

MAIL TO:
Jenny Chronister
Kansas City Race Manager
Evenenergy Marketing LLC
1800 Baltimore Ave. 4th Fl
Kansas City, Mo 64108

Phone: 816-588-2793
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APPLICATION FOR RACES, WALKS, RIDES

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, send completed Application with Required Documents and Application Fee (see page 2). Application must be submitted before distribution of any marketing materials and start of any advertising.
- Read & comply with the "General Requirements & Conditions" (see page 2).
- Applicant must 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:		
Race Director(name and Company Name):		Charitable Organization Beneficiary (if applicable):
Description of the route (indicate starting point, name each street to be traveled and indicated direction of movement using N-S-E-W, and indicate ending/dispersal point):	Route Map attached? Yes____ No ____ (Maps are required) *Route map may be emailed to jchronister@evenenergy.com if preferable. ROUTE CHANGES: If your route changes prior to your race for any reason, you are required to contact the KC Race Mgr for approval.	
Route Description:		

CERTIFICATION –I certify that the information submitted in connection with this 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)
- ☐ Flyer

Signature of Applicant: _____

Date: _____

Print or type Name: _____

Telephone: _____

Fax: _____
Email: _____

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MAIL TO:

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APPLICATION FOR RACES, WALKS, RIDES

GENERAL REQUIREMENTS & CONDITIONS

(Following the requirements and conditions below will be a pre-requisite for consideration of your application for this race in future years)

- A. **Application Review Process** – We will send 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: 816-391-4407 fax: 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* (Michael 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 and by whom (also acceptable is an executed copy of your cleanup agreement with a third party). Applicant and Sponsor Organization ensure that the park area is left in as good as or better condition as it was prior to event. This includes litter, trash, turf conditions, etc. If damages occur and/or trash is left behind, Applicant will be billed damages/clean-up. Completion of cleanup is expected within 4 hours of end of race. Failure to properly cleanup will jeopardize future permit privileges. At our discretion, we may require a cleanup deposit as a condition of application review.
- 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 RESIDENCES of property adjacent to the proposed race route and not less than THIRTY (30) calendar days prior to the proposed event, notified in writing all BUSINESSES & ORGANIZATIONS of property adjacent to the proposed 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 and alternate routes 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 will be notified and include Evenenergy in your address list so we receive the notification(s) at the same time as the public. “property adjacent to the proposed race route” is defined as residents/businesses on the race route AND, **at our discretion**, based on race size/event time, the surrounding area. A copy of the specific mailer/communication must be submitted to Evenenergy prior to its distribution.
- E. **Signage** – for all events with a distance over 5k and/or more than 2000 participants, you must place approved signage along the route 3 days (no longer) before event date with signs placed approximately every 500 feet and at intersections. Signs must be picked up within 4 hours of event end time. Sign size and design must follow the KC Parks approved signage template (which will be provided).
- F. **Proof of Publication** – For events with participation under 1000, there will be no required proof of publication. For events with participation 1000 and over, the requirements are as follows: Not less than ten (10) days *prior* to the proposed race date, the Applicant/Sponsor Organization shall submit a certified statement of publication from any one of the following media channels: 1) Kansas City Star, 2) kansascity.com or 3) pitch.com. Notice shall include: 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, 5) detailed route description and 6) alternate routes..

- G. **Day of Race Communication (Flyer)** – In order to facilitate consistent and clear communication to the people impacted by your race, we need you to provide your volunteers and police officers positioned at intersections with a flyer outlining event information including: name of race, organization name, charity benefiting (if any), start/end time, expected road close/open times along route (at our discretion), route map, cross-overs and alternate routes.
- H. **Race Permit Application Fee** – The application fee is based on a sliding scale with the lowest fee available to those Sponsor Organizations and Race Directors who submit their application by the 90 day deadline. Date will be based on mail post-mark. Race fee must be submitted with the application by check (no cash, please). Make your check payable to: EVENERGY MARKETING LLC and mail to the address at the top of the page. Your check is refundable if the permit is not issued. Fee is non-refundable if your race is cancelled less than 30 days prior to planned race date. Fees are as follows:
- a. **90 days & over - \$100**
 - b. **60-89 days - \$150**
 - c. **30-59 days - \$200**
 - d. **Below 30 days - \$300. You must contact KC Race Manager at Evenergy before submitting your application. There are no guarantees your application will be accepted if submitted less than 30 days prior to your race.**
- I. **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. The Kansas City Police Department has final approval on the traffic control plan. The Race Permit Application will not be approved without KCPD traffic control plan approval.
- J. **Route Confirmation** - Along with the turn by turn street name list (the route) and the route map, you must confirm that the route submitted has been physically travelled in person before submittal with this application. As your event date approaches, it is your responsibility to inspect your route for any unforeseen issues (i.e. road work, etc.)
- K. **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.
- L. **Inquiries/Complaints** – From time to time, questions and/or complaints are submitted by residents and businesses to the City's 311 system. Our goal is to support open communication and to reinforce the benefits of races while being sensitive to the needs of our neighbors. You are required to respond to any inquiry/complaints in a timely manner. We will facilitate by connecting parties together and by following up and logging in the City's 311 system the action/resolution taken by the Sponsor Organization or Race Director.
- M. **Day of Event Contact** – You must provide a contact for day of event so members of the public may contact someone live during your event so you can resolve any issues in a timely manner. You may post this information on your event website in an easy to find location.

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.