

SPECIAL EVENT APPLICATION

City of Kirksville

Event Name Battle of Kirksville 150th Anniversary Commemoration

Description of Proposed Event Variety of events on and around downtown square (Tentative Agenda Attached)

Proposed Location Downtown Square

Sponsor Name City of Kirksville

Contact Person Melanie Smith **Address** 201 S. Franklin St., Kirksville, MO 63501

Phone 660-627-1224 **Fax** 660-627-1026 **E-mail address** msmith@kirksvillecity.com

Proposed Event Date August 5-7, 2011

Requested hours of operation: 4pm to 10 pm Friday; 2 pm to 10 pm Sat.; 8 am to 11 am Sun

Set up & Dismantle Dates _____ **Time:** _____

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

- No Route of event yes Entertainment or stage locations.
- No Food Concession areas. yes Portable toilet facilities with location and #.
- Yes Parking areas yes Organizer's command post.
- No Cooking Areas yes Tents, displays, and enclosures.
- Yes Temporary or permanent structures yes Trash containers (indicate number.)
- no Will alcoholic beverages be served? no Do you need to have access to water?
- yes First aid stations or medical care. (Have you contacted the Adair County Ambulance?)
- yes Does the street need to be closed for the event? (Street closures require Council approval.)
- **Washington Street between Franklin and Elson Streets on Saturday from 2 pm to 10 pm**
- yes If there is to be music describe type of music, sound, or noise as well as intended hours.
- **Civil War Period Music on Friday evening at "Friday on the Square" and Saturday from 4-6 pm**
- no Have you contacted the Adair County Health Department for a permit?

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
depts 1-19-11
Police
Parks
Fire*

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 an 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 Melanie Johnson Smith

Date 1/18/11

For City Use: Investigations/Inspections Made _____
Fire _____ Police MS 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 _____

Proposed Schedule for 2011

Friday, August 5th: 7pm on the Courthouse Lawn
Introduce music and invite everyone back
Period Piece music: band, choir, quartet?
DAV: handout flags
Table of info on activities

Saturday, August 6th: Flag ceremony with an Honor Guard?
4pm Medical Tent Opens
Children's Games begin
NEMO Country Dancers

6pm Explanation of Flag Display
Scavenger Hunt can begin
Begin vignettes and tour (make it candlelight as it gets darker)

Sunday, August 7th: Kirksville Inter Church Ministry service

Ideas: Downtown businesses stay open later
Restaurants serve one item from time period
Window display contest
People dressed up to give short vignette inside some stores for scavenger hunt

BATTLE OF KIRKSVILLE 150TH ANNIVERSARY

COMMEMORATION

DOWNTOWN SQUARE—KIRKSVILLE

AUGUST 5-7TH, 2011

FREE TO THE PUBLIC



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