City of Columbia  
701 East Broadway, Columbia, Missouri 65201

Agenda Item Number:  R 195-14  
Department Source:  Parks and Recreation  
To:  City Council  
From:  City Manager & Staff  
Council Meeting Date:  October 20, 2014  
Re:  Agreement with Columbia Eve Fest for City’s Annual New Year’s Eve Event

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibit to the Resolution/Ordinance  
Supporting documentation includes:  Street Closure Approval Form

Executive Summary

The Parks & Recreation Department is requesting Council approval for the City to enter into an agreement with the Columbia Eve Fest (formerly First Night) for the planning and operation of the City's annual New Year's Eve event. Under the terms of the agreement, the City will pay Columbia Eve Fest $7,500 to conduct this event and authorize the use of additional City services and facilities to support the event within budget constraints.

Discussion

Columbia Eve Fest is the annual public New Year's Eve event held in the downtown Columbia area on December 31. This event provides citizens of all ages an alcohol-free alternative to celebrate the coming new year. The event is planned and operated by Columbia Eve Fest, a not-for-profit corporation. The festival charges admission fees to help support the cost of the event. A significant number of admission passes are provided by Columbia Eve Fest free of charge to select non-profit agencies to distribute to appropriate clientele. In addition, anyone who volunteers to assist with this event is given free admission to all event venues.

In December 2013, the event was downsized due to limited financial resources. The winter storm in 2012 impacted ticket sales, so the event did not include a fireworks display and the event footprint was reduced. Event organizers have decided not to re-expand the 2014 event. Event will take place at Missouri United Methodist Church, Missouri Theatre, Columbia Art League and on 9th Street, from Elm to Locust, with a food court supported by food trucks in the Shakespeare's Pizza parking lot. City Hall and Armory Sports Center will not be utilized for the event. With the smaller footprint, Columbia Eve Fest has determined transit shuttles are not needed.

The Special Event Committee has reviewed and approved the Special Use Application Form (#1001). CID Board has reviewed and recommends approval of the street closure.
City of Columbia  
701 East Broadway, Columbia, Missouri 65201

The event support to be provided by City departments as outlined in the agreement include:
- Parks and Recreation Department will deliver trailer stage, staging, trash cans and signboards, and provide promotion and staff support for the event.
- Public Works Department will provide barricades for the street closure.
- The Office of Neighborhood Services will provide volunteer recruitment assistance.

Fiscal Impact

The fiscal impact of this Council action is $7,500 in direct financial funding for the event, as well as the support and assistance of several city departments. Funds for this event are included in the Parks & Recreation Department’s Parks Management Operations Budget as approved during the FY2015 budget approval process.

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Arts and Culture, Downtown, Parks, Recreation and Greenways  
Strategic Plan Impact: Customer Focused Government, Health, Safety and Wellbeing  
Comprehensive Plan Impact: Not Applicable

Suggested Council Action

Approve the legislation authorizing the City Manager to enter into the attached agreement with Columbia Eve Fest, Inc.

Legislative History

Resolution #219-13; passed on 10/21/2013 
Authorizing a cooperative agreement with Columbia Event Fest for City’s Annual New Year’s Eve Event; and authorizing the City Manager to provide City support services. 

Resolution #197-12; passed on 11/5/2012 
Authorizing a cooperative agreement with First Night Columbia, Inc. for support of the New Year’s Eve Celebration; and authorizing the City Manager to provide City support services. 

[Signatures]

Department Approved
City Manager Approved
A RESOLUTION

authorizing an agreement with Columbia Eve Fest, Inc. for support of the New Year’s Eve event in downtown Columbia; authorizing the City Manager to provide City support services.

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 agreement with Columbia Eve Fest, Inc. for support of the New Year’s Eve event in downtown Columbia. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof.

SECTION 2. The City Manager is authorized to provide support services for the Columbia Eve Fest New Year’s Eve event within the constraints of the City budget and taking into consideration the limited resources and operational duties of the various City departments.

ADOPTED this ______ day of ___________________________, 2014.

ATTEST:

______________________________  ______________________________
City Clerk Mayor and Presiding Officer

APPROVED AS TO FORM:

______________________________
City Counselor
AGREEMENT

This agreement is entered into this _____ day of _____________________, 2014, by and between the City of Columbia, Missouri, a municipal corporation, (hereinafter "City") and Columbia Eve Fest, Inc., a Missouri Not-For-Profit Corporation, (hereinafter "Contractor").

The City and the Contractor hereby agree as follows:

1. Contractor shall operate a public, non-profit New Year’s Eve event in Downtown Columbia. All venues shall enforce the alcohol-free policy to promote an alcohol-free, safe, alternative on New Year’s Eve. Contractor will promote broad-based community participation and cultural diversity.

2. City funds shall go towards the cost of: performance and artists’ fees, visual arts projects, sound reinforcement, lighting, staging, venue rental fees and promotions.

3. Contractor may charge admission to event. Admission buttons purchased prior to the event are $6.00 for those eight (8) years and older, and children seven (7) and under are free. Tickets are $8.00 at the door.

4. City’s Parks and Recreation Department will deliver trailer stage, staging, trash cans and signboards as needed and provide promotion and staff support for the event.

5. Contractor is authorized to close Ninth Street between Elm Street and Locust Street from 6:00 p.m. on December 31, 2014 until 1:00 a.m. on January 1, 2015. City’s Public Works Department shall provide barricades for the street closure.

6. City will provide volunteer recruitment assistance from the Office of Neighborhood Services.

7. Upon execution of this agreement, City shall pay Contractor Seven Thousand Five Hundred Dollars ($7,500.00).

8. This agreement shall remain in effect until September 30, 2015.

[SIGNATURES ON THE FOLLOWING PAGE]
IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and the 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

CERTIFICATION: I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged, Account No. 110-5440-541.49-60, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

______________________________
John Blattel, Director of Finance

COLUMBIA EVE FEST, INC.

By: __________________________

ATTEST:

______________________________
SUPPORTING DOCUMENTS INCLUDED WITH THIS AGENDA ITEM ARE AS FOLLOWS:

Street Closure Approval Form
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 (30 days). Incomplete or illegible applications will not be accepted.

* Indicates a required field.

Department Reviews:

Business License:
Reviewed by: Janice Finley on Aug 13, 2014 11:31 AM - Approved
No Business License issues.

Fire:
Reviewed by: Brad Fraizer on Jul 16, 2014 4:50 PM - Approved
No issues from fire.

Health:
Reviewed by: Kala Weisenborg-Tomka on Jul 15, 2014 9:01 AM - Approved
No issues 7/15/14 KW

Parks and Recreation:
Reviewed by: Lida Gochenour on Jul 14, 2014 4:50 PM - Approved
No issues. Any specific questions should be routed to Karen Chandler at 874-6397 as she is a co-chair of this event. LG July/14/14

Police:
Reviewed by: Krista Shouse-Jones on Jul 21, 2014 11:53 AM - Approved
No issues for CPD.

Public Works:
Reviewed by: Shane Creech on Jul 15, 2014 2:17 PM - Approved
No issues.

Public Works Transit:
Reviewed by: Drew Brooks on Jul 14, 2014 2:52 PM - Approved
No impact to Transit.

Public Works Traffic:
Reviewed by: Scott Bitterman on Jul 15, 2014 11:48 AM - Approved

Risk Management:
Reviewed by: Sarah Perry on Jul 21, 2014 3:43 PM - Approved
Provide information about the need for staff/volunteers to wear appropriate reflective gear when working in or near roadways.

Columbia Eve Fest - 12/31/2014

Application Status: Date/Time Received: 6-4-2014 11:12 am

Approved: Congratulations, your event has been approved! To make arrangements for street closure barricades, please contact the Columbia Street Division at (573) 874-6289. "No Parking" sign template is attached and

https://www.gocolumbiamo.com/CMSSpecial_events/permitid=2&view=1
instructions are as follows: You will need to print off how many you need on a bright colored (such as yellow or orange) card stock paper. The sites need to be placed on any meters inside the closure area 24 hours in advance of the no parking time (ie the no parking starts at Saturday at 11 am, they would need to be placed on the meters on Saturday by 11 am). The signs are put on the meters using clear tape with enough they will stay if it is windy or rainy. At the end of the event, you will need to make arrangements to remove the signs and throw them away (they are dated for the specific event and cannot be reused). Any volunteers assisting in or around streets and parking areas should be outfitted in reflective clothing; guidelines are attached. Thank you for your interest in the city of Columbia! Your event helps create a sense of pride and community in our wonderful city. If you have any questions, please don’t hesitate to contact me at 573-874-7600 or email mrgotche@gocolumbiamo.com. I look forward to working with you on future events! Megan — Megan Go

Payment Received

Virtual Merchant Transaction:
Date: 07/14/2014 11:01:05 AM
Permit No: 1001
Approval Code: 044216
Parent Status: APPROVAL
Log on to Virtual Merchant

Approval Documents:
Safety Apparel Guidelines

No Parking Signs

**APPLICANT INFORMATION**

Are you the applicant organizing this event on behalf of another organization?

- Yes
- No

Organization name: **Columbia Eve Fest**

<table>
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<tr>
<th>APPLICANT CONTACT:</th>
<th>Name: Jane Accurso</th>
<th>Phone: 5736738477</th>
<th>Cell: 5736738477</th>
</tr>
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<tbody>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:janeaccurso@gmail.com">janeaccurso@gmail.com</a></td>
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<tr>
<th>MAILING ADDRESS:</th>
<th>Street Address: 601 Spring Valley Road</th>
<th>City: Columbia</th>
<th>State: MO</th>
<th>Zip: 65203</th>
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<tr>
<th>SECONDARY CONTACT:</th>
<th>Name: Karen Chandler</th>
<th>Phone: 5738746397</th>
<th>Cell: 5739997430</th>
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<tbody>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:KLR@gocolumbiamo.com">KLR@gocolumbiamo.com</a></td>
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<tr>
<th>ON SITE CONTACT (if different than applicant):</th>
<th>Name: Jane Accurso</th>
<th>Phone: 5736738477</th>
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**EVENT INFORMATION**

**EVENT NAME:**
Columbia Eve Fest

**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
  - By Invitation Only
  - Open to Public
  - Other Describe:

**Venues will need buttons for entrance, street is open to public.**

**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

<table>
<thead>
<tr>
<th>EVENT DATES: (Indicate dates OPEN to attendees)</th>
<th>HOURS: (Indicate hours OPEN to attendees)</th>
<th>EXPECTED ATTENDANCE: (Daily Attendance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1 Date: 12/31/2014</td>
<td>Start Time: 5:00pm End Time: 12:00pm</td>
<td>Attendees: 5000 Staff/Volunteers: 100</td>
</tr>
<tr>
<td>Day 2 Date: 01/01/2015</td>
<td>Start Time: 12:00pm End Time: 1:00am</td>
<td>Attendees: 5000 Staff/Volunteers: 100</td>
</tr>
<tr>
<td>Day 3 Date:</td>
<td>Start Time: End Time:</td>
<td>Attendees: Staff/Volunteers:</td>
</tr>
</tbody>
</table>

**ALTERNATIVE (Date and Time):**

- Date: Times:

**EVENT SETUP BEGINS (Date and Time):**

- Date: 12/31/2014 Times: 5:00pm

**EVENT DISMANTLE (Date and Time):**

- Date: 01/01/2015 Times: 1:00am

**EVENT DESCRIPTION:**

- Not for Profit New Year's Eve festival, non-alcohol, family friendly, music

**EVENT LOCATION:**

- Describe in detail, include addresses and ATTACH REQUIRED MAP
<table>
<thead>
<tr>
<th>Special Event Planners</th>
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<tbody>
<tr>
<td>closed off block of 9th street between elm and locust</td>
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<tr>
<td>Missouri Theatre, 203 S. 9th</td>
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<tr>
<td>Missouri United Methodist, 204 S. 9th</td>
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<tr>
<td>Columbia Art League, 207 S. 9th</td>
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<tr>
<td>Shakespeare's Parking Lot, 225 S. 9th</td>
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<th>Has this event been produced before?</th>
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<tr>
<td>Yes No When? December 31, 2013</td>
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<th>Is this an annual event?</th>
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<td>Yes No</td>
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<th>Are there any other names by which this event is known?</th>
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<tr>
<td>Yes No Other Names: First Night</td>
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<th>Barricades:</th>
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<tr>
<td>Describe any temporary barricades and/or fencing that will be utilized for this event:</td>
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<tr>
<td>At 9th and elm</td>
</tr>
<tr>
<td>At 9th and locust</td>
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**Note: In accordance with MUTCD standards, barricades for street closures must be obtained from the City of Columbia Street Department (573-674-6289)**

**REQUIRED MAPS**

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

- Boundaries of the activity with square footage and entry/exit 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

**Food Vendors:**

Does your Event include the sale of food?

Yes No
**ALCOHOLIC BEVERAGES**

**Alcohol:**
- Does your event include the sale of alcohol?
  - Yes * Yes
  - No

**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 * Yes

**STORM WATER COMPLIANCE**

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanitary 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 * Yes

**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 * 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 * Yes

**WATER AND ELECTRIC**

Will your event require the use of City utilities?
- Yes * Yes

Will your event include the use of generators?
- Yes * Yes

**ADA ACCESSIBILITY**

Describe the plan for ADA accessible Routes:
- ADA accessible routes in all venues and on street. Coordinated and overseen by each venue and festival coordinators, Kathleen Weinschenk and Greg Ahrens

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: 1 on 9th, 10 inside venues

Number of Performers/Bands: NA

Performer/Band Name and Music Type:
NA, diverse genres

**PUBLIC SAFETY PLAN**

**SECURITY**

Please describe your procedures for both crowd control and internal security:
Staff on site will monitor maximum capacities. Will close doors when reach capacity

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:
Police will be notified and updated on event timeline and details
All staff will have master phone list of stage managers with microphones, site managers, technical staff, ambassadors, venue staff
Emergencies will be handled through contacting police department and/or hospital emergency staff

**MEDICAL PERSONNEL**

Will your event have on-site medical personnel?

* Yes  No

**TRANSPORTATION/TRAFFIC PLAN**

Parking:
Describe the plan for parking:
parking garages and meters will be utilized

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

Traffic Flow - Pedestrian and Vehicular:
Describe your plan for traffic and pedestrian flow and control:
One block will be closed. Traffic will detour around this block onto other streets. Pedestrian flow will be on the closed off block of 9th between Elm and Locust moving between venues.

Attachments:
Map
Street Closure Petition

© 2014 City of Columbia
### Property Owner/Tenant Petition for Street Closure

**We, the undersigned, hereby request the closure of (street name):**

5th Street

**Between (street name):**

Elm

**And (street name):**

Locust

**Closure Hours:**

5:00 p.m., 12/31/14 - 1:00 a.m., 1/1/2015

5:00 p.m., 12/31/14 - 1:00 a.m., 1/1/2015

**Start:**

End:

1:00 am, 1/1/2015

### Property Owner/Tenant Information

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<th>Address</th>
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ENTERTAINMENT VENUES

1. Cyclextreme (5K Run/Walk 4:00 p.m.) 19 S. 6th St.
2. Missouri Theatre Center for the Arts - 203 S. 9th St.
3. Missouri United Methodist Church - 204 S. 9th St. (Auditorium, Music Room, Whittler Hall, Chapel, Sanctuary, Creation Station Venue, Coffee Cafe Room)
4. Columbia Art League - 207 S. 9th St. (Free!)
5. Street Activities - Block of 9th Street between Elm & Locust