CITY OF Springfield

Special Event Permit
 # SPE2023-00121
Issue Date: 01/10/2024
Issued by: SSPAIN

Special Event Permit Type: Run, Walk

Organization Name: Joplin District Church of the Nazarene

Event Name: 2nd Annual Steve Proffitt Legacy 5K & Fun Run

Estimated Attendance: 300

Event Start	Event End	From	To
04/20/2024	04/20/2024	09:00 AM	12:00 PM

Location:

Address: 724 S NATIONAL AVE SPRINGFIELD MO 65804

Conditions:

Department	Description
Building Development Services	Building Development Services has no objection to issuing an amplified sound permit.
Fire	Approved Fire Access Lanes must be maintained. Create an Emergency Action Plan (EAP) to be communicated to all staff members working at the event. The EAP covers situations such as, but not limited to, inclement weather or violent acts occurring during the event. Questions regarding this requirement can be directed to Battalion Chief Daniel Tscherny, Bureau Of Fire Prevention, at 417-874-2348 or by email at dtschern@springfieldmo.gov
Business Licensing	ZONED R-HD - AMPLIFIED SOUND PERMIT REQUIRED WITHIN 500' R-SF, LICENINSG HAS NO OBJECTION TO THE PERMIT AS BDS WILL APPROVE ALL VENDORS MUST BE LICENSED/PERMITED PRIOR TO THE EVENT
Public Information Office	No Conditions Noted
Police	Repeat event. No known issues arising from previous event. Route is entirely in a residential neighborhood and does not cross or include any through streets or arterial roadways. No officers will be required. Participants will need to be informed that they will be on an open course.
PW Facilities	No Conditions Noted
PW Grounds	No Conditions Noted
PW Traffic Management	Runners must use the sidewalk on National until the route reaches the residential streets. No other concerns, no known construction conflicts.

City of Springfield
Special Event On-Line Application

Special Event #: SPE2023-00121 **Start Date**: 04/20/2024

Title: 2nd Annual Steve Proffitt Legacy 5K & Fun Run

Role: CONTACT

Site-Property Address: 724 S NATIONAL AVE

Address Description (Additional information i.e. Suite or Building Number:

Event Information

Organization Information

Organization Name: The Potter's House Phone: 417-410-1031
Address: 724 S. National Avenue Email: rharris5@liberty.edu
City: Springfield State: Mo Zip: 65804 Website: http://www.thepoho.com

Primary Contact

Name: Ruth Harris Phone: 417-410-1031 Email: rharris5@liberty.edu

Secondary Contact

Name: Berna Proffitt Phone: 417-425-2298 Email: berna@thepoho.com

Event Dates and Times

Event Starts	Event Ends	Event Setup Starts	Event Teardown Ends	Alternate Date
4/20/2024 9:00:00 AM	4/20/2024 12:00:00 PM	4/19/2024 9:00:00 PM	4/20/2024 12:00:00 PM	

Event Type

☐ Block Party ☐ Concert ☐ Festival

☐ Fireworks If checked, Fireworks require a permit.

☐ Parade ☐ Protest

☐ Pub Crawl

- Per General Ordinance No. 6195, Section 2-502: Two SFD Fire Marshals must be hired.
- All participating establishments must hold a current occupational liquor license.
- Type 3 Barricades with 'Road Closed' signage must be provided by applicant and staged at required locations.

☐ Rally ☑ Run ☑ Walk

☐ Other If "Other" please Describe:

Previous Event Held On:

Location of Previous Event:

Event Operations

Description of Activities:

Attendees will walk/run a 5K near Potter's House. They can also enjoy a treat after the race, outside, or in Potter's.

Purpose of Event (Please be specific):

The purpose of the 2nd annual 5K is to help raise money for the day-to-day operations of The Potter's House, a not-for-profit ministry that serves college students.

☑ I will upload a site map in the attachments.

☑ This event will be open to the public.

Estimated Attendance Per Day: 300

☐ This event is by invitation only.

☑ Registration for attendance is required.

☐ This event includes fundraising.

What is the cost of admission? $35.00

Organization(s) benefiting from the event:

The Potter's House

Percentage of Profits donated: 0%

Use of Streets, Sidewalks, or Public Property

☑ Event is on Private Property Only

☐ Does event include use of streets, sidewalks, or public property? (If checked, Hold Harmless and Certificate of Insurance are required)

☑ I will attach a Hold Harmless Agreement on the Attachments page. A hold harmless is required if an event will use City property or right of way.

☑ I will attach a Certificate of Insurance on the Attachments page.

Certificate of Insurance:

- General Liability Insurance minimum of $1,000,000
- Additional Insured Column and Per Occurrence must be marked
- City of Springfield must be listed as the 'Additional Insured'
- Certificate Holder: City of Springfield, Risk Management, 840 Boonville Ave., Springfield, MO 65802

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 the event.

☐ Street use and/or Street Closure Required

☑ I will attach a Route Map on the Attachments page. Route Map is required for streets and / or sidewalks use.

- Traffic Management will determine barricade quantities and signage required for street closures.
- It is the responsibility of the event organizer to provide and place the barricades for the event.
- The number of traffic safety officers required is based upon the approved route map determined.
- If officers are required, event applicant is responsible for the hiring of officers, and if applicable, providing work comp insurance.

☐ This event uses the Expo Lot.

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.

☐ This event uses a Park or Park Facility.

- If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Event Food and Alcohol

☐ Food will be prepared, served or sold.

If checked, please, check all that apply:

☐ Pre-packaged food only

☐ Food prepared on-site

☐ Use of gas or charcoal grill

☐ Mobile food trucks

Participating Food Vendor/Food Truck Information

Number of anticipated food vendors and/or mobile food trucks? 0

Name	Address	Phone	Email	Springfield Business License

☑ Unsure of Food Vendor/Food Trucks at this time, however I agree to notify the Health Department (417-864-1017) at least 30 days in advance who all food vendors will be to ensure they are permitted to prepare and serve food to the public.

Alcohol Usage

☐ Alcoholic beverages will be available at this event.

If alcohol is to be sold or served on private property:

- Attach catering/picnic application on the following Attachments page. The State of Missouri will issue the catering/picnic permit and the City of Springfield will issue a catering letter.

If alcohol is to be sold or served on City property, additional restrictions apply:

- View the City Alcohol Ordinance and note, especially, Section 10-66.
- Attach catering/picnic application on the following Attachments page. The State of Missouri will issue the catering/picnic permit and the City of Springfield will issue a catering letter.
- Permission to serve alcohol must be requested.
- $1,000,000 Liquor liability is required with the City of Springfield listed as the additional insured.
- A third-party agreement may be required.

List businesses or organizations that will be responsible for obtaining any necessary liquor permits (such as catering/picnic permit from the State of Missouri and a catering letter from the City of Springfield)

Name	Address	Phone	Email	Springfield Business License

- If alcohol is to be consumed on City property, additional restrictions may apply.

☐ I will attach proof of Liquor Liability Insurance on the Attachments page.

Event Merchandise Sales

☐ This event will have vendors advertising goods or services.

Business Contact Information

Business Name	Address	Phone	Email	Springfield Business License

☑ Unsure of Vendors at this time.

Event Miscellaneous Information

☑ This event will have amplified sound and/or entertainment.

Sound amplification system means any radio, tape player, compact disc player, public address system, amplifier, loudspeaker or other electronic device used for the amplification of sound.

Sound-producing device means a radio, television, tape recorder, compact disc player or other digital player, phonograph, musical instrument or any other similar sound-producing instrument or device.

Performance Information

Start of Performance: 9/15/2023 4:20:00 AM End of Performance: 9/15/2023 4:20:00 AM

Stage Location: Not a stage, however, the race director (Heartland Racing) will have a speaker, etc. outside his truck/trailer.

Electrical Usage

☑ This event will need access to electricity. ☐ This event will use a generator.

Tent Usage

☐ This event will use tents. Number of Tents: 0

Specify tent Placement Location:

Porta Pots/Restroom Facilities

☑ This event will use Porta Pots/Restroom Facilities.

Facilities Contact Information

Business Name: BWI Sanitation
Adress: n/a
Phone: 1-877-BWI-1000
Email: info@bwisanitation.com
Springfield Business License #:
Number of units?: 3
Facility placement Date/Time: 9/15/2023 4:19:00 AM
Facility removal Date/Time: 9/15/2023 4:21:00 AM

Trash Removal

Describe your plans for event trash removal.

The Potter's House has a large trash dumpster.

Dumpster Usage

☐ This event will use dumpsters. Number of dumpsters 0

Location of Dumpster(s)

Business Contact Information (Dumpsters)

Business Name:
Address:
Phone:
Email:
Springfield Business License #:
Dumpster placement Date/Time:
Dumpster removal Date/Time:

Race Timekeeper Information

Timekeeper Name: Heartland Racing Co.
Adress: 1450 W Jackson St #1966, Ozark, MO 65721
Phone: 417-501-3125
Email: contact@heartlandracingco.com

Food Vendor Wastewater Disposal

Describe your plans for food-vendor wastewater disposal. indicate "NA" if no food is to be served.

n/a

Security

☐ This event will use private security.

- Private security service cannot be used for traffic safety.
- Applicant is responsible for security of personnel during 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.
- Contact the Police Department at 417-864-1727 for questions or clarification.
- If Springfield Police Department officers are required and utilized for traffic safety, workers compensation insurance coverage will be required.

Security Company Contact Information:

Business Name: Address:

Phone: Email:

Springfield Business License #:

Medical Service

☐ This event will use emergency medical service.

Emergency Medical Service Contact Information:

Business Name: Address:

Phone: Email:

Springfield Business License #:

Inclement Weather

What is the inclement weather contingency plan and how will inclement weather contingency plans be communicated to event staff and/or volunteers?

As long as there isn't lightening, we will run, rain or shine. Weather updates will be communicated via Facebook and Instagram.

Acknowledgements

Insurance

I agree to provide a certificate of liability insurance in the amount of $1,000,000 per person, $1,000,000 in the aggregate, naming the City of Springfield as an additional named insured, with appropriate endorsements as required by the City.

If liquor is provided or served on City property the liquor license holder must provide liquor liability insurance in the amount of $1,000,000 per occurrence, naming the City of Springfield as additional insured. Event sponsor will provide a copy of the liquor liability certificate of insurance to the City.

If Springfield Police Department officers are required and utilized for traffic safety, $1,000,000 workers compensation insurance coverage will be required.

☑ I have read and understand the potential insurance requirements stated above.

CLEAN UP

I agree to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (bond or cash security may be required if attendance exceeds 1,000 persons).

☑ I have read and understand the clean up requirements stated above.

CITY CODES / PERMITS

I agree that this event shall be conducted in an orderly manner with due regard for the convenience of the general public and with as little interference as possible with vehicles and movement of traffic. All lawful orders from police officers assisting with the event shall be followed. Applicant has received and read a copy of Section 36-485 of the City's Zoning Ordinance pertaining to Noise Standards. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager determines necessary.

☑ I have read and understand the city code / permit requirements stated above.

INDEMNITY

Most permits require a "Hold Harmless Agreement" to be submitted and signed with the city. This means applicant will defend, indemnify and hold the City of Springfield harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

☑ I have read and understand the potential need for the "Hold Harmless Agreement.

CONDUCT / NUISANCES

Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination. The Special Event Permit Coordinator in the Department of Public Information must be informed of any changes to the information provided in this document or to the site map.

☑ I have read and understand the city conduct / nuisance requirements stated above.

Signature

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

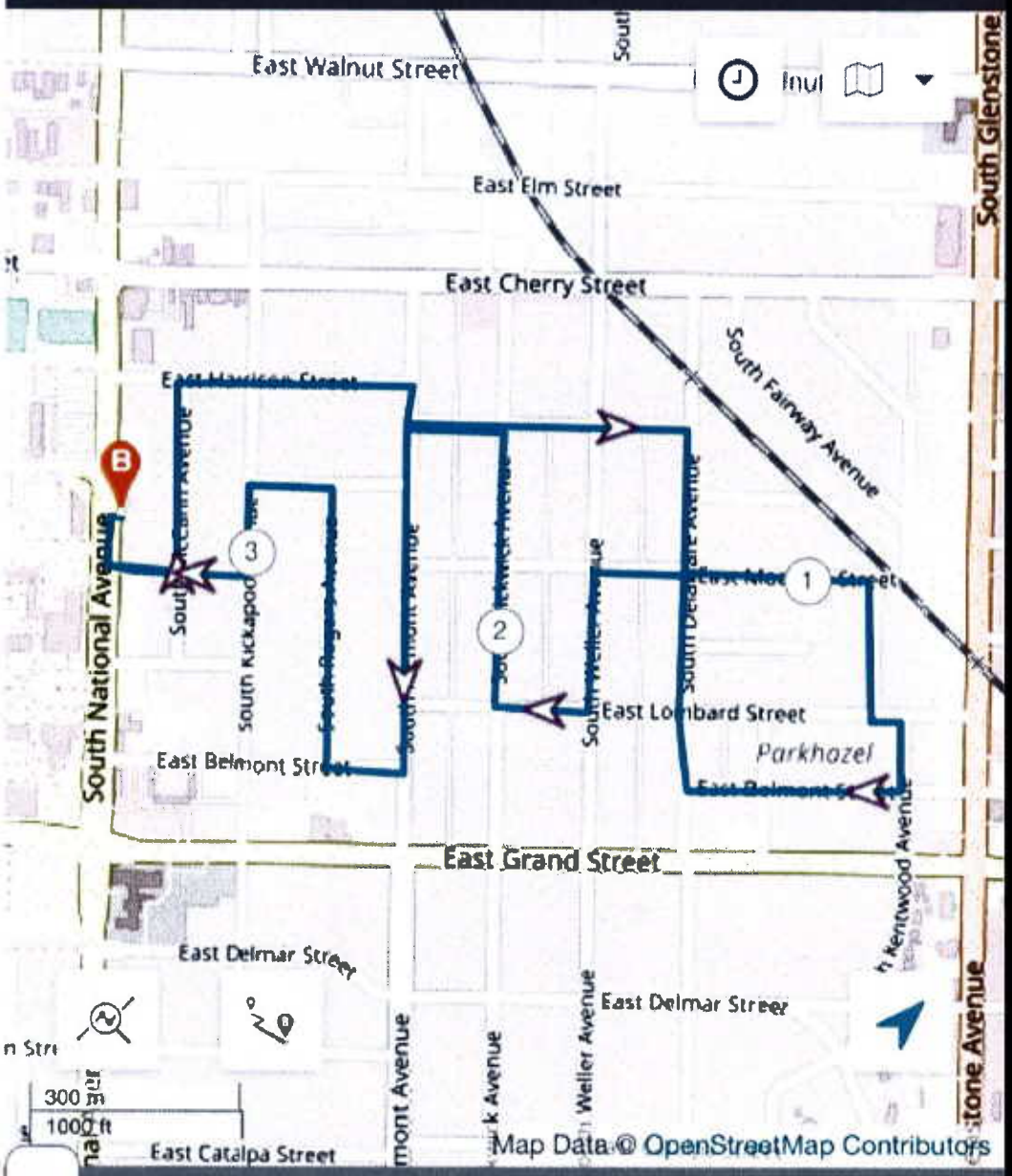
First Name	Middle Initial	Last Name
Ruth	A	Harris

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.

POHO ROUTE

DISPLAY

MENU



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