Supporting Documentation, Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

Due Date Policy Tier 2 and 3	
Due Date	Required
60 Days Before Event	Application, Fees, and all Supporting Documentation, Deposit, Alcohol Approval, Proof of Insurance, Other Additional Fees and Requested Information

- Applications turned in after the due date will not be accepted.
- Reasonable changes to a complete application are permitted after the due date. Please contact City Staff as soon as possible to report any changes that need to be made.

REFUND POLICY

- The Event Refund Policy is as follows:

Refund Policy Tier 1	
Time before event	Refund schedule
30+ Days	100% Refund
29-0 Days	0% Refund

Refund Policy Tier 2 and 3	
Time before event	Refund schedule
60+ Days	100% Refund
29-0 Days	50% Refund

- The application fee is only refundable if your event is mistakenly overbooked with another event or your event is cancelled due to another city obligation.

EVENT PERMIT PROCESS FOR NEW EVENTS

STEP ONE: APPLICATION SUBMISSION

- Find the [Special Event Application](#) below, on www.smithvilleparksrec.com, or located at City Hall. The block party application is separate. Please go to page 19 for the [block party application](#).
- Complete and turn in the [Special Event Application](#) a minimum of **Thirty Days (Tier 1)/ Sixty Days (Tier 2 and 3)** prior to the event date.
 - The review and approval process begins when a completed Special Events Application, associated permit applications and fees, and the non-refundable application fee of \$25 are submitted to City Hall.
 - The City will only process a New Special Event Application if all forms are completed and all necessary information and supporting documents are included.

STEP TWO: REVIEW

- Within thirty (30) days of a completed Special Event Application being received by the City, you will be contacted to discuss your application. All events are reviewed using [the Event Rules and Conditions](#) for an event in Smithville.
- A Staff-Applicant meeting/phone call is required to go over the event details and necessities. The following information will be passed on to the applicant at this meeting:
 - Deposit Required: This amount is calculated by the [Schedule of Fees](#). It is possible that your event will not require a deposit.
 - Insurance Required: All events require insurance. This amount is located in the [Event Rules and Conditions](#).
 - Additional Fees: Staff may determine additional fees are necessary for your event.

STEP THREE: APPROVAL

- (TIER 1) If the application is approved by staff, a staff member will contact event organizer.
- (TIER 2 and 3) If the application is approved by staff, a staff member will contact the event organizer.

STEP FOUR: ADDITIONAL INFORMATION

- Deposit Payment, Proof of Insurance, Additional Fees, and other Requested Information must be submitted in accordance with the [Due Date Policy](#).

STEP FIVE: POST EVENT

- Deposit (if applicable) is refunded fourteen days (14) after the event if the public space is left in its original condition as deemed by City Staff.
- Additional event expenses will be charged to a post event invoice and will be taken out of the deposit (if applicable).
- You may be contacted by City Staff following your event for a post-event review. A post-event review ensures you will capture the important details to jumpstart preparations for your next event

DOCUMENTS

Let's get started organizing the documents you will need for your event. Keep in mind that the document list below is designed to cover a wide variety of events. You only need to submit the documentation related to your event. Click the hyperlinks for PDF forms or visit www.Smithvillemo.gov/event-forms to download what you need. All forms are also available at City Hall.

Information!	
Event Rules and Conditions Guidebook:	Rules and Conditions which will help to explain the event process and the event application.

Forms for all Events	
Special Event Application:	A completed application is needed to receive an Event Permit. Attached Below.
Facility Info:	List of facilities and associated fees.

0.	Is this event a neighborhood block party?	
Yes: See directly below for what you'll need complete.	No: Move along to question 1	
Block Party Permit Application:	Permit needed for a local neighborhood block party. All residents affected must approve. Remember there is a \$50 Public Property Event Fee. That'	

1.	Do you want to have alcohol at your event, and you are a non-profit?	
Yes: See directly below for what you'll need complete.	No: Move along to question 2	

Smithville Request for a Picnic License:	The request for alcohol at your event will need to go to the Board of Alderman first before requesting a picnic license from the state. Please indicate in the application .
Missouri Application for a Picnic License:	Events held by non-profits then require State approval. After your request has been approved by the State, please supply the approved state documentation to the City.

2.	Do you want to have alcohol at your event, and you are you a business?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 3
	Smithville Temporary Liquor Permit:	The request for alcohol at your event will need to go to the Board of Alderman first before requesting a temporary Liquor permit from the state. Please indicate in the application .
	Missouri Application for a Temporary Liquor Permit:	Events held by businesses then require State approval. After your request has been approved by the State, please supply the approved state documentation to the City.

3.	Do you want to advertise your event with signage?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 4
	Temporary Sign Permit Application:	This is the permit needed to have temporary signage advertising your event.

4.	Do you want to have vendors at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 5
	Vendor Sheet:	List provided to the City detailing all event vendors. Use the provided space on the application or attach the vendor sheet to the special event application.
	Vendor Map:	Map of approximate vendor location placement at the event. Use the provided space on the application or attach the vendor map to the special event application.

5.	Are you going to have live performances at your event?	
	Yes: See directly below for what you'll need complete.	No: Move along to question 6
	<u>Performance List:</u>	List of performers, performance type, music genre, and performance times. Use the provided space on the application or attach the performance list to the special event application.

6.	Is there going to be limited parking near your event area?	
	Yes: See directly below for what you'll need complete.	No: That's all the questions for now
	<u>Parking Plan:</u>	If your event is in a location with limited parking availability. You will be asked to submit a parking plan. This is your plan of action to get people to and from your event. Use the provided space on the application or attach the parking plan to the special event application.

Documents for after the Staff-Application Meeting
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Proof of Insurance	
Proof of Insurance:	Proof of Insurance must be provided to the City prior to your event. This amount is located in the <u>Event Rules and Conditions</u> .

Payment Information	
Pre-Event Invoice:	Provided to you after the staff-applicant meeting and includes the deposit amount and additional fees not included with the application.
Post-Event Invoice (If Applicable):	Provided to you by the city after your event has been completed. This invoice is used for additional charges that are incurred during the event.



CITY OF SMITHVILLE

107 West Main Street

Smithville, MO 64089

Date Submitted _____

Application # _____

Date Approved _____

SPECIAL EVENT APPLICATION

Thank you for choosing the City of Smithville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must be approved prior to the event. Please complete and return the following special event application to City Hall at the address above. Thank you again for choosing Smithville. Please refer to the [Application Information](#) and corresponding sections in the [Event Rules and Conditions](#) to answer most questions.

1. EVENT INFORMATION:

Event Name: _____

Event Location: _____ Event Tier: _____

Detailed event description (additional room on next page or sheet may be attached): _____

Estimated attendance: _____

Event Date(s) and Times: _____

Set up date/time: _____ Cleanup finished date/time: _____

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Property Owner(s), if not applicant or City

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Emergency #: _____

E-mail: _____

Alternative Contact

Name: _____

Phone: _____

Alternative Contact

Name: _____

Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

3. EVENT TYPE:

- Run Walk Parade/
March Bike
Race/Tour Street Fair Concert Film Festival Other: _____

5. SITE PLAN

Where do you plan to have your event? Courtyard Park: _____ Other Public Property: _____

The site plan should be a detailed narrative and/or map including a description of the event set up, such as event entry and exit, temporary restrooms, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document. Explain Your Site Plan (Attach additional sheet if necessary): _____

6. PARKING PLAN

Do you have sufficient on street/lot parking at your event space? Yes:____No: _____

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): _____

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): _____

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled with 48 hours of event day? Explain (Attach additional sheet if necessary): _____

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. (Attach additional sheet if necessary): _____

10. RESTROOM PLAN:

Describe your restroom/restroom cleaning plan. At least three restrooms must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. Specify if you would like to hire city staff support. (Attach additional sheet if necessary): _____

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

13. UTILITY CONNECTIONS

Do you want to have a utility connection/s at your event? Yes:____ No:_____

If Yes: How Many Electric Pedestals? _____

If Yes: How Many Water Hookups?_____

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes:____ No: _____

If Yes: Explain (Attach additional sheet if necessary): _____

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: ___

If Yes: Please Explain (Attach additional sheet if necessary): _____

16. SIGNAGE:

Do you want to also have advertising signage for your event on private property? Yes: ___ No: ___

If Yes: Attach a [Sign Permit Application](#)

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ___ No: ___ (If Yes, see [the Alcohol Guidelines](#))

Are you having amplified music?..... Yes: ___ No: ___ (If Yes, complete question 18 on [pg. 13](#))

Will you have food/sales vendors?..... Yes: ___ No: ___ (If Yes, complete question 20 on [pg. 15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

INSURANCE

Must submit a copy of your special event insurance policy with this form.

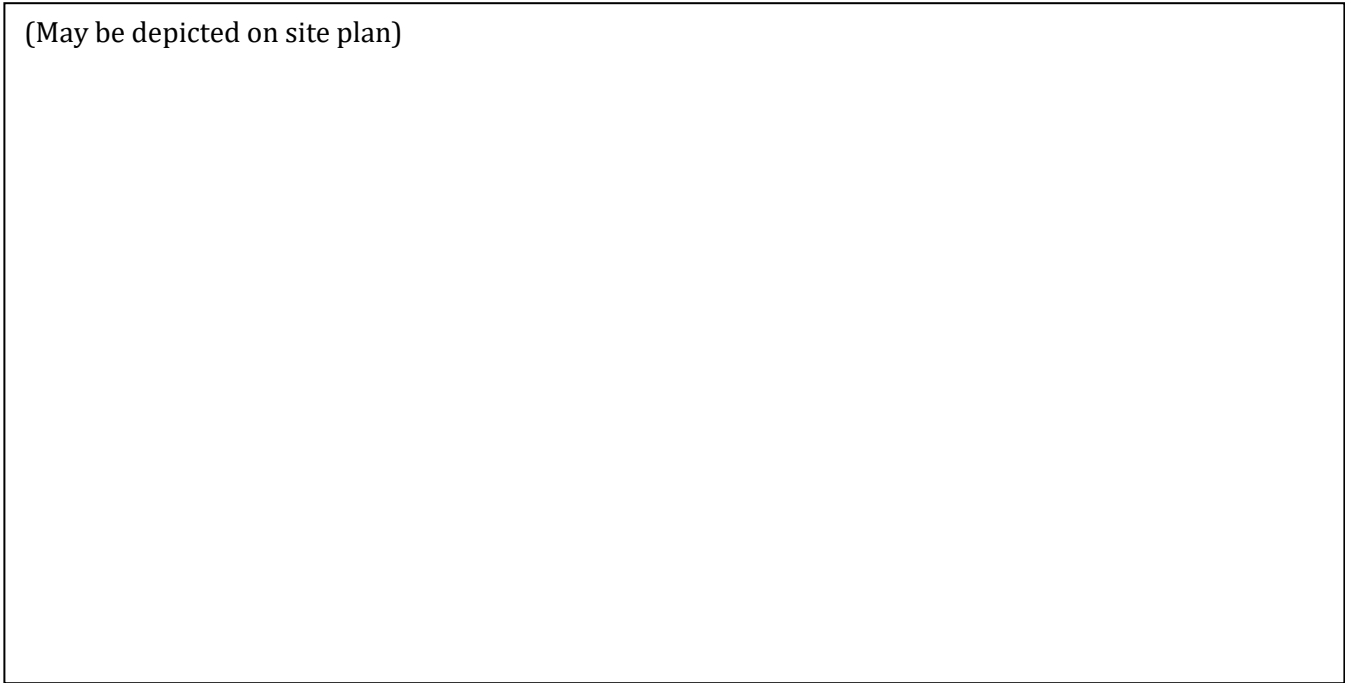
THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as “the Sponsor Organization”) IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as “the Event”), THE SPONSOR ORGANIZATION: 1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees (“Releasees” are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event; 2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration. THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE	Date
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE	TITLE

VENDOR MAP

Please map the planned vendors at your event (Attach additional sheet if necessary):

(May be depicted on site plan)



LEGAL

I have read and understand the [Event Rules and Conditions](#) and [Application Information Guide](#). I will abide by these terms and fees associated with my event.

_____ Event coordinator _____ Date

CHECK LIST

Required Items	
	\$25 Special Event Application Fee.
	Correct Event Rental Fee Paid
	Completed Event Information, Application Contact Information, Event Type Sections
	Completed Site Plan Section
	Completed Parking Plan Section
	Completed Public Information and Cancellation Notice Sections
	Completed Security Plan
	Completed Restroom and Clean-Up Plan
	Completed First Aid Plan
Additional Items (If Needed)	
	Completed Roadway Closure Section.
	City Staff Request \$30.00/hour per staff member.
	Temporary Sign Application and Fee.
	Temporary Caterer's Permit. Please read the requirements for having alcohol at an event.
	Completed Performance Section
	Completed Vendor Section.
	City Police Request \$45.00/hour per officer (3 hours min.)
Due 7 Days before the Event	
	Additional Fees and other Requested Information

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers	
Smithville Parks and Recreation 816-532-8130; parks@smithvillemo.org	Missouri Liquor Control 573-526-2769
Smithville Police Department ad City Hall 816-532-3897	Clay County Health Department 816-595-4200

REQUIRED APPROVALS, IF APPLICABLE:

Parks and Recreation Director

△ Approved Date: _____ Conditions: _____

Board of Aldermen (alcohol/other)

△ Approved Date: _____ Conditions: _____

Police Chief (closures/public safety/alcohol):

△ Approved Date: _____ Conditions: _____

Health Department (food/beverage service):

△ Approved Date: _____ Conditions: _____

State of Missouri (alcohol license):

△ Approved Date: _____ Conditions: _____

Finance Department (licenses/taxes/fees):

△ Approved Date: _____ Conditions: _____

Development (temporary sign permit):

△ Approved Date: _____ Conditions: _____

BLOCK PARTY APPLICATION

Pursuant to guidelines for events in Smithville, residents are allowed to hold neighborhood block parties.

- Applicant must complete and sign the Block Party portion of the special event application (this form).
- All residents affected by the block party are required to sign the block party petition. The petition form must include each address which would be blocked and must give the date and opening and closing times of the party and include a space for each householder to show his consent or dissent for the party to be held.

Completed application and petition be presented to City at least one (1) week before the party. The Police Chief may give City approval to the party if he/she has the consent of each affected household. Completed application and petition do not guarantee approval. A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

1. Applicant Information

Name: _____ Phone: _____

Address: _____

2. Block Party Information

Location: _____

Date: _____ Time/Hours: _____

will block access to some homes for the duration of the party (blocking access includes putting movable barriers at the end of the street). The person signing below has submitted a petition, which he/she attests has been signed by an adult resident of each address on the street being blocked, their signatures indicating they know about the temporary blockage and have no concerns.

will not block access to any resident on the street.

3. Certification

I certify that I am a resident of the neighborhood in which the block party will be conducted; all of the adult residents who live in the blocked off area have been notified and have signed the attached petition; the information submitted in connection with this application is true and accurate; and I agree to adhere to the guidelines for events in Parkville and understand that failure to do so will render the block party petition void as evidenced by my signature below.

Signature of Applicant: _____ **Date:** _____

4. Indemnity

The undersigned sponsor, by signature below, shall defend, indemnify, and hold the city, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney’s fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by any act or omission of an act sustained in any way in connection with the performance of this event or by conditions created thereby, or based upon violation of any statute, ordinance or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to the city, but is in addition to such common law or statutory provisions

Signature of Applicant: _____ **Date:** _____

5. Requirements and Conditions

- Applicant must only block off the street portion specified herein during the hours requested
- Access must be granted for emergency vehicles and residents within the blocked off area
- All residents affected by the block party are required to sign the attached petition
- Applicant and participants must comply with City Codes governing noise, liquor, and fireworks
- Applicant is responsible for clean-up (remove trash from street, sidewalks, and public property)
- A copy of the completed form will be returned to you to keep on-site during the event to present it upon request to any police officer prior to or during the event.

City	Use	Only
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Form accepted by Chief of Police or designee: _____

Form accepted by Public Works Director or designee: _____

Date: _____ Conditions (if any): _____

BLOCK PARTY PETITION

Location: _____

Date and Hours of Block Party: _____

NAME	ADDRESS	APPROVE (circle)	SIGNATURE
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	
		Yes No	

Note: Signatures must be received from one of the adults in the household.



21City of Smithville, MO

Temporary Sign Permit Application
Smithville Code 400.485 – 400.540

TYPE OF SIGN:

Flexible Rigid Wood Metal Plastic Vinyl

PROPERTY INFORMATION:

PROPERTY ADDRESS: _____ Zoning _____
PROPERTY OWNER: _____
ADDRESS IF DIFFERENT FROM PROPERTY: _____

CONTRACTOR INFORMATION (If different than owner): OCCUPATION LICENSE # _____
If you do not have a license, you MUST complete and submit an Occupation License Application

DESCRIPTION OF SIGN

The application shall describe the sign, including all size(s), colors, and layout of said sign in the space provided below. Attach additional sheets if necessary.	
Description of Colors and layout: (Picture of sign required. Color Proof recommended)	
Description of Sign Materials:	
Location of Sign Placement on building or lot:	
Sign Display Area Dimensions:	*Building Façade Area (in ft ²):

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

SIGNATURE

E-MAIL

PHONE NO.

Tempsignapp2013

TEMPORARY SIGN REGULATIONS

TEMPORARY SIGN: A sign constructed of non-permanent materials, including, but not limited to vinyl, cardboard, coroplast, plastic, sheet metal or wood, and placed on the ground with a pole without a footing to support such pole, or to a building with such materials as rope, string, or screws and not enclosed in some form of a permanent cabinet or structure.

No temporary sign shall exceed thirty two square feet (32') in total area, be placed greater than five feet (5') above the ground, as measured from the ground to the bottom of the display area, unless temporarily attached to a building, but in no event taller than the façade of the wall upon which the sign is attached, and constructed of materials that will withstand the natural elements for a period of time not less than the validity of the permit. All temporary signs shall be maintained in good repair, have a clean, neat appearance, and remain free from cracks, rips, tears, and/or fading. All temporary signs and the stake or supporting structure for such sign shall be designed, constructed, and installed to resist normal wind loads, which may cause the sign to become dislodged from its location. All signs must be monitored by the applicant so as to identify any sign that becomes dislodged, in whole or in part, from its supporting structure, and replaced to the location contained in the permit with another method of attachment that will prevent it from becoming dislodged. In the event that any temporary sign becomes dislodged for a period longer than forty-eight (48) hours or becomes dislodged more than one time during the validity of the permit, such permit shall become immediately null and void; the sign may be removed by the city with no refund of fees or return of the sign so removed. *Section 400.505 Smithville Code.*

Fee Structure--Temporary Signs

Type of Material	Original Application Fee	Relabeling Fee
Flexible Materials*	\$25.00	\$5.00
Rigid Materials**	\$10.00	\$5.00

* **Flexible materials shall include vinyl, paper, and cardboard.**

** **Rigid materials shall include wood, metal, plastic, corrugated cardboard and coroplast**

Smithville Police Department

Request for Off-Duty Officers

Date of Request: _____

Date of Event: _____ Address of Event: _____

Number Expected to Attend: __ (Depending on event, 1 officer for every 100 in attendance/commander discretion)

Number of Officers Requested: _____ Beginning Time: _____ Ending Time: _____

Will Alcohol Be Served? YES NO

Type of Event (i.e., Wedding Reception, Large Party, Community Event, Concert, Site Security, etc.)

Job Description (i.e., Parking Lot Security, Building Security, Event Security, Traffic Control, etc.)

Rate of Pay-\$45/hour (3 Hour Minimum)

REQUESTOR: Personal Business

Name of Requestor: _____

Address: _____

Contact Name: _____ Phone #: _____ Email: _____

After-Hours Contact: _____ Phone #: _____

INSURANCE REQUIREMENT:

Business requestors hiring off-duty Smithville Officers for security work shall carry the statutory limits for Workers Compensation Insurance and a minimum of \$500,000 general liability insurance coverage.

The requestor has provided a copy of the general liability insurance certificate. YES NO

Description of Business Activity:

Are there any potential concerns or threats to your event or the attendees? YES (explain) NO

Approving Commander

Radio #

Date

Time