

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: R 149-14

Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: August 18, 2014

Re: RBBBQ Written Operations Agreement - 2014

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Operations Agreement

Supporting documentation includes: Special Event permit application and accompanying maps, plans, etc.

Executive Summary

Staff has prepared for Council consideration a written operations agreement for the RBBBQ Festival being held in Stephens Lake Park September 26-28, 2014.

Discussion

The written operations agreement addresses the following areas: festival layout plan (technical map), traffic plan, ADA plan, trash/recycling plan, security plan, traffic management plan, parking and shuttle plan, insurance requirements, etc. The City Event Committee has reviewed and supports the information provided in the application/agreement.

Fiscal Impact

Short-Term Impact: n/a

Long-Term Impact: n/a

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Arts and Culture, Community Pride and Human Relations

Strategic Plan Impact: Not Applicable

Comprehensive Plan Impact: Not Applicable

Suggested Council Action

Approval of the legislation.

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Legislative History

R192-13 - Transferring Council Contingency Funds for the 2013 Roots 'N Blues 'N Barbecue Festival

R191-13 - Authorizing an amendment to the agreement with Thumper Productions, LLC to allow the use of a Ferris wheel at the 2013 Roots 'N Blues 'N Barbecue Festival and permit provision of alcoholic beverages by Friends of the Festival

R158-13 - Authorizing an operations agreement with Thumper Productions, LLC for the 2013 Roots 'N Blues 'N BBQ Festival..

Department Approved

City Manager Approved

Introduced by _____ Council Bill No. R 149-14

A RESOLUTION

authorizing an operations agreement with Thumper
Productions, LLC for the 2014 Roots 'N Blues 'N BBQ Festival.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS
FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an operations
agreement with Thumper Productions, LLC for the 2014 Roots 'N Blues 'N BBQ Festival.
The form and content of the agreement shall be substantially as set forth in "Attachment A"
attached hereto and made a part hereof as fully as if set forth herein verbatim.

ADOPTED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

Operations Agreement

The Roots N Blues N BBQ Festival – Stephens Lake Park September 26-28, 2014

This agreement is entered into on this _____ day of _____, 2014 between the City of Columbia, Missouri (“City”) and Thumper Productions, LLC (“Thumper Productions”).

The parties agree to the following provisions for the operation of the 2014 Roots ‘N Blues ‘N Barbecue Festival:

1. Approval is given to Thumper Entertainment to utilize Stephens Lake Park for the 2014 Roots N Blues N BBQ Festival September 26 through September 28, 2014, subject to the restrictions and conditions set forth in this agreement.
2. Set-up for the event may occur beginning at 8:00 a.m. on Tuesday, September 23, 2014. All tents, port-a-johns, and other temporary structures used for the festival shall be removed and other clean-up completed by 5:00 pm Monday, September 29, 2014. All areas of the park outside of fenced festival area shall remain open to the public
3. Thumper Productions shall comply with the festival layout set forth in the Roots N Blues N BBQ Festival - Technical Map, marked Exhibit A, which is attached to and made a part of this agreement.
4. Thumper Productions shall comply with the Traffic Management Plan, marked Exhibit B; the Parking Plan, marked Exhibit C; and the Shuttle Plan, marked Exhibit D.
5. Thumper Productions has requested permission to sell alcoholic beverages as part of the concessions operations. All sales of alcohol at the Festival shall comply with the following provisions:
 - a. Alcoholic beverages shall be sold at the soda & bar stations shown on the Festival Site Plan – Technical Map, marked Exhibit A; beer hawkers will be allowed to sell in the designated open container area.
 - b. Alcohol sales are limited to two (2) alcoholic beverages per sale.
 - c. Pouring of alcoholic beverages into anything other than the cup intended for the beverage is prohibited.
 - d. Alcoholic beverages shall not be sold or served in bottles or glass containers. Alcoholic beverages shall be sold or served only in clear, plastic and commemorative cups, plastic bottles, or cans. Alcoholic and non-alcoholic

beverages shall be served in containers that are distinctively different from each other.

- e. Bartenders and festival staff are responsible for insuring that ID's are checked before the issuance of wrist bands.
- f. Intoxicated individuals will not be served.
- g. Alcoholic beverages shall be served only at the following times: Friday, September 26, 2014 from 4:30 p.m., or when public safety personnel have declared the perimeter is secure, whichever is first, until 11:00 p.m.; Saturday, September 27, 2014 from 11:30 a.m. until 11:00 p.m.; and Sunday, September 28, 2014 from 11:30 a.m. until 8:00 p.m.
- h. All servers and event staff in the alcohol sales area are required to attend training offered by the Columbia Police Department on alcohol awareness and the restrictions listed above.
- i. Thumper Productions shall provide and keep in place signs at all bar stations stating: "ID Required – No More than 2 Drinks per Sale – Alcohol Sales End at 11:00 p.m. or 8:00 p.m. (Sunday).

The alcoholic beverage sales may immediately be halted for noncompliance with any of the above listed conditions. The Columbia Police Department shall enforce these conditions and may require closure of all bar stations upon determining that any condition has been violated.

- 6. Thumper Productions is authorized to charge admission to the fenced festival area. The ticketed area will be distinguished from the remainder of the park by fencing around its perimeter. Perimeter of fenced festival area shall be secured with a combination of fencing types including chain link fencing, four-foot tall orange fencing, and/or four-foot tall bike barricades.
- 7. Per City ordinance, the City's ticketed special event fee shall be charged for use of the park for this event. The ticketed special event fee includes two components, a reservation fee to reserve the park land for use by the festival and a participant fee per each ticket sold. The reservation fee is \$100 per acre for the total area of park land reserved for restricted access for those purchasing tickets to attend the festival. The participant per ticket fee shall be calculated based on total ticket sales for the event. The fee is \$1.00 per each \$20 or less ticket sold and \$2.00 per ticket costing \$21 or more.

The participant per ticket fee based on actual number of tickets sold as verified by ticket audit shall be due within 30 days following the date of the event. Payment of fees shall be coordinated with Park and Recreation Department Administrative offices (874-7460) and paid no later than 30 days following the event.

City of Columbia reserves the right to request an audit of ticket sales at any time during pre-sale or after the event.

8. Signs and banners promoting the event may only be displayed in the park on the days of the event. All such signs and banners shall be temporary and shall be removed from the park upon completion of the event. Signage to be placed outside of park area (i.e. streets) shall be outlined in a signage plan to be submitted by the applicant to the city no later than 10 business days prior to the festival. Signage outside of park area shall comply with the City's sign ordinance.
9. Thumper Productions shall submit a Concessions/Vendor Plan for review and approval by City staff. Plan shall identify the type of concession equipment to be used including portable concession trailers, tents, generators, grills, fryers, etc. Plan shall include a festival site plan – technical map marked Exhibit A; indicating the location of concession facilities, identification of vendors, and shall outline plans for disposal of any waste generated by vendor operations.

Any ashes resulting from the use of portable charcoal grills are to be removed from the park. There is absolutely no dumping of the ashes on the grass or grounds of the park. All grease, frying oil, and other waste products resulting from vendor operations must be removed from the park. Thumper is responsible for addressing these issues as part of the overall trash/recycling plan, Exhibit E.

10. Thumper Productions shall provide City with information as to the number, size, and location of portable generators to be used at the Festival. Location of generators shall be shown on Festival Site Plan – Technical Map.
11. Thumper Productions shall obtain the following insurance in connection with the festival:
 - a. Thumper Productions shall take out and maintain during the festival Employers' Liability and Workers' Compensation insurance for all of its employees and volunteers working in connection with the festival. Workers' Compensation coverage shall meet Missouri statutory limits. Employers' Liability limit shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.
 - b. Thumper Entertainment shall take out and maintain for the festival such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from festival operations, whether such operations be by itself or by anyone directly or indirectly employed or otherwise working for it. The amount of insurance shall be not less than \$2,000,000.00 combined single limit for anyone occurrence

covering both bodily injury and property damage, including accidental death.

- c. Thumper Productions shall maintain for the festival Automobile Public Liability insurance in an amount not less than \$2,000,000.00 combined single limit for any one occurrence covering bodily injury, including accidental death and property damage, to protect itself from any and all claims arising from the use of motor vehicles operated by it in connection with the festival.
 - d. To the fullest extent not prohibited by law, Thumper Productions shall indemnify and hold harmless the City of Columbia, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising by reason of any act or failure to act, negligent or otherwise, of Thumper Productions, of anyone directly or indirectly employed by or otherwise working for Thumper Productions, or of anyone for whose acts Thumper Productions may be liable, in connection with the festival. This provision does not, however, require Thumper Productions to indemnify, hold harmless, or defend the City of Columbia from City's own negligence.
 - e. No later than August 31, 2014, Thumper Productions shall furnish City with a certificate of insurance that names City as an additional insured in the amounts required in this agreement and that requires a 30-day mandatory cancellation notice.
12. Approval to hold this event does not authorize the parking or placement of any vehicles other than performance stages, tents, and concession operations on park property outside of designated parking areas. Vehicles utilized for festival set-up shall be the only vehicles allowed on the grass outside of any designated parking area. All vehicles, including those of event staff and volunteers, with the exception of event set-up are to remain on paved roads and/or designated parking areas.
13. Thumper Productions shall provide portable toilets for the event as noted in the park special use application. Toilets shall be placed in locations agreed to by event sponsor and park staff. Toilets will be removed from park by 5:00 pm Monday September 29, 2014. Information shall be included on the Festival Site Plan – Technical Map marked Exhibit A.
- Thumper Productions agrees to provide portable restrooms meeting ADA accessibility guidelines and to locate such toilets so as they can be accessed via an accessible route in accordance with ADA regulations.
14. Thumper Productions shall submit a plan for review and approval by City staff detailing procedures to be used for the management of trash, recycling, and the

clean-up of the park after the event (Exhibit E). A deposit of \$1,000 is required for performance clean-up/damages. This deposit is refundable upon conclusion of the event if no significant clean-up or repair of damage to park facilities is required.

Thumper Productions shall be responsible for the actual costs of repair, in excess of the \$1,000 deposit, if set-up/operation results in significant damage to turf.

15. Thumper Productions shall submit a Security Plan for review and approval by City staff no later than 30 business days prior to the festival.
16. Thumper Productions shall provide a Severe Weather / Emergency Shelter Plan to outline procedures to be implemented in the event of severe weather occurring during the event no later than 10 business days prior to the festival.
17. Thumper Productions shall work with the Columbia Fire Department to have Fire and Emergency on site during the operating hours of the festival.
18. Thumper Productions shall provide City with a plan to ensure event is accessible in accordance with the City of Columbia Special Event ADA Awareness Information as set forth in Exhibit F no later than 10 business days prior to the festival.
19. Thumper Productions shall provide security, identification checking, emergency medical resources, fencing, and signage for the Festival. Thumper Productions shall be responsible for compliance with the Operations Agreement regardless of the failure of any third party to fulfill its obligations or promises to Thumper Productions.
20. Thumper Productions shall secure all necessary City permits required in connection with the festival.
21. Thumper Productions shall provide 300 weekend tickets to the City free of charge. These tickets shall be delivered to the City Manager's Office no later than August 20, 2014. Estimated staffing costs for public safety will be waived. Value of donated tickets totals \$25,500.
22. City shall provide trash and recycling services for the 2013 Roots N Blues N BBQ Festival in accordance with Exhibit E.
23. East Walnut Street, from Old 63 to the cul-de-sac; and, Old 63, Broadway to Hinkson, will be closed beginning at 3:00 p.m. Friday, September 26 through Sunday, September 28, at 9:00 p.m.
24. The Ferris wheel operation will need to comply with MO statute 316.120 - <http://www.moga.mo.gov/statutes/C300-399/3160000210.HTM>. Along with the

necessary licensing and inspection, Thumper will provide a certificate of insurance with the City named as an additional insured including coverage limits of \$3,000,000 per occurrence/\$10,000,000 aggregate.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor

THUMPER PRODUCTIONS, LLC

By: _____

ATTEST:

Stephens Lake Park

*DRAFT - 8/1/14 - subject to change

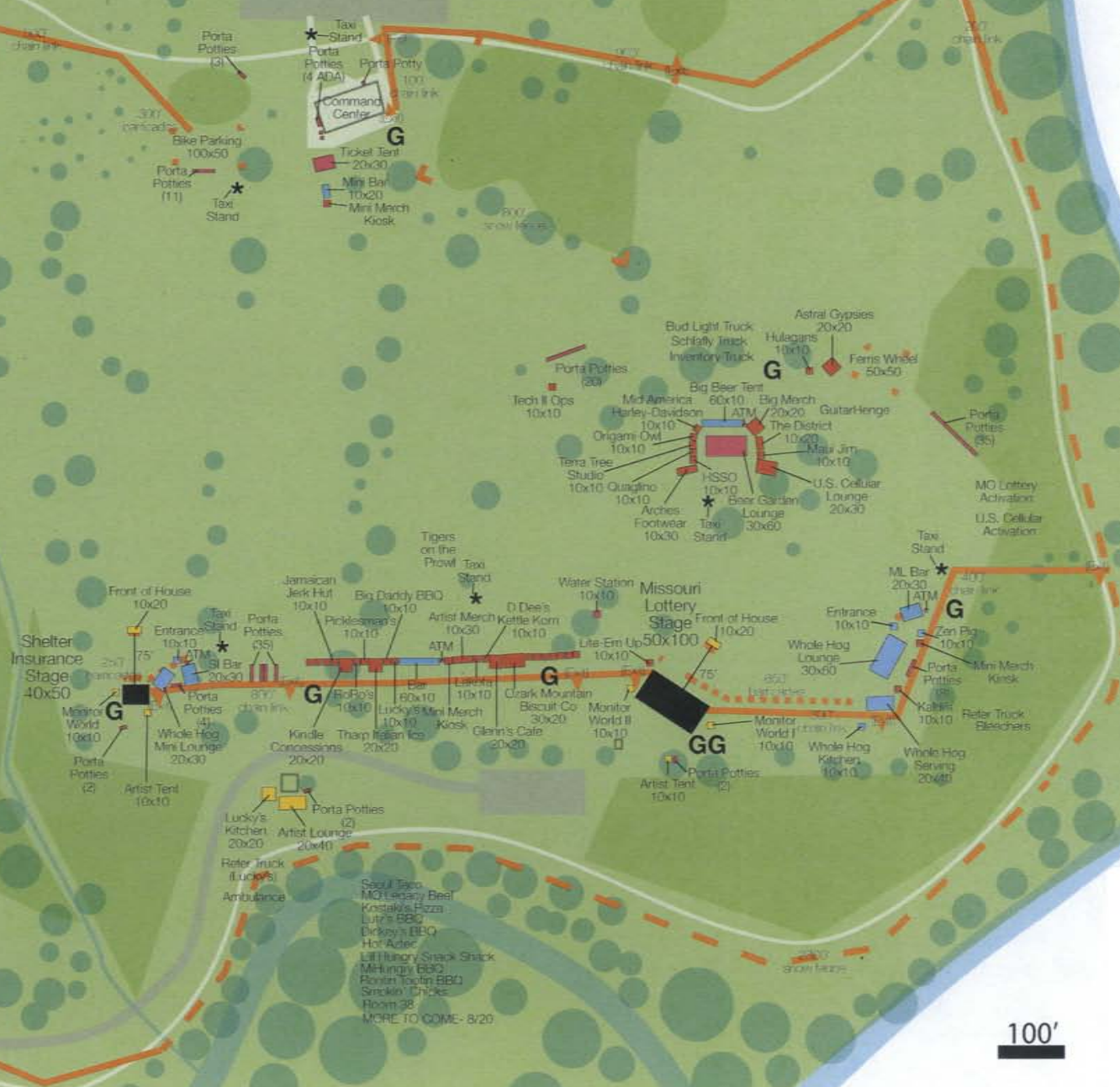
Solid Orange Line:
6' Chain Link Fencing
Dashed Orange Line:
Snow Fencing
Dotted Orange Line:
Bike Barricades



Broadway

100'

Exhibit A



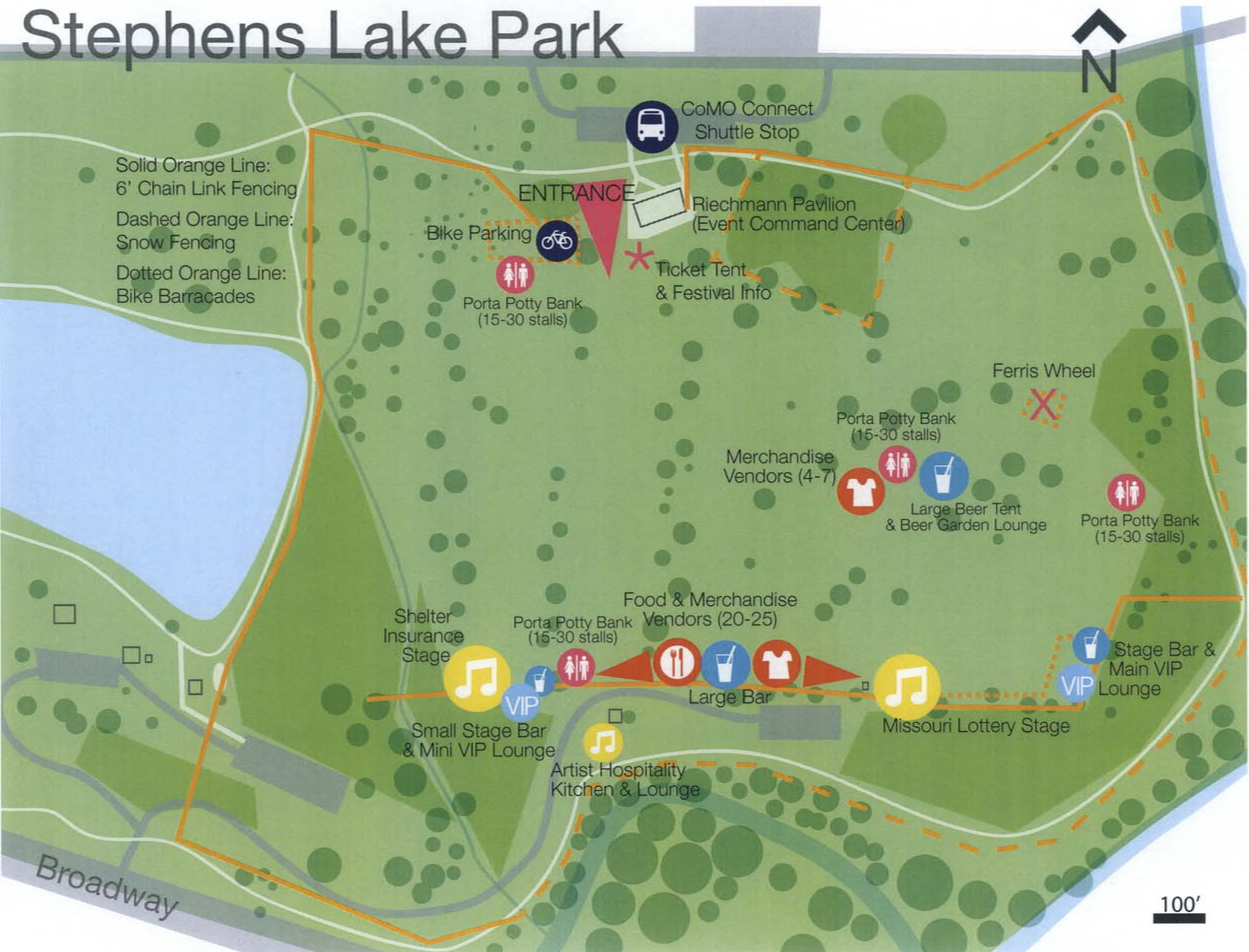
Stephens Lake Park

Solid Orange Line:
6' Chain Link Fencing
Dashed Orange Line:
Snow Fencing
Dotted Orange Line:
Bike Barricades



100'

Stephens Lake Park



ROOTS N BLUES @ STEPHENS LAKE PARK 2014 TRAFFIC PLAN-A

Inbound Traffic & During Event

1. Old Hwy 63 from Broadway to South Junction of Walnut
 - a. Northbound Traffic Only
 - b. Staging Area for Buses in Middle Turn Lane
 - i. 1st Location: Near North Junction
 - ii. 2nd Location: Before South Junction
 - c. Intersections Affected along Old Hwy 63
 - i. Jack Estes Dr.
 - ii. Stephens Lake Spray ground Parking Lot
 - iii. Walnut (south junction)
2. East Walnut from William St. to Old Hwy 63
 - a. Westbound Traffic Only
 - b. Intersections Affected Along William
 - i. Old Hwy 63 (designated northbound only)
 - ii. Ann
 - iii. William

Bus/Shuttle Route

1. Inbound Bus Route: Broadway to Old Hwy 63 to North Junction of Walnut
2. Outbound Bus Route: Walnut to North on Old Hwy 63 to West on Hinkson or West on Business Loop 70 (no Left turns from Walnut)

Outbound Traffic

1. Any Traffic exiting from Walnut (north junction) will turn going north on Old Hwy 63 (no left turns)
2. Traffic on Old Hwy 63 will go west on Walnut (south junction)

Roots N Blues 2014-A Traffic Plan





Your Public Transit Connection

COMO Connect is Columbia's new bus system serving the community by connecting customers to businesses, neighborhoods, schools and all the exciting things going on in COMO. We are excited to partner with the 2014 Roots N Blues and BBQ Festival to provide free public transportation and extended hours all weekend during the festival. Let us connect YOU to Columbia.

Friday: 6:25am-Midnight • Saturday: 10am-Midnight • Sunday: 11am-9pm

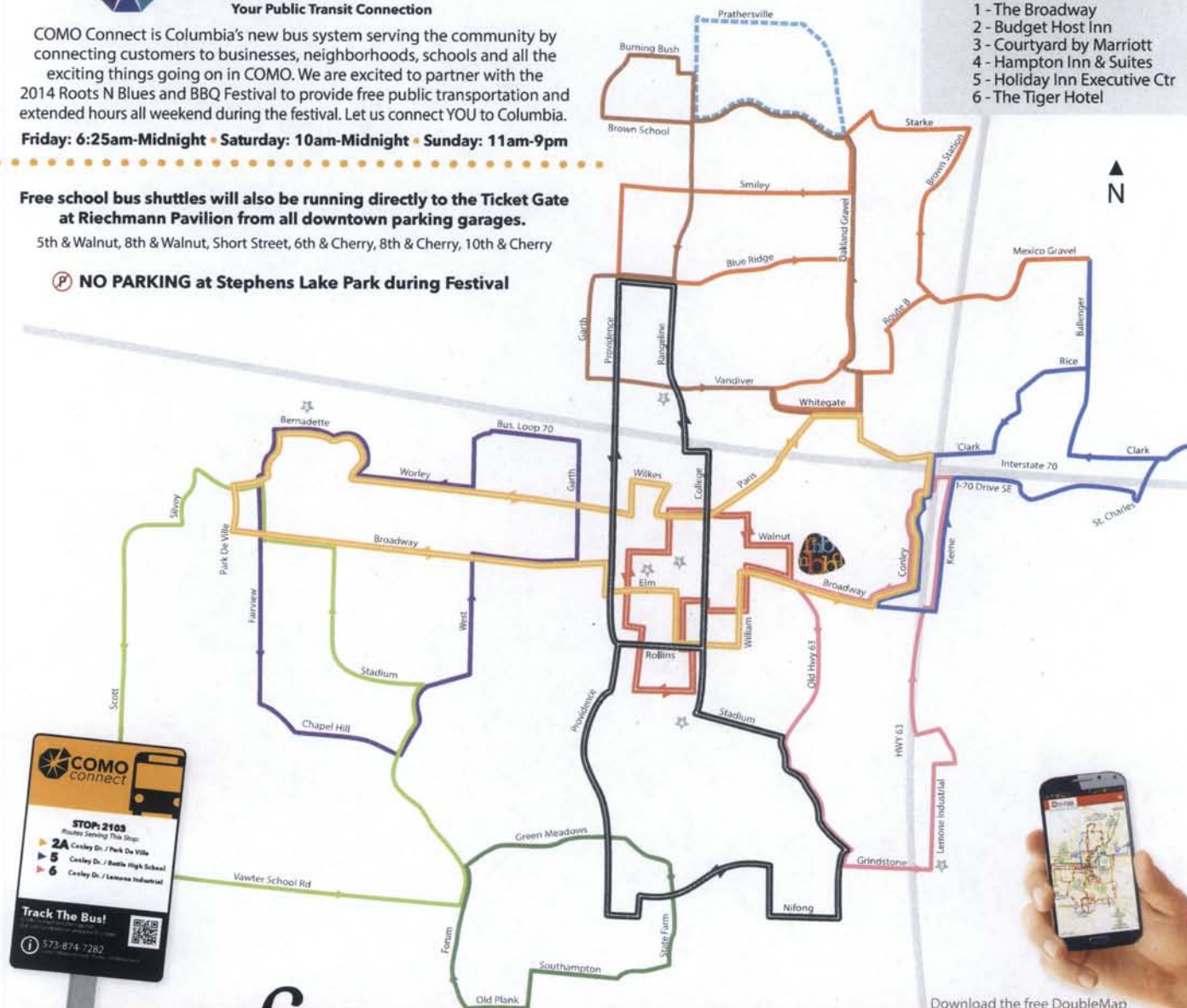
Free school bus shuttles will also be running directly to the Ticket Gate at Reichmann Pavilion from all downtown parking garages.

5th & Walnut, 8th & Walnut, Short Street, 6th & Cherry, 8th & Cherry, 10th & Cherry

NO PARKING at Stephens Lake Park during Festival

Check out the festival website for route details from the RNB BBQ Preferred Hotels

- 1 - The Broadway
- 2 - Budget Host Inn
- 3 - Courtyard by Marriott
- 4 - Hampton Inn & Suites
- 5 - Holiday Inn Executive Ctr
- 6 - The Tiger Hotel



Your free ride to the festival

www.COMOconnect.org

Download the free DoubleMap app for real-time bus tracking.

Roots & Blues 2014 Solid Waste Management Fee Calculation

7/3/2014

Thumper approval to proceed w/Council Resolution:

Signed:

[Signature] August 6, 2014

	Unit Cost	Qty		Cost
Labor & Supervision	\$37.94		Setup(n/c), service bulk containers, cleanup & supervision	\$4,159.72
Food Waste Bulk Container and Service		1	Provided by City	\$0.00
Mini Roll-Offs for Bulking Recyclables		2	Provided by City	\$0.00
Full Sized Roll-Offs for Bulking Trash		2	Provided by City	\$0.00
Box truck (deliv & pickup)	\$31.00	6	6 Hours @ \$31.00 per hour	\$186.00
White Goods truck (deliv & pickup)	\$25.50	6	6 Hours @ \$25.50 per hour	\$153.00
Tonnage - Trash Roll-Offs	\$38.00	8	8 Tons @ \$38.00 per ton	\$304.00
Trash Roll-Off Pull Fees	\$77.87	4	KEY: accessibility to service during event	\$311.48
Tonnage - Recycling & Food Waste			Provided by City	\$0.00
TOTAL				\$6,246.60

Notes on CITY Employee Hrs

GREEN TEAM NOTES

Delivery & Setup of Containers - Friday			No Charge from City for Delivery & Setup	\$0.00	
Friday 6pm-midnight - TRASH & RECYCLING COLLECTION	\$37.94	0	4 pp	\$0.00	4-8pm, 8-midnight
Supervision	\$58.64	12	2 pp	\$703.64	
Sat a.m. Cleanup 9am-noon - LITTER COLLECTION/Prep for Opening	\$37.94	0	3 pp	\$0.00	8a-noon(8);noon-4p(4), 4-8p(6), 8-midnight(8)
Supervision	\$58.64	0	2 pp	\$0.00	NO City Supervision prior to noon
Sat. Noon-5pm - TRASH & RECYCLING COLLECTION	\$37.94	0	2 pp	\$0.00	noon-4p(4)
Supervision	\$58.64	10	2 pp	\$586.36	
Sat. 5pm-Midnight - TRASH & RECYCLING COLLECTION	\$37.94	0	5 pp	\$0.00	4-8p(6), 8-midnight(8)
Supervision	\$58.64	14	2 pp	\$820.91	
Sun. a.m. Cleanup 9am-Noon - LITTER COLLECTION/Prep for Opening	\$37.94	0	4 pp	\$0.00	8a-noon(8)
Supervision	\$58.64	0	2 pp	\$0.00	NO City Supervision prior to noon
Sun. Noon-5pm - TRASH & RECYCLING COLLECTION	\$37.94	0	2 pp	\$0.00	noon-4p(4)
Supervision	\$58.64	10	2 pp	\$586.36	
Sun. 5pm-11pm (until finished) - TRASH & RECYCLING COLLECTION	\$37.94	0	5 pp	\$0.00	4-8p(6), 8-finish(8)
Sun. 7pm-11pm (until finished - CONTAINER COLLECTION REMOVAL)	\$37.94	20	5 pp	\$758.82	
Supervision	\$58.64	12	2 pp	\$703.64	

City Personnel Total (carried above)

\$4,159.72

NOTE: This cost estimate is considering Green Team Members completing all on-the-ground collection activity for trash, recycling and food waste, including removal and switching out trash and recycling bags from barrels, litter collection and food waste bucket transport from vendors. Bulking containers for trash, recycling and segregated food waste will be provided by the city. Sat & Sun morning cleanup activity; without may need additional Solid Waste staff depending on popularity of the acts scheduled Friday-Saturday evening

The 2014 Roots N Blues N BBQ Festival

ADA Plan

Grass will be mowed short for easy mobility, ADA parking will be located directly outside the ticket gate in the Riechmann Pavilion parking lot. All COMO Connect buses transporting fans to and from the festival are ADA Accessible. ADA accessible portable toilets will be located throughout the footprint and also at the ticket gate on solid concrete for easy access. 4 ADA accessible golf carts and 4 6-passenger golf carts will be used on-site to transport fans within the footprint. Fans can catch a ride on the cart by waiting at any one of 6 marked stops or by calling or texting the phone number listed on the signs for immediate assistance.

Chuck Graham, Roots N Blues Accessibility Chair: chuck2149@gmail.com

ADA information published for fans

ADA parking will be available at the festival gate in the Riechmann Pavilion parking lot.

COMO connect buses are all ADA accessible and have many stops all over Columbia including a downtown route with a stop at the festival gate.

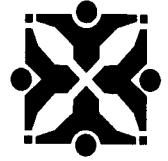
Within the festival grounds, an accessible golf-cart shuttle will be provided to all fans for free. Carts will run to marked stops that can be found throughout the festival grounds, or call the number listed on the stops for a ride.

ADA accessible porta potties will also be available at the event in easy to access locations.

If you are in need of accommodations, please contact us in advance of the festival at 573-442-5862 so that we may better serve you.

City of Columbia

701 East Broadway, Columbia, Missouri 65201



SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Special Event Permit application and accompanying maps, plans, etc.

City of Columbia Special Use Permit and Application

Completing a Special Use Permit Application is a 5 step process and can be completed in multiple sessions. Complete and submit the form and application fee to the City Manager's office ninety (90) days prior to the first day of the event with the exception of parades and block parties (10 days). Incomplete or illegible applications will not be accepted.

* Indicates a required field.

The Roots N Blues N BBQ Festival - 09/26/2014

Application Status:

In Progress

A non-refundable \$100 application fee applies to this permit. **Your application will not be reviewed or processed until permit fees have been paid.**

Payment may be submitted online or check/money order made payable to City Event Committee may be sent to the following address. Please include the permit tracking number (1020) on your check. Remit payment to:

Columbia Event Committee
701 E. Broadway
2nd Floor
Columbia, MO 65201

APPLICANT INFORMATION			
Are you the applicant organizing this event on behalf of another organization?			
<input type="radio"/> Yes <input checked="" type="radio"/> No Organization name: Thumper Entertainment			
APPLICANT CONTACT:	Name:	Phone:	Cell:
	Julie King	573-442-5862	573-999-2042
E-mail Address: jking@thumperentertainment.com			
MAILING ADDRESS:	Street Address: 910 East Broadway, Suite 10		
	City:	State:	Zip:
	Columbia	MO	65201
SECONDARY CONTACT:	Name:	Phone:	Cell:
	Betsy Farris	573-694-3333	
E-mail Address: bfarris@thumperentertainment.com			
ON SITE CONTACT (if different than applicant):	Name:	Phone:	
	Julie King	573-999-2042	

EVENT INFORMATION
EVENT NAME: The Roots N Blues N BBQ Festival

EVENT CATEGORY:	Procession/March Concert/Performance Farmers/Outdoor Market • Festival/Fair/Carnival Competitive Athletic Event	Non-Competitive Athletic Event Neighborhood Block Party Parade Other
Public or Residential Streets & Sidewalks: Will your event be utilizing and requesting the closure of any streets? Note: Choose "No" for rolling closures such as parades. • Yes No Print the Street Closure Petition and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the ordinance can be found here .		
Downtown Event: Will this event be held "downtown"? Yes • No		
Admission/Entry Procedure: How will your event be attended? Registration Fee • Tickets for Purchase \$ 40, 45, 85 By Invitation Only Open to Public Other **Note: A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect**		
Columbia Parks and Trails: Does your event include the use of Columbia Parks or Trails? Yes • No		
Alcohol: * If your event includes the sale of alcohol, are you requesting a waiver of the open container ordinance? Yes • No		

EVENT DETAILS

EVENT DATES: (Indicate dates OPEN to attendees)		HOURS: (Indicate hours OPEN to attendees)		EXPECTED ATTENDANCE: (Daily Attendance)	
Day	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
1	09/26/2014	3:00pm	11:00pm	10,000	1,000
Day	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
2	09/27/2014	11:30am	11:00pm	15,000	1,000
Day	Date:	Start Time:	End Time:	Attendees:	Staff/Volunteers:
3	09/28/2014	11:30am	8:00pm	10,000	1,000
ALTERNATIVE					

(Date and Time):	Date:	Times:
EVENT SETUP BEGINS (Date and Time):	Date: 09/23/2014	Times: 7am
EVENT DISMANTLE (Date and Time):	Date: 09/29/2014	Times: 5pm
EVENT DESCRIPTION:	<p>Music Festival- 2 stages, food & craft vendors, bars, Ferris Wheel, art.</p>	
EVENT LOCATION: Describe in detail, include addresses and ATTACH REQUIRED MAP	<p>The festival will take place in the East half of Stephens Lake Park, about 50 acres. The Ticket gate will be located at the Riechmann Pavilion, 2300 East Walnut. The Stages will be on the South end near the parking lot located off the 2001 East Broadway entrance to Stephens Lake Park. Stages will be located about 800ft apart. Food Vendors will be located in a row between the two stages. Each stage will feature a VIP lounge area. A beer garden and lounge tent for the general public will be located just to the East of the center of the footprint. Please see site map for more details.</p>	
Has this event been produced before? • Yes No When? 2007-2013 Is this an annual event? • Yes No Are there any other name/s by which this event is known? Yes • No		
Barricades: Describe any temporary barricades and/or fencing that will be utilized for this event:		

6' Chain Link fencing will mark the main perimeter of the event. Snow fencing will be used to secure certain areas where trees help to provide blockage and to keep fans out of certain areas. Bike barricades will also be used for crowd control at the stages and the festival entrance.

****Note:** In accordance with MUTCD standards, barricades for street closures must be obtained from the City of Columbia Street Department (573-874-6289)**

REQUIRED MAPS

Please provide a map of the event. Be sure to include the following:

Boundaries of the activity with square footage and entryway widths or route for mobile event;

Electrical – locations of generators and electrical connections;

Emergency access (20 feet clear for fire truck and public safety access;

Equipment (stages, booths and tents, fencing, bike racks, risers, by type and size);

Accessible Routes;

Food vendor locations;

Recycle and trash receptacles;

Hydrant connection locations;

Alcoholic beverage service locations;

Sanitation facilities;

Portable toilets, including accessible provisions;

Parking provisions, including accessible parking;

Location for barricade delivery; and/or

Other:

VENDORS

Merchandise Sales:

Does your event include the sale of (non-food) goods?

• Yes No

The promoter or sponsor of the event must complete a temporary business license here . Please include completed application in step 3.

Food Vendors:

Does your Event include the sale of food?

• Yes No

A Temporary Food Permit AND a Temporary Business License will need to be completed. Please include completed application in step 3.

ALCOHOLIC BEVERAGES

Alcohol:

Does your event include the sale of alcohol?

• Yes No An application for Caterer's permit can be found **here**. Please include completed application in step 3.

Are you requesting a waiver of the open container ordinance?

Yes • No

COOKING AND MOBILE FOOD VENDING

Cooking, Grilling, Combustibles, Open Flames:

Does your event include cooking or open flame on the premises?

- Yes No

A fire permit will need to be completed. Rules and Regulations can be found **here**. Please include completed application in step 3.

STORM WATER COMPLIANCE

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanity sewer, arrangements can be made to have a grey water dump site installed by the Water and Light Department at 573-874-7325.

Cooking oil and grease traps must be disposed of at grease disposal tanks located through the city of Columbia. These tanks are located in the downtown area at a variety of locations, to find the nearest location to your event, contact the Public Works Department at (573) 874-7250.

STRUCTURES

Tents and Canopies:

Does your Event include the set-up of tents or canopies? (Tents above 100 square feet (20ft x 20ft) require a temporary structure permit.)

- Yes No

A Temporary Structure permit can be found [here](#) . Please include completed application in step 3.

SOLID WASTE

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins);

Are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

- Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.
- No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's special events website.)

- Yes No

Describe:

Yes. We wi

****Note: A permittee may not place a portable toilet within 25 feet of an entryway to an adjacent business or residence, unless the adjacent property owner or tenant approves a distance less than 25 feet****

WATER AND ELECTRIC

Will your event require the use of City utilities?

- Yes No

Describe:

Water for the fan water bottle filling station.

Will your event include the use of generators?

- Yes No

Describe:

Generators will be used to power stages, lighting, and all appliances. Generators will be placed with assistance from Parks & Rec to ensure no damage to grounds or trees.

ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

Grass will be mowed short for easy mobility. ADA parking will be located directly outside the ticket gate in the Riechmann Pavilion parking lot. All COMO Connect buses transporting fans to and from the festival are ADA Accessible. ADA Accessible portable toilets will be located throughout the footprint and also at the ticket gate on solid concrete for easy access. 4 ADA accessible golf carts and 4 6-passenger golf carts will be used on-site to transport fans within the footprint. Fans can catch a ride on the cart by waiting at 6 marked stops or by calling or texting the phone number listed on the signs for immediate assistance.

For more information relating to ADA accessibility, please click [here](#) .

ENTERTAINMENT

Are there any musical entertainment features related to your event?

• Yes No

Number of Stages: **2 + Amphitheater**

Number of Performers/Bands: **26**

Performer/Band Name and Music Type:

The Flood Brothers, Jay Farrar, Blackberry Smoke, St. Paul & The Broken Bones, Los Lobos, Jason Isbell, Todd Day Wait's Pigpen, The Hooten Hallers, Chump Change, David Wax Museum, The John Lennon Song Writing Contest Winner, Lake Street Dive, Preservation Hall Jazz Band, Rosanne Cash, Robert Randolph & The Family Band, John Prine, Amos Lee, The Avett Brothers, Gospel Artist TBA, TJ Wheeler, Music Maker Blues Revue, Matthew Curry, JJ Grey & Mofro, Hot Rize with Red Knuckles &

PUBLIC SAFETY PLAN

SECURITY

Please describe your procedures for both crowd control and internal security:

A combination of 6' chain link fencing, bike barricades, and orange snow fencing will be used to secure the footprint and for crowd control. Both experienced paid security staff and volunteers will be used to patrol the perimeter, secure the back stage area, and for crowd control. Roving security supervisors will be used to assist security and keep an eye on the entire footprint. In addition, CPD will provide coverage of the event.

Have you hired a security company to handle security arrangements for this event?

Yes No

Are you planning on utilizing OFF-DUTY Columbia Police Officers?

Yes No

EMERGENCY PREPAREDNESS

EMERGENCY PLAN (Hazardous weather, Fire, etc.)

Please describe and attach a detailed emergency procedure plan:

Event staff will monitor conditions and be aware of warnings and notifications. The public will be notified and given instructions by key staff from both of the main stages.

MEDICAL PERSONNEL

Will your event have on-site medical personnel?

- Yes No

Describe your medical plan, including: communications, number of personnel, certification levels and types of resources:

Staffed Ambulance will be located back stage. Ambulance will be positioned and ready with a clear exit the festival

TRANSPORTATION/TRAFFIC PLAN

Parking:

Describe the plan for parking:

Fans will be directed to park in the downtown parking garages & metered spots. Total parking spaces: 3,703. ADA Parking will be located at the Riechmann Pavilion, 80 total spots, 60 with space allowed for vans. Staff will be directed to park at the park in lots reserved by the festival at Randy Adams Construction and the South parking lots.

Do you plan to use metered parking spaces outside of the event footprint?

- Yes No

Ordinance and meter per diem rates can be found [here](#).

Transportation:

Does your event plan to utilize shuttles or transportation services?

- Yes No

Describe:

The City will be running COMO Connect buses from the downtown parking garages to the Riechmann Pavilion for free. Buses will also transport fans all over the city using COMO Connect for free.

Traffic Flow - Pedestrian and Vehicular:

Describe your plan for traffic and pedestrian flow and control:

Working with Krista Shouse-Jones and Curtis Perkins of the CPD to develop a plan.

Attachments:

Street Closure Petition

Temporary Business License
Temporary Food Permit
Fire Permit
Map
Additional Information
Temporary Structure Permit

© 2014 City of Columbia



Fwd: Request for street closure

Betsy Farris <bfarris@thumperentertainment.com>

Fri, Apr 18, 2014 at 11:25 AM

To: Julie King <jking@thurnperentertainment.com>, Richard King <richard@thebluenote.com>, Ben White <bwhite@boonecountymo.org>

FYI - East Walnut Neighborhood Association



Roots N Blues N BBQ Festival is a Thumper Entertainment Production

----- Forwarded message -----

From: **Carol Rhodes** <car@gocolumbiamo.com>

Date: Fri, Apr 18, 2014 at 8:55 AM

Subject: Fwd: Request for street closure

To: Betsy Farris <bfarris@thumperentertainment.com>, "Shouse-Jones, Krista"

<klshouse@gocolumbiamo.com>

See below.....one more thing we probably need to discuss at Monday's meeting. I think it's a good idea to "close" and restrict access to those residents/guests only especially since we are running the city bus down Walnut. Will be interested in hearing your thoughts on how to best handle this matter.

----- Forwarded message -----

From: **burnettn@netzero.com** <burnettn@netzero.com>

Date: Sun, Mar 2, 2014 at 7:23 PM

Subject: Request for street closure

To: CAR@gocolumbiamo.com

I am the President of East Walnut Neighborhood Association. We, as an association, would like to request the street closure of East Walnut to the general public during the Roots, Blues and BBQ Festival Sept. 26 - 28, 2014.

East Walnut is a long cul-de-sac from Old 63 to the emergency access point behind Lowe's Home Improvement Store. There are two businesses on East Walnut which are not open after 5 p.m. on Fridays, reopening on Monday morning. A special pass was arranged for the Walnut Day Care School, so that the parents would have access to East Walnut to pick up their children after 5 p.m. on that Friday. Burrell Behavioral Health Center does not have normal weekend hours, but was given special passes in case there was a situation that required access to their building. Should a business move into the old Randy Adams (was Parks & Recreation Center) building, we would work with them to create special passes as needed. The two managers of the apartment complexes were worked with directly, so as to insure all residents had a pass to get to their apartment.

A simple survey was taken after the Festival with 30 neighbors replying. The majority(20) said they didn't have a problem with street parking in their yards. However, after looking at the addresses, these residents live to the East of Randy Adams propriety and access was not as direct to the Festival. The other 10 that replied live on the first several streets off East Walnut and had cars on their lawns and access to their driveways blocked. Plus there was the added traffic of cars roaming up and down East Walnut looking for a spot to park.

I will be strongly suggesting that any neighbors inviting friends in for the Festival will have them park in the garages and ride the Festival buses to the event. They can just walk over to the friends house to party. I will

7/25/2014

Thumper Entertainment Mail - Fwd: Request for street closure

also be limiting parking passes for each household with the desire to keep traffic volume down.

Please let me know if the closure is possible. I would like to start the parking pass process in July 2014.

Nancy Burnett
President, EWNA
2404 Florida Court
573-443-7593

--

Carol Rhodes
Assistant City Manager
701 E Broadway
Columbia, MO 65201
573.874.7600

**APPLICATION FOR TEMPORARY BUSINESS LICENSE**

CITY OF COLUMBIA, MISSOURI

Duration not to exceed 14 consecutive days

Name of Business The Roots N Blues N BBQ Festival Date of Application July 25, 2014Address of Business 910 East Broadway, Suite 10Columbia address of Event or Stand 2300 East WalnutOpen Date 9/26 Close Date 9/28 MO State Sales Tax Number 261885725Event/Business Hours 11:30a-11:00p Expected Attendance Per Day 10,000Temporary Entertainment Event _____ Temporary Stand _____ Temporary Special Event X**FEE DETERMINATION (CONFIDENTIAL)**Application Fee _____ Fee 30.00

Temporary Stand and Carnival / Entertainment Event (state gross receipts) _____ Fee _____

Temporary Special Event _____ (# of Vendors) x \$5.00 each _____ Fee _____

Food Inspection Fee (APPLIES TO VENDORS SELLING FOOD/DRINK) _____ Fee _____
(\$30.00 for 1-3 consecutive days/ \$60.00 for 4-14 consecutive days) PER VENDOR

Total Due _____

1. Applicant Julie King Phone 573-999-2042Permanent Address 8100 East Route ABCity Columbia County Boone State MO Zip 65201Email Address jking@thumperentertainment.comHave you ever been convicted of a felony? no If yes, explain. _____2. Type and/or nature of business or event (In Detail) Individual vendors will sell a variety of food, beverages, crafts, and merchandise.Check one: Sole Proprietorship _____ Partnership _____ LLC X Corporation _____

Other _____

Name, address and phone number of partners or officers Richard King, Owner.109 West Parkway, Columbia, MO 65201Cell: 573-489-5701Attach copy of lease agreement
Or letter of permission.

SIGNATURE

Applicant must sign

FOR BUSINESS LICENSE OFFICE ONLY

Application Approved _____ Date _____
Denied _____

By _____



2014 Roots N Blues N BBQ Festival Vendor Information

Please read all information and requirements carefully before completing the vendor application.

All vendors interested in participating in the 2014 RNBNNBBQ Festival must submit a complete application form, a proposed menu with pricing, and a list of electrical needs and equipment by **August 15, 2014**. Incomplete applications will not be considered. Please contact Vendor Coordinator Anne Justine Morris at 573-442-5862 or vendors@rootsnbluesnbbq.com.

FESTIVAL INFO, DATES & HOURS

- Friday, September 26, 4pm-11pm (inspection at 2pm)
- Saturday, September 27, 12pm-11pm
- Sunday, September 28, 12pm-9pm

RNBNNBBQ is an outdoor festival at Stephens Lake Park in Columbia, Missouri. Vendor space is located on grass, which may be sloped or uneven.

RNBNNBBQ will proceed rain or shine. Vendors are responsible for their own booth's rain protection. If weather becomes too severe to continue booth operations, the City of Columbia will be responsible for making the final determination on the continuance of the festival. **ABSOLUTELY NO REFUNDS WILL BE GIVEN.**

RNBNNBBQ will provide round-the-clock security guards or police coverage on festival grounds. However, RNBNNBBQ, the City of Columbia, its officers, directors, representatives, employees, and agents will NOT be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause, however originating.

VENDOR FEES & REQUIREMENTS

RNBNNBBQ allocates a specific space to each accepted vendor. This booth space is sold to the applicant for the three days of the festival and may not be shared or sublet. Vendors are expected to be operational festival open to festival close all three days. Failure to operate may cause loss of damages deposit.

Food Vendor fees are based on **total** space required for vending, prep and storage space. Please use careful consideration when determining space needed. **You will be provided only space that you have purchased.**

BOOTH SIZE

AMPERAGE AND EMPLOYEE PASSES		craft only 10' x 10'	10' x 10'	20' x 20'	30' x 20'	40' x 20'
	10 amps + 4 wristbands/day	\$500	\$600	\$1420	\$2240	\$3060
	10 amps + 6 wristbands/day	\$650	\$750	\$1570	\$2390	\$3210
	10 amps + 8 wristbands/day	\$800	\$900	\$1720	\$2540	\$3360
	10 amps + 10 wristbands/day	\$950	\$1050	\$1870	\$2690	\$3510
	10 amps + 12 wristbands/day	\$1100	\$1200	\$2020	\$2840	\$3660
	30 amps + 4 wristbands/day	--	\$710	\$1530	\$2350	\$3170
	30 amps + 6 wristbands/day	--	\$860	\$1680	\$2500	\$3320
	30 amps + 8 wristbands/day	--	\$1010	\$1830	\$2650	\$3470
	30 amps + 10 wristbands/day	--	\$1160	\$1980	\$2800	\$3620
	30 amps + 12 wristbands/day	--	\$1310	\$2130	\$2950	\$3770
	50 amps + 4 wristbands/day	--	\$820	\$1640	\$2460	\$3280
	50 amps + 6 wristbands/day	--	\$970	\$1790	\$2610	\$3430
	50 amps + 8 wristbands/day	--	\$1120	\$1940	\$2760	\$3580
	50 amps + 10 wristbands/day	--	\$1270	\$2090	\$2910	\$3730
	50 amps + 12 wristbands/day	--	\$1420	\$2240	\$3060	\$3880

PERMITS AND LICENSING

All vendors are required to have an operating permit from the Columbia/Boone County Department of Public Health and Human Services. Please review all forms and applications carefully. A temporary food event application must be submitted by the vendor to the Columbia/Boone County Department of Public Health and Human Services, Environmental Health Division for review. Payment for the temporary food event permit must be submitted to RNBNNBBQ along with the RNBNNBBQ Vendor Application. If you have any questions about temporary food event requirements, please contact the Columbia/Boone County Department of Public Health and Human Services, Division of Environmental Health at 573-874-7346. Forms and information can be found at the following website:

http://www.gocolumbiamo.com/Health/Environmental_Health/foodservicepermits.php

All food vendors must comply with the temporary food event requirements. It is advised that each vendor read the guidelines for food handling/safety. The Health Department will inspect all vendors at 2pm on Friday, September 26, 2014 before the festival begins. Payment for the inspection and operating permit is \$30 due to RNBNNBBQ with Vendor Application.

You will not need to apply separately for a temporary business license for the festival. RNBNNBBQ will compile an application for all vendors to submit to the city. Please included \$15 license fee with vendor application.

INSURANCE AND LIABILITY

All food vendors must submit a current Certificate of Insurance with their RNBNNBBQ Food Vendor Application covering the dates of the festival naming ROOTS N BLUES N BBQ FESTIVAL, THUMPER ENTERTAINMENT, and THE CITY OF COLUMBIA as additionally insured and as certificate holder with liability coverage of \$1,000,000.

VENDOR OPERATIONS

Should the vendor not comply with all operating rules of the RNBNNBBQ Festival, festival officials will have the right to shut down the vendor booth space and absolutely no refunds of fees will be given.

Participating vendors may begin set-up no earlier than 9am on Friday, September 26 after checking-in with the Vendor Coordinator. Set-up must be completed and ready for health inspection before 2pm on Friday. Vendors must be ready for business at least one hour prior to the festival starting times each day. Clean-up and check-out must be completed by 12am Sunday night.

All activities must be conducted from within the vendor space. Roving vendors or exhibitors not sanctioned by RNBNNBBQ will be subject to fine or ejection. In addition, all equipment must remain within the area designated as the vendor's space. Any equipment set-up or stored outside this space and within the festival footprint will subject the vendor to a fine.

The assigned vendor space may be used by the vendor applicant only. The participating vendor shall NOT share, sublet, assign, donate, or trade their assigned space at any point before or during the festival.

The participating vendor shall comply with all laws, ordinances, rules, and regulations of any lawful authority, agency, or governmental unit which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building codes of the City of Columbia. The vendor agrees to indemnify and hold harmless RNBNNBBQ, the City of Columbia, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from participating vendors failing to comply with such laws.

VEHICLES

Each participating vendor will have access to **ONE** assigned parking spot in the vendor parking lot using the parking pass provided. No trailers or oversized vehicles are allowed in this parking area. **ONE** additional vehicle may be parked behind assigned vendor spot, not to exceed width of spot. Trailers and additional vehicles can be parked in a lot or garage outside of festival grounds. No power hookups will be provided for storage vehicles on or off-site.

Vehicles may be brought inside the festival area for booth setup, but must be removed or parked in designated vendor parking by 3pm Friday and 10am Saturday and Sunday. Absolutely no vehicles will be allowed into or out of the festival area after these times, during festival operating hours, or until at least 30 minutes after the official festival close each day. Failure to remove or relocate vehicle by times stated above will result in towing of said vehicle at the owners' expense. Vendor Coordinator will be available to assist with restocking of supplies during festival hours. All restocking will be done by golf cart or other similar method.

PERSONNEL

Participating vendors shall provide adequate personnel for the operating hours of RNBNNBBQ. All vendor personnel are bound by the policies, procedures, and requirements set by RNBNNBBQ and the City of Columbia.

Refer to chart on the preceding page for information regarding employee passes.

Vendors may purchase additional wristbands for employees for a fee of \$25 per employee per day. Additional wristbands must be purchased with application submission. Any additional employee wristbands ordered after the August 15 application deadline can be purchased at the following group discount rate: Friday, \$35 each; Saturday, \$40 each; and Sunday, \$35 each.

ELECTRICAL

All electrical equipment and electrical needs must be listed on the vendor application including amperage. If you have a trailer that comes with a cord, please specify - it must be a ground-faulted connection with 120-volt outlet. If extension cords are used, the ampacity of the extension cords shall not be less than the rated capacity of the appliance supplied by the cord. (2012 IFC, 605.5.2)

Please note that all calculations and report of amperage is the responsibility of the vendor. RNBNNBBQ and our power partners are not responsible for any loss of power due to an inaccurate amperage report from the vendor.

PRODUCTS

All applicants must include a list of products and prices. Vendors may sell only those items listed and approved on their application. Quality products and consistent pricing must be maintained throughout the festival. Any changes must be approved in advance by the Vendor Coordinator or Festival Director.

BEVERAGES

Vendors will be allowed to sell soft drinks, bottled water, and specialty beverages for a \$400 fee. Vendors may only sell beverages listed and approved on the application.

Please Note: **NO BEVERAGES MAY BE SOLD IN GLASS CONTAINERS** and **SALE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED**. Vendors are NOT allowed to sell ANY type of beverage unless they have been approved for the beverage opt-in and have paid the opt-in fee.

SAFETY & SANITATION, TRASH, WATER, & ICE

Each vendor is required by the City of Columbia to provide appropriate fire extinguisher* and flame retardant tent. If a vendor is not in possession of a flame retardant tent, one may be rented through Thumper Entertainment for \$175 (tent prices are subject to change by rental company without notice). All food vendors must have a hand washing station at their vending site.**

* Fire Extinguisher Guidelines:

Solid fuel cooking appliances: (charcoal, wood, etc) Per the 2012 International Fire Code, Section 904.11.5 a minimum 2.5 gallon Class K portable fire extinguisher or two 1.5 gallon portable Class K fire extinguisher.

Deep fat fryers: Per the 2012 International Fire Code, Section 904.11.5.2 a minimum 1.5

gallon Class K portable fire extinguisher for up to four fryers having a maximum oil capacity of 80 pounds each and a minimum 1.5 gallon Class K portable fire extinguisher for each additional group of fryers. For fryers exceeding 6 square feet of surface area, Class K portable fire extinguishers shall be installed per manufacturer's recommendations.

**** All vendors not in possession of an appropriate fire extinguisher and flame retardant tent and food vendors without a hand washing station will not be permitted to vend. Refunds will not be provided. Please contact RNBNNBBQ Vendor Coordinator, Anne Justine, with questions about this policy.**

Any lighting that may be necessary for vendor operations is the responsibility of the vendor and must be provided by the vendor.

RNBNNBBQ will make ice available for purchase to all vendors throughout the festival.

Vendors must bag all of their rubbish and trash on a regular basis during the festival and provide their own trash containers and liners.

A disposal site for hot coal will be provided. Hot coal may NOT be disposed of anywhere other than the designated area. DO NOT dump hot coal in the grass, streets, parking lots, sidewalks or trash bins.

Potable water will be provided by the City of Columbia Water & Light. It is the vendor's responsibility to transport their own water needs to their booths from the designated pick-up location. Wastewater disposal will also be provided by the City of Columbia Water & Light. It is the vendor's responsibility to contain and transport wastewater in accordance to the Health Department and dispose of wastewater only in the areas provided by the City.

At the end of each festival day bagged trash, hot coal and wastewater may be placed in the designated disposal areas. Vendor will leave space in same or better condition than it was found prior to the festival. Violations will result in loss of damages deposit (see below) and may impact future vending opportunities with RNBNNBBQ.

DEPOSITS

A refundable \$200 damages deposit must be paid by all vendors. Reasons for loss of a deposit (as well as potential removal from festival grounds) include but are not limited to:

- grease dumping or improper disposal of any waste
- damage by vendor to property of RNBNNBBQ, electrical partner, tent partner, the City of Columbia, or the Columbia Parks and Rec Department
- failure to abide by rules and guidelines set by RNBNNBBQ or the City of Columbia
- failure to remain operational for the duration of the event
- failure to clean up vendor space or check out after clean-up



TEMPORARY TENT APPLICATION (less than 180 days)

City of Columbia – Fire Department / Fire Marshal Office

201 Orr St., Columbia, Missouri 65201

Phone: (573) 874-7556 Fax: (573) 874-7446



City of Columbia - Community Development Department / Building and Site Development Division

701 E. Broadway, Columbia, Missouri 65201

Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

Tent Location	Tent Contractor/Owner
Business The Roots N Blues N BBQ Festival	Company All Seasons
Street Address 910 East Broadway, Suite 10	Street Address 5050 Kansas Ave
City, State, Zip Columbia, MO 65201	City, State, Zip Kansas City, KS 66106
Contact Julie King	Contact Robbie Sandberg
Phone Number 573-999-2042	Phone Number 913-735-2721

Tent Size: Width _____ X Length _____ = Area _____ Sq. Feet

Tents less than 400 square feet do not require a permit

Dates Tent Will Be Erected: Start 9/25/2014 End 9/29/2014

Tables/Chairs in tent? Yes ☒ No ☐

Tent Guidelines

(for full requirements see IFC Chapter 24 and City amendments)

Location-Tents shall not be located within 20 ft of buildings, other tents or membrane structures, or internal combustion engines. Guy wires are not considered part of the tent. Exception: Tents under 10,000 square feet, where the aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area in the IBC, required means of egress shall be provided for both the building and membrane structure including travel distances, and fire apparatus roads shall be provided.

Required Exits- Occupancy from 10-199 2 exits, 200-499 3 exits, 500-999 4 exits, 1000+ 5 exits

Exits- Exit openings shall remain open, unless covered by a flame-resistant curtain. Curtain shall be of contrasting color and free sliding on a metal support. Exits shall be at least six feet wide. Ropes and guy wires shall not obstruct exits and exit discharges.

Exit Lighting- Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level. Means of egress lighting shall be powered from a separate source. Egress lighting is not required for open sided tents operating during daylight hours.

Exit Signs- Illuminated exit signs shall be posted above all exits. Exit signs are not required in open sided tents.

No Smoking Signs- No smoking signs shall be posted throughout the tent.

Warming- All warming equipment shall be 5 feet from tent sides/top and any combustibles or per manufacturer's recommendation.

Open Flame- Any open flame is not permitted inside or within 20 feet of the tent structure.

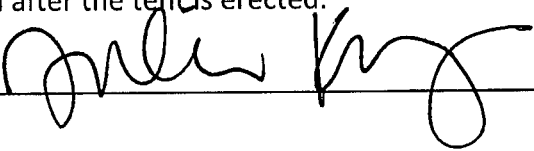
Fire Extinguishers- Travel distance to a minimum 2A10BC fire extinguisher shall not exceed 75 ft

Anchoring- The tent shall be anchored per manufacturer's requirements.

Access- The tent shall not block fire department access, fire department connections, or fire hydrants.

Flame Resistant- A certificate of flame resistant treatment is required and shall be attached to the permit.

I understand the tent permit can be revoked at any time for non-compliance. Call 874-7556 for inspection after the tent is erected.

Signature  Date 7/25/2014

Approved

(Fire) Reviewed by _____ Date _____ Y / N

(BSD) Reviewed by _____ Date _____ Y / N

Permit #: _____

Reviewer Comments:

Site/Floor Plan

Please see attached map and tent list.

The following shall be included on the above diagram:

- Exits
- Lit exit signs
- Egress lighting
- Fire extinguishers
- Cooking/heating equipment
- Distance from buildings

Roots N Blues N BBQ

Tents- 2014

1. Ticket Tent
 - 20 x 30 tent
2. Beer Garden Lounge
 - 30 x 60 tent
3. Beer Garden Bar
 - 10 x 60 tent
4. U.S. Cellular Suite
 - 20 x 30 tent
5. Artist Hospitality Lounge
 - 20 x 40 tent w/walls
6. Whole Hog Main Lounge Tent
 - 30 x 60 tent
7. Bar Tent- ML Stage
 - 20 x 30 tent
8. Whole Hog Serving Tent
 - 20 x 40 tent
9. Bar Tent- SI Stage
 - 20 x 30 tent
10. Whole Hog Mini Lounge Tent
 - 20 x 30 tent
11. Big Bar
 - 10 x 60 tent
12. Missouri Lottery Stage
 - Approximately 50 x 100
13. Shelter Insurance Stage
 - Approximately 40 x 50

RNBNBBQ Emergency Plans 2014

Severe Weather/Emergency Shelter

Event staff will monitor weather and be aware of notifications and warnings.

Notification to the public should be made well in advance of severe weather—a minimum of 30 minutes to one hour. The included templates will be used for messages to the audience. The message should be completed accurately at the Command Center and then disseminated to the various contact points for notification.

Persons should be directed to leave the area, if time allows, in a direction with non-storm involvement. Do not try to out run the storm. Should persons be required to stay in the area they should seek shelter in a stable structure, lower level (below grade), without windows or expansive ceilings. If no building interior shelter is available, parking structures may be used but not preferred (this alternative is better than being in the open). In the event of such an emergency, the following locations have granted access for shelter:

- Hy-Vee
Conley Rd. Columbia, MO 65201
Point of contact: Brent Hines, 573-442-7703, 1082director@hy-vee.com
- Boone Medical Plaza Parking Garage

The National Weather Service Warning Coordination contact:

Jim Kramper

636-447-1876- Unlisted Administrative Line

636-441-8216- Media Line

636-441-8467- Public Line

Medical Emergency

Staffed Ambulance will be located back stage. Ambulance will be positioned and ready with a clear exit the festival

the roots n blues n bbq festival

STAGE SCHEDULE

ANNOUNCEMENT 2014

FRIDAY SEPTEMBER 26

MISSOURI
LOTTERY

SHELTER
INSURANCE

5:30
JAY FARRAR

5:00
THE FLOOD
BROTHERS

7:30
ST. PAUL & THE
BROKEN BONES

7:00
BLACKBERRY
SMOKE

9:30
JASON
ISBELL

9:00
LOS
LOBOS

gates open at 4:30 p.m.

subject to change

SATURDAY SEPTEMBER 27

MISSOURI
LOTTERY

1:00
THE HOOTEN
HALLERS

4:15
LAKE STREET
DIVE

6:00
ROSANNE
CASH

2:30
DAVID WAX
MUSEUM

7:45
JOHN
PRINE

9:30
THE AVETT
BROTHERS

gates open at 11:30 a.m.

subject to change

SATURDAY SEPTEMBER 27

SHELTER
INSURANCE

12:30
TODD DAY WAIT'S
PIGPEN

3:30
THE JOHN LENNON
SONG WRITING
CONTEST WINNER

6:30
ROBERT RANDOLPH
AND THE
FAMILY BAND

2:00
CHUMP
CHANGE

4:45
PRESERVATION
HALL JAZZ BAND

8:15
AMOS
LEE

SUNDAY SEPTEMBER 28

MISSOURI
LOTTERY

SHELTER
INSURANCE

12:45
TJ WHEELER

2:45
MATTHEW CURRY

4:30
HOT RIZE WITH
RED KNUCKLES &
THE TRAILBLAZERS

6:30
TRAMPLED
BY TURTLES

12:15
SUNDAY GOSPEL
CELEBRATION
PRESENTED BY
BROADWAY
CHRISTIAN CHURCH

2:15
MUSIC MAKER
BLUES REVUE

4:00
JJ GREY &
MOFRO

6:00
BETTIE
LAVETTE

gates open at 11:30 a.m.

subject to change