



City of Springfield, Missouri
Special Event/Street Closure Permit

Issued by the City of Springfield, Missouri,

Cider Days
On Historic Walnut Street

For approved event scheduled for:

Event Dates: Friday, September 14, 2018 - Set Up
Saturday & Sunday September 15 & 16 – Event Dates
Sunday, September 17, 2018 - Tear Down

Event Time: 10 a.m. – 5:00 p.m. on Saturday & Sunday

Event Location: Walnut Street from National to JQH

Estimated Attendance: 10,000

Conditions:

*Barricades must be provided and placed by applicant and easily moved to allow for emergency vehicle access.

*Tent permits may be required.

*Street Closures covered by General Ordinance No. 4804.

Signed: Shawn Spain
Special Event Permit Coordinator

Date Approved: 9/3/18

This is a permit only, and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Wednesday, August 15, 2018 4:03 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

Special Event Permit Application

City of Springfield Special Event Permit Application

Organization Name	Downtown Springfield Association
Address	134 Park Central Square, Suite 120
Contact Name	Bethany Bell
E-mail Address	bethany@itsalldowntown.com
Home or Desk Phone	4178316200
Cell Phone	15734504207
Fax	<i>Field not completed.</i>
Second Contact Person	Rusty Worley
E-mail Address	rusty@itsalldowntown.com
Home or Desk Phone	4178316200
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Cider Days on Historic Walnut Street
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Event Description	Charity (501(c)3 documentation required), Concert, Festival, Other
Please upload 501(c)3 documentation if required.	<u>DSA Certificate of Insurance 2018.pdf</u>
If you checked Other above, please describe.	Cider Days is a 2-day arts and crafts festival on Historic Walnut Street. The event is managed by Downtown Springfield Association. The event is managed by the Downtown Springfield Association, and 15% of the revenue supports the Historic Walnut Street Association.
Event Date(s)	Saturday & Sunday, Sept. 15 & 16, 2018
Alternate Event Date(s)	<i>Field not completed.</i>
Event Location	Street
	<i>Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance) Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.</i>
Name of Park and/or Street	Historic Walnut Street & JQH
Event Address & Zip	900 E Walnut St Springfield, Missouri 65806
Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.	
Is this a charity event?	Yes
Organization benefiting from proceeds	85% of the proceeds go to the Downtown Springfield Association (Rusty Worley: rusty@itsalldowntown.com); 15% of the proceeds go to the Historic Walnut Street Association (Gary Blankenship: stay@walnutstreetinn.com)
% of proceeds being donated	100
Is this a first-time event?	No

If no, what was the last year the event was held? *Field not completed.*

Please list any variations from the last year the event was held. *Field not completed.*

Event Operations

Event Set Up Starts: 9/14/2018 12:00 PM

Event Set Up Complete By: 9/15/2018 9:00 AM

Event Start: 9/15/2018 10:00 AM

Event Close: 9/16/2018 5:00 PM

Event Teardown Starts: 9/16/2018 5:00 PM

Event Teardown Complete By: 9/16/2018 9:00 PM

Estimated Attendance Per Day 10,000

Will this event be open to the public? Yes

Will you be charging admission? Yes

Will you be accepting donations? No

Are you wanting to close a City street for your event? Yes

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. Proposing to close: -Historic Walnut Street (from National to JQH) -Florence (from Walnut to Rama Thai driveway) - Hampton (from Walnut to McDaniel) -JQH (from Elm to UP Plaza North driveway) This event is covered by General Ordinance no. 4804.

From: 9/14/2018 1:00 PM

To: 9/16/2018 9:00 PM

Upload Event Route [CiderDaysMap_2.png](#)

Food will be Served, Prepared

How will food be prepared? *Field not completed.*

Please list the contact information for each temporary food vendor that plans to serve food at the event.

Food Vendor 1: Consistent with prior years; will provide list of food vendors soon

Contact name *Field not completed.*

Mobile phone number *Field not completed.*

E-mail address *Field not completed.*

Will more than one food vendor be serving food at the event? Yes

Food Vendor 2: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number *Field not completed.*

E-mail address *Field not completed.*

Food Vendor 3: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number *Field not completed.*

E-mail address *Field not completed.*

Food Vendor 4: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number *Field not completed.*

E-mail address *Field not completed.*

Food Vendor 5: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number *Field not completed.*

E-mail address *Field not completed.*

Food Vendor 6: *Field not completed.*

Contact name *Field not completed.*

Mobile phone number	<i>Field not completed.</i>
E-mail address	bethanygbell@gmail.com
Will electricity be provided to the food vendors?	Yes
If yes, please describe contingency plan for additional power if needed.	If needed, we can work with city utilities to set up a temporary pole, but that hasn't been needed in the past 20 years.
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	<i>Field not completed.</i>
Alcohol Will Be Served From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event?	Yes
If so, will stages be built?	Yes
How many?	3
Performances will start	9/15/2018 10:00 AM
and conclude	9/16/2018 5:00 PM
Will tents be erected for your event?	Yes
If you checked Yes,	click here to view tent permits and guidelines and to fill out an application for a tent permit.
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	Generators, Utility power
Will access to water be required for the event?	No
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	Yes
If so, who will be providing security? Please provide Organization, Address and Phone.	Springfield Police Department 321 E. Chestnut Expressway Springfield, MO 65802 417-864-1797
<p>Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.</p>	
Describe your plans for Emergency Medical Services.	CoxHealth is our emergency medical service on standby. We have a thorough emergency plan that the city helped us put together and we share with the committee each year.
Describe your plans for trash removal, as well as any organizations or	We use CID paper trash bins throughout the city and work with WCA to source two dumpster sized containers. We also work

persons directly involved with this aspect of the event.

with the city for recycle bins and WCA for a recycling container. Volunteers help us empty the bins throughout the weekend.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Insurance Policy (if required) [certificate \(1\).pdf](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. [CiderDaysMap_2.png](#)

HOLD HARMLESS AGREEMENT [Download](#)

UPLOAD signed Hold Harmless Agreement (if required) [20180815160311554.pdf](#)

Signature By checking this box and typing my name below, I am electronically submitting my signature.

First Name Bethany

Middle Initial G

Last Name

Bell

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)

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"Music At The Inn"

Hammons Pkwy & Walnut
ENTRANCE



	900
	910
1-2	916
3-8	920
	926
9-15	936
16-19	938
20-22	944
23-27	1000
28-31	1008
32-36	1012
37-40	1014
	1024
41-49	1030
50-52	1040
	1046
53-56	1050
57-58	1104
59-60	1108
61	1112
62-66	1122
67-71	1128
72-76	1138
77-79	

Festival HQ
Information Tent

Coke Sales	943	124-127
	945	122-123
	1001	120-121
	1009	112-119
	1015	109-111
	1021	107-108
	1027	107-108
	1033	107-108
	1041	Bandstand
	1047	Food Court (H1-H6)

	1101	102-106
	1107	98-101
	1111	95-97
Coke Sales	1117	ENTRANCE
	1129	89-94
	1139	84-88

WALNUT