MAIL TO: Evenergy Marketing LLC 1800 Baltimore Ave. 5th Fl Kansas City, Mo 64108

Phone: 816-588-2793
Fax: 816-237-1522
Fmail: ichronister@ex

Email: jchronister@evenergy.com

RACE APPLICATION

Permit, if issued, authorizes Applicant and Sponsor Organization to conduct a race, or walk in Kansas City, Missouri, with escort and traffic control assistance provided by the Kansas City Police Department. (Code of Gen. Ords. 70-263)

- 90 days prior to your event, mail completed Application with Required Documents and Application Fee (see page 2)
- Read & comply with the "General Requirements & Conditions" (see page 2).
- Applicant should also make preliminary contact with the Police Department (see page 2).
- Submit ORIGINAL document(s) only DO NOT fax or submit photocopies.

-All information is required and must be legible-

Name of Event:		
Sponsor Organization:		
Mailing Address:		
Insurance Company:		Policy Number:
Date of Event:	Starting Time:	Ending Time:
No. of Participants:	Number of Motor Vehicles:	
Race Director(name and		Charitable Organization Beneficiary (if applicable)
Company Name):		
Other Special Units (Describe):		
Description of the route (indicate starting point, name each		Route Map attached? Yes No
street to be traveled and indicated direction of movement		**Route map may be emailed to
using N-S-E-W, and indicate ending/dispersal point):		<u>jchronister@evenergy.com</u> if preferable
		*Maps are required
CERTIFICATION –I certify that the information submitted in connection with this race application is true and accurate,		
to the best of my knowledge. I agree to adhere to the "General Requirements & Conditions" contained herein, and		
understand that failure to do so will render the race permit, if issued, void. The City of Kansas City, Missouri shall be held		
harmless from any liability resulting from the conduct of this event. I am submitting attached to this Application the		
following items (see side 2):		
☐ Certificate of Insurance		
□ Proof of Clean-up Agreement		
□ Notification of Adjacent Property Owners and Businesses		
☐ List of Addresses Notified		
□ Proof of Publication		
☐ Parks Rental Agreement (if applicable)		
Signature of Applicant: Date:		
Print or type Name:		Telephone:
Fax: Email:		

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RACE APPLICATION

GENERAL REQUIREMENTS & CONDITIONS

- A. Application Review Process We will fax your application to the following agencies for review and comment regarding the impact of your proposed event on facilities, equipment and personnel under their jurisdiction: Police Department (Raymond Powell, phone: 816-329-0911 fax: 482-8172), Area Transportation Authority (Tommy Hill, phone: 816-668-1469 fax: 816-346-0305), Parks & Recreation Department (Shannon Dooley, phone:513-7675 fax: 513-7715), Convention & Entertainment Centers Department (Katie Vaughan, phone: 513-5253 fax: 513-5002) and Downtown Council of Kansas City (Mark Rowlands, phone: 816-421-1539 fax: 816-421-1661), as well as to other agencies which may be affected, such as: Missouri Department of Transportation (Vernon Koch, phone: 816-607-2190 fax:816-622-0440). Crown Center (phone: 816-391-4407fax: 274-8937), and JC Nichols Plaza/ Highwood Properties (Kara Lowe, phone: 816-960-6234 fax: 960-6284) Power & Light (Alex Fritz 816-842-1045) River Market (Deb Churchill 816-842-1271), Sprint Center (Micheal Chalfie 816-949-7150).
- B. Certificate of Insurance Required Document -See Attached
- C. Proof of Cleanup Agreement Required Document Submit with the application a statement on Sponsor Organization letterhead attesting to the manner in which cleanup along the entire route will be accomplished (also acceptable is an executed copy of your cleanup agreement with a third party). Applicant and Sponsor Organization are responsible for cleanup and shall remove trash and litter resulting from this event from the streets, sidewalks, and public ways. Failure to properly cleanup will jeopardize future permit privileges.
- D. Notification of Adjacent Property Owners Required Document Certification that the applicant or sponsoring organization have, not less than five (5) business days prior to the proposed event, notified in writing all owners or managers of property adjacent to the proposed parade route, to include: 1) name of event: 2) name of Sponsor Organization, mailing address, and telephone number: 3) date of event: 4) starting and ending times of event and road closures: 5) detailed route description and 6) approved road cross-overs to help traffic flow for residents and businesses. We also require that you provide our office with a list of all the addresses along the proposed race route that were notified.
- E. Proof of Publication Required Document Not less that ten (10) days prior to the proposed event, the Applicant/Sponsor Organization shall submit a certified statement of publication which has been signed and notarized by a newspaper periodical published in Kansas City, Missouri, attesting that the: 1) name of event: 2) name of Sponsor Organization, mailing address, telephone number and event URL: 3) date of event: 4) starting and ending times: and 5) detailed route description, have been published (signage, email notification, telephone, mailers) in the community in which the planned event will be conducted.
- F. Race Permit Application Fee Submit with the Application a ONE HUNDRED DOLLAR (\$100.00) check (no cash, please). Make your check payable to: EVENERGY MARKETING LLC. Your check is refundable if the permit is not issued.
- G. Police Department Applicant must contact Officer Raymond Powell, Kansas City Police Department, 9701 Marion Park Drive, KCMO 64137, phone: 816-329-0911(fax: 816-482-8172), to schedule and pay for law enforcement escort and traffic control assistance.
- H. Possession and Exhibition of Permit The permit for the race shall be in the possession of the applicant or a representative of the applicant during the race and shall be presented, on request, to any officer of the Police or Parks department or City Official at any time prior to or during the race.

Dear Event Coordinator:

Re: Instructions for Certificates of Insurance

Please make sure your insurance agent/company is aware of what is required below for your certificate of general liability insurance. If your insurance agent prepares an ACORD form, please note the following items need to be addressed for acceptance by the City Insurance Administrator.

- 1. Maintain commercial general liability insurance with limits of one million per occurrence and two million aggregate, written on an "occurrence" basis *listing the City of Kansas City*, *Missouri as the additional insured*.
- 2. The certificates of insurance will contain a provision stating that should any of the policies described in the certificate be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- 3. The City of Kansas City, Missouri must be named as Additional Insured. Please state "The City of Kansas City, Missouri" rather than the "Certificate Holder" as Additional Insured in the Description of Operations Box.
- 4. Certificate Holder and Address block should be completed as follows:

City of Kansas City, Missouri Parks, Recreation and Boulevards Department 4600 E. 63rd Street Kansas City, Missouri 64130

- 5. The Description of Operations block should contain the event name, event date and general event location i.e. "Power & Light District" or "route throughout KCMO".
- 6. Please also include the NAIC#(s) on form.

Thank you for your attention to our requirements for insurance certificates. If you have any questions regarding the requirements, please feel free to contact the Parks and Recreation Department at (816) 513-7500.