



SPECIAL EVENT APPLICATION CITY PARKS, FACILITIES & STREETS

Min. Permit Fee is \$25.00. *Application must be submitted at least 7 days prior to the event.

EVENT INFORMATION *(please print):*

Date of Application: _____

Event Date(s): _____

Name of Event: _____

Description of Event *(brief):* _____

Location of Event: _____

Hours of Event *(start & end time):* _____

Number of Participants/Vendors: _____

CONTACT INFORMATION FOR RESPONSIBLE PARTY:

Contact Name & Organization Name: _____

Address, City, State, Zip: _____

Work Phone: _____

Home/Cell: _____

Email: _____

TYPE OF EVENT *(check one):*

- Parade (Long or short KDOT approved route)
- Race (Foot, bike or other i.e. triathlon)
- Block Party/Street Closure **Requires approval of all blocked entries, see page 3.*
- Festival
- Sport
- Other: _____

STREET or SIDEWALK CLOSURE

- KDOT requires 90 days' notice for highway.
- Parades must follow KDOT approved routes.
- All street closures must be approved by the Police Chief.
- Event organizer may be required to pay for additional police presence due to a street closure based on the availability of resources during the event.

Attached Map of Closure Route Request

EVENT DETAILS *(check all that apply):*

- Park/City-owned Property Rental
- City-owned Building Rental **Requires separate application/fee.*
- Vendors **If less than 5, each vendor will need to be licensed separately.*
- Alcohol Special Permit **Requires separate application/fee. City Commission approval required for public places & City buildings. KDOR approval may also be required.*
- Inflatables **Allowed at community wide events only with approval & proof of insurance, min. \$1,000 liability required.*
- Fireworks **Requires separate permit/fee, licensed display operator, insurance, & approval of fire chief/city manager.*

EVENT SITE PLAN

Attached Detailed Map/Diagram ***(Attachment Required!)***

ADDITIONAL NOTES *(if any):*

EQUIPMENT/SERVICES REQUESTED (check all that apply):

Fees due upon approval of this Special Event Application. All fees are non-refundable and are required to cover the expense of each department within the city for their efforts and responsibilities in assisting with the preparation of your event as well as providing requested use of equipment. **Items already on site such as tables and chairs are free to use. Select any additional items and indicate quantity below to be delivered and picked-up.**

Item		Cost/Availability	Qty	Amount	Total
<input checked="" type="checkbox"/>	Permit Fee	\$25.00 Must be submitted at least 7 days prior to the event		\$25.00	\$25.00
<input type="checkbox"/>	Picnic Tables	\$8.00 per table (30 available if not in use)		\$8.00	
<input type="checkbox"/>	Folding Tables	\$8.00 per table (Limited Qty. Share w/ Ag Building – permitted at certain facilities only, not at parks)		\$8.00	
<input type="checkbox"/>	Folding Chairs	\$0.75 per folding chair (Limited Qty. Share w/ Ag Building – permitted at certain facilities only)		\$0.75	
<input type="checkbox"/>	Police Security	\$45.00 per hour per employee, 2-hour minimum (Only available for approved alcohol events at the Agri-Business Building; subject to Police Chief approval)		\$45.00	
<input type="checkbox"/>	Road Barricades	\$25.00 per set of barricades (2 sets required for block party/single block closure) Max. fee \$50		\$25.00	
<input type="checkbox"/>	Trash Cart	\$10.00 per cart (some already available on site at facilities)		\$10.00	
<input type="checkbox"/>	Trash Dumpster	\$45.00 per dumpster		\$45.00	
<input type="checkbox"/>	Electrical	\$10.00 hookup fee		\$10.00	
<input type="checkbox"/>	Water	\$10.00 hookup fee		\$10.00	
CITY WILL NOT WAIVE FEES PER ORDINANCE 2020-07-4511				TOTAL:	

ITEM DELIVERY/PICK-UP:

If approved, the City of Arkansas City will deliver requested items as selected above at the date/time listed below. The items will be picked up the following business day. For Block Parties/Street Closures, after your event, please move barricades to the closest street corner so they are not obstructing the street, sidewalks, or driveways. Arkansas City Police Department may terminate this permit during the event if any complaints of noise pollution, disorderly conduct or other violations of City Ordinances are received and found valid. Emergency vehicles shall have priority use. Alcohol is not permitted in public places or on City property without the proper permits.

Delivery/Pick-up location for requested equipment/services: _____

Delivery Date & Time: _____ Pick-Up Date & Time: _____

APPLICANT CERTIFICATION:

I _____, the above-named applicant, have read the contents of this application and that all information and answers contained herein are complete and true. In addition, I have read and understand all applicable rules and regulations as set out in the Municipal Code of the City of Arkansas City. Furthermore, I hereby agree to comply with all the laws of the State of Kansas, and all rules and regulations prescribed by the City of Arkansas City, and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Applicant Signature (Must be 18 years of age or older)

Date

BLOCK PARTIES/STREET CLOSURES ONLY

Property owner or tenant for each property where driveway or street is blocked must approve the application for a street closure. Attach additional pages if necessary. Please sign below and indicate if you approve or disapprove of Block Party.

Streets to be blocked off _____

<u>Signature</u>	<u>Address</u>	<u>Yes</u>	<u>No</u>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
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_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Upon completion, please return applications to the City Clerk's Office:

City of Arkansas City | Attn: Tiffany Parsons, City Clerk | 118 W. Central Ave. | Arkansas City KS 67005
tparsons@arkansascityks.gov

FOR CITY USE ONLY:

The following City of Arkansas City Departments have hereby reviewed this application for approval or denial of the above special event:

City Manager:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
City Clerk:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Fire Chief:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Police Chief:	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>
Public Services Supt.	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>

Date: _____
 Permit No. _____
 Amount Paid: _____
 Receipt No. _____

- Permit application fee received.
- Applicant notified of approval/denial.