

**SPECIAL EVENT APPLICATION**

City of Kirksville

Event Name 7<sup>th</sup> Annual Red, White and Blue Festival

Description of Proposed Event 4 days of festivities

Proposed Location Downtown Kirksville, (courthouse lawn, theatre parking lot and Washington Street) Rotary Park, Fireworks will be shot off near the Kirksville Country club (they have the pyrotechnic person)

Sponsor Name Kirksville Area Chamber of Commerce

Contact Person Sandra Williams, Exec. Director

Address 304 S. Franklin, PO Box 251, Kirksville, MO 63501

Phone 660-665-3766

Fax 660-665-3767

E-mail

Proposed Event Date July 1-July 4, 2011 SEE ATTACHED SCHEDULE

Requested hours of operation: (7/1/11) 3 /pm to (7/4/11) 11 /pm Set up & Dismantle Dates 7/1/11 through 7/4/11  
Time: Friday 1st 3 pm-9 pm, Sat 2<sup>nd</sup> 6 am -8 pm, Sun 3<sup>rd</sup> 4 pm-9 pm, 4<sup>th</sup> 2 pm-11 pm

**Answer "yes" or "no" to indicate if any of the following activities will be a part of your event:**

- Y Route of event
- Y Food Concession areas.
- Y Parking areas
- Y Cooking Areas
- Y Temporary or permanent structures
- N Will alcoholic beverages be served?
- N First aid stations or medical care. (Have you contacted the Adair County Ambulance?)
- Y Does the street need to be closed for the event? (Street closures require Council approval.)
- Y If there is to be music describe type of music, sound, or noise as well as intended hours.
- Y Have you contacted the Adair County Health Department for a permit?
- Y Entertainment or stage locations.
- Y Portable toilet facilities with location and number.
- N Organizer's command post.
- N Tents, displays, and enclosures.
- 8-10 Trash containers (indicate number.)
- Y Do you need to have access to water?

**Please provide at least 10 days prior to event:**

Complete description of event, including estimated attendance. Include:

- \*Vendor list with name of business, name of owner, address & phone number.
- \*Security plan (Kirksville Police Department does not provide private security for activities).
- \*Food service plan meeting requirements of Adair County Health Department.
- \*For not-for-profit organizations, affirmation letter of 501(c)(3) status.
- \*Emergency plan
- \*Off street parking plan
- \*Merchandise vendor, food vendor, stage & other activities location plan
- \* Lighting and sound system
- \*Toilet facilities including disposal of sewage, trash, and refuse.
- \*Temporary banner or signs
- \*For parades, include a map of the proposed route

*emailed  
to 6/2/11  
Police  
Fire  
Public Works  
Parks*

**Insurance for events to be held on public property must furnish an insurance certificate:**

- \*General Liability insurance for one million dollars (\$1,000,000) listing the City as an additional insured
- \*Or, if you have no insurance coverage, an application is available through the City's TULIP program.
- \*Please read and sign the hold harmless form on the back of this application.

The City of Kirksville reserves the right to modify or cancel the proposed special event should special conditions or and emergency exist or if the guidelines of this policy are not followed. The City of Kirksville is not responsible for Lost or Stolen Property. The City of Kirksville does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law in the provision of services. The Sponsor hereby agrees to hold the City of Kirksville harmless from any all suits, claims, damages, and causes of actions of any kind arising from or relating to the proposed Special Event, including property damage and injury to persons, including death.

Applicant's Signature Sandra G. Williams

*Sandra G. Williams*

Date 5/25/2011

*Received 6/2/11*

For City Use: Investigations/Inspections Made

Fire \_\_\_\_\_ Police \_\_\_\_\_ Parks \_\_\_\_\_ Engineering/PW \_\_\_\_\_ Insurance \_\_\_\_\_ Fees Paid \_\_\_\_\_

City Council or City Manager \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date applicant notified of approval/non-approval \_\_\_\_\_

City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## CITY OF KIRKSVILLE WAIVER, RELEASE & INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, the Sponsor agrees to indemnify, defend and hold harmless the City of Kirksville, its officers, agents, volunteers, and employees from and against all suits, claims, damages, losses, and expenses, including but not limited to attorneys fees, court costs, or alternative dispute resolution costs arising out of, or related to, Sponsor's use of City streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.


The Sponsor shall purchase and maintain the following insurance, at Sponsor's expense:


Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence / \$2,000,000 general aggregate written on an occurrence bases.

Prior to using the City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions, and limits required by the agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.

No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity, or any other immunity available under law.

The undersigned does hereby waive, release and forever discharge the City of Kirksville, Missouri, its agents and employees, and shall hold harmless and indemnify said City of Kirksville, Missouri, its agents and employees, from any and all claims, counts, causes of action and demands of every kind and nature, including reasonable attorney's fees and cost of litigation, which may arise out of, result from or in any manner pertain to any and all loss, costs, damage or expense whatsoever from the special event that is being held on City property.

  
Coordinator (Representative) Signature

  
Date

*Exec Director Kirksville Area Chamber  
of Commerce*

Title and Organization

## **Complete schedule for the event is attached.**

Additional information:

We are in the process of purchasing special event insurance through Grossnickle Insurance.

At this time we have no vendors lined up. However, we might have 1-2 food vendors selling food or beverages (non-alcoholic) at Rotary Park.

Food Service: On Saturday morning the Joint Service clubs will handle the Pancake Breakfast which will be held in the theatre parking lot. They work closely with Hy-Vee. Both Hy-Vee and some of the service club people are ServSafe certified and I understand they have already applied for a temporary food service permit from the Health Dept.

We are a 501(c ) 6 organization.

Plan for the use of the courthouse lawn on Friday, July 1: South side of the courthouse, Kirksville community band will play, followed by our pie auction and announcements of the winners. Then as we clear out the Kirksville Arts Association will host Summer of the Square with live music. We will use the courthouse lawn (west side) for the pie & cupcake contest judging and serving pie & ice cream. We will have a booth for Kids Art set up on the east side of the courthouse lawn. We are planning to use Washington Street for the car show and are asking the city to close the street from 4:00-8 pm.

Events at Rotary Park:

Splash Bash will take place at the outdoor pool.

Frisbee golf is an individual/team competition which people can do on their own. The community patriotic service, veteran's tribute and Star Spangled Talent show on Sunday will take place at Rotary Park Amphitheatre.

We will be using the city's sound system. The group, American Pie, a singing duo from Iowa, will be performing on Saturday evening. They will provide their own sound equipment. We are working on a rain location for this event.

We will use a port-a-potty at Rotary Park in addition to the bathroom they have available there. We will request the use of the courthouse bathrooms for Friday evening and Saturday morning.

The only signs or banners we will be using are temporary and will be hung during different activities: downtown Friday night, at Rotary Park during the music.

A map of the parade route is included.

# Parade Route

COTTONWOOD

HICKORY

BUCHANAN

ILLINOIS

MISSOURI

HARRISON

KINGTON

MCPHERSON

JEFFERSON

MARION

HIGH

MILITARY

FILE CASE ROUTE

Staging Area

Handwritten notes and numbers in the center of the grid, including:  
- 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100  
- Lead 4, 5, 6, 7, 8, 9  
- 22, 23, 24  
- 17, 18, 19, 20, 21  
- 9, 10, 11, 12, 13, 14, 15, 16  
- 1, 2, 3  
- 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



# **Red, White, and Blue Festival**

**7th Annual All American Red, White, and Blue Festival**

**Sponsored by the Kirksville Area Chamber of Commerce**

**Friday, July 1, 2011**

**4:30-8:00 pm**

**5 pm – 6 pm**

**5 pm – 7 pm**

**5:30 -6:30 pm**

**5:45 pm**

**7 pm**

**Car Show; \$10 entry fee, trophies awarded, *Downtown***

**Kirksville Community Band**

**All American Red, White & Blue Apple Pie Contest & Children's Cupcake Decorating Contest, held on the courthouse lawn, SW side –indoors if raining**

***Sponsored by Cottage Grove Bed & Breakfast***

**Apple Pie and Ice Cream \$2**

***Sponsored by Colton's Steakhouse and Century 21 Whitney Agency***

**Art for Kids *Sponsored by Dave & Sally Carter, Dave's Studio-Visual Art Services, Cancelled if raining***

**Pie Auction Pie & Cupcake Winners announced**

**Summer on the Square Concert Series-Aaron Russell Band, *sponsored by Chariton Valley Association and Alliant Bank***

***(All activities located on the courthouse lawn with rain location at Kirksville Arts Association-117 S. Franklin, unless otherwise noted)***

**Saturday, July 2, 2011**

**6 am – 12 noon**

**7 am**

**7 am – 11 am**

**12 noon**

**6 pm**

**Stars & Stripes Marathon: Full Marathon, Half Marathon/Half Marathon Walk**

**<http://www.kirksvillemarathon.com>**

***Sponsored by Kirksville Multisport –Race begins on Franklin St., east side of the downtown square***

**Kiwanis Farmer's Market-Elson St., Downtown**

**Joint Service Club Pancake Breakfast, Cinema Parking lot, Downtown; \$5**

**Frisbee Golf Tournament-Rotary Park, register at Aquatic Center, *Prize provided by Adair County Family YMCA***

**American Pie: 50's & 60 Rock 'n Roll and Classic Country**

**FREE concert at Rotary Park Amphitheatre *Rain location TB, check***

**[www.kirksvillechamber.com](http://www.kirksvillechamber.com) for details. *Sponsored by Vicki Benson RE/MAX Team***

**Sunday, July 3, 2011**

**5-5:45 pm**

**6 pm**

**7 pm**

**Kirksville Community Band-Rotary Park**

**Community Patriotic Service at Rotary Park, followed by Veteran's Tribute**

**Star Spangled Talent Show, Rotary Park, entry forms available at**

**[www.kirksvillechamber.com](http://www.kirksvillechamber.com) *Sponsored by Kirksville City Parks & Rec. Dept.***

**Monday, July 4, 2011**

**12 noon - 4pm**

**4 pm**

**9:30 pm/dusk**

**Splash Bash, Kirksville Aquatic Center, reduced general admission**

**Red, White & Blue Parade, downtown Kirksville-rain or shine! Prizes for best floats**

**Senior Parade Marshall: *Pat & Eleanor Ellebracht***

**Junior Parade Marshall: *Jared Niemeyer and Elizabeth Janes***

**Parade entry forms available at [www.kirksvillechamber.com](http://www.kirksvillechamber.com)**

**Fireworks: near Kirksville Country Club (*Rain date: Tuesday, July 5th*)**

**Plenty of public parking at Kirksville R-III campus & Adair County Family YMCA hard surface parking lots, lawn chairs and blankets allowed on the soccer fields, more parking at Health & Fitness Center (across from Super 8/Colton's),Orscheln, JC Penney and Goody's parking lots, The Crossing Church parking lot with lawn chairs/blankets on the grass.**

Check out the Chamber website at [www.kirksvillechamber.com](http://www.kirksvillechamber.com) for registration forms for the pie contest, cupcake contest, parade entry, talent show and car show.

**THANKS TO OUR FIREWORKS SPONSORS:**

**Kirksville Area Chamber of Commerce**

**Kirksville Country Club•City of Kirksville**

**Quota International •Women of Today•Thousand Hills Rotary Club**

**Optimists•Sojourners•Noon Rotary Club•Kirksville Kiwanis**



## Kirkville Area Chamber of Commerce

June 2, 2011

Police Chief Jim Hughes  
119 E. McPherson  
Kirkville, MO 63501

Dear Chief Hughes:

As coordinator of the 7<sup>th</sup> Annual Red, White and Blue Festival I would like to make several requests of the city. We would like to allow participants of our Classic Car Show to exhibit their vehicles on Washington Street, between Elson and Franklin Streets, during our Friday evening activities downtown. I would like to request that Washington Street be closed on the South side of the Square, between Elson and Franklin Streets only. We would like to have the street closed from 4:00 pm – 8:00 pm on Friday, July 1, 2011. We would appreciate it if no parking signs could be posted earlier in the day so that those parking in the area would vacate in plenty of time to allow our participants to set up.

In addition, I would like to ask that parking be restricted only on the East side of Franklin street, only between McPherson and Washington streets, on Friday, July 1, 2011. If we have to use the Kirkville Arts Center for a rain location we would be able to serve Pie & ice cream under the awnings on the sidewalk and be less concerned about people walking into traffic between parked cars. If that were closed from 4:00 – 7:00 pm it would be helpful.

I believe you have probably already been asked to restrict parking on both sides of the street along the parade route. But in the event that you have not, we would like to make that request as well. The parade map is attached. The parade is scheduled for Monday, July 4<sup>th</sup> and begins at 4 pm.

Sincerely,

Sandra G. Williams, Exec. Director  
Kirkville Area Chamber of Commerce

cc: Jeanie Ewing, Risk Management  
City of Kirkville

304 South Franklin Street / Kirkville, Missouri 63501 / Tel. (660) 665-3766 / Fax 660-665-3767