

**CITY OF LAWRENCE, KANSAS  
APPLICATION AND PERMIT  
USE OF PUBLIC RIGHT-OF-WAY**

Lawrence Chamber of Commerce

NAME OF APPLICANT

DATE: 9/14/07 FROM - TIME: 12:00 p.m. TO - TIME: 1:00 a.m. (9/15/07)

DATE:      /      /      FROM - TIME:      :      TO - TIME:      :     

DATE:      /      /      FROM - TIME:      :      TO - TIME:      :     

LOCATION OF USE: East 8th St. between Massachusetts  
and New Hampshire

IS APPLICANT OWNER OF ADJOINING PROPERTY? YES      NO ✓

**IF NOT, ATTACH WRITTEN PERMISSION OF OWNER**

TYPE & PURPOSE:

OF USE:

See attached letter

IDENTIFY THE USE OF RIGHT-OF-WAY: (Including the site plan on the reverse side showing structures, table or other items to be located on the R-O-W)

See attached letter

Proof of Insurance that the applicant has obtained general liability insurance in the amount of \$500,000.00 with the City as a named insured, for the described activity and a \$10.00 filing fee must accompany this application.

Becca Booth (785) 691-9327  
NAME OF PERSON COMPLETING APPLICATION TELEPHONE NO.: HOME

(785) 845-4420  
TELEPHONE NO.: WORK

734 Vermont St., Ste 101  
ADDRESS

SIGNATURE

Becca Booth

DATE

7/26/07

SITE PLAN

**USE OF THE PUBLIC RIGHT-OF-WAY  
PERMIT  
TO BE COMPLETED BY CITY**

AT: \_\_\_\_\_  
(LOCATION)

BY: \_\_\_\_\_ ON \_\_\_\_\_  
(APPLICANT)

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ **FROM** - TIME: \_\_\_\_:\_\_\_\_ **TO** - TIME: \_\_\_\_:\_\_\_\_ IS  
APPROVED.

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ **FROM** - TIME: \_\_\_\_:\_\_\_\_ **TO** - TIME: \_\_\_\_:\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ **FROM** - TIME: \_\_\_\_:\_\_\_\_ **TO** - TIME: \_\_\_\_:\_\_\_\_

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

SPECIAL CONDITIONS

*This permit should be prominently displayed where the Public Right-of-Way is being used or be available for review by any officer or employee of the City of Lawrence upon demand.*

*This permit may be revoked or suspended as provided by Law.*

8<sup>th</sup> St.



July 26, 2007

In regards to: Get Downtown

Mrs. Sue Hack  
Mayor-City of Lawrence  
City Hall  
Lawrence, KS

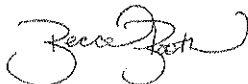
Dear Sue,

The Lawrence Chamber of Commerce is requesting that the Lawrence City Commission grant us the permission to close the portion of East 8<sup>th</sup> Street between Massachusetts and New Hampshire on September 14<sup>th</sup>, 2007 from noon to 1 a.m. for "Get Downtown," a live musical event. The Lawrence Chamber of Commerce has submitted for your and the commissioners approval our application and permit use of public right-of-way. We intend to market a free event to the Lawrence community and promote downtown for those visitors coming to Lawrence for KU's Family Weekend. The approval of this request would help fill a void in the Family Weekend schedule. In addition to the music venue provided by three musical groups, food and alcoholic and non-alcoholic beverages will be sold.

We have contacted all businesses on the block of East 8<sup>th</sup> Street and have gained their support as well. The event last year was well received as well. Based upon last year's event we have had contact with city department heads from Fire & EMT, Police, Public Works, and the City Clerk to determine that this event is manageable and we are willing to follow the department heads' safety plan in executing this event.

State set-up will start shortly after noon at the proposed location. The 40 foot wide by 24 foot deep performance stage will be placed near 8<sup>th</sup> and New Hampshire and will face west toward Massachusetts. Complete vendor set-up should take approximately 3 hours. Type III barricades will be used at the intersections. The food and beverage vendor set-up will occur later in the afternoon. Parking notification will follow city ordinances; it is our hope to allow "business as usual" on this portion of 8<sup>th</sup> street until stage set-up occurs. Approximately 5-6 food vendors will start set-up after 2 p.m. It is our intent to sell alcohol within the described area. We are aware of the permit process required at both the state and local government to obtain a temporary permit. Private security will be hired to ensure that all local and state laws are followed. The first musical act will begin around 5:00 p.m. (DJ), the second musical act will start at approximately 6 p.m. and the thirty act will begin at approximately 8:00 and end at 10:00 p.m., with clean-up starting at 11 p.m. and 8<sup>th</sup> Street open by 1 a.m. thank you advance for your consideration.

Sincerely,



Becca Booth  
Lawrence Chamber of Commerce



07-31-07

City of Lawrence  
6 E. 6<sup>th</sup> Street  
Lawrence, Kansas 66044

To Whom It May Concern:

Please be advised The Lawrence Chamber of Commerce has contacted our office to obtain a quote for event coverage for the 14<sup>th</sup> of September 2007. We are prepared to have the policy issued should approval for the event be granted. The coverage will be issued with a \$1,000,000 liability limit.

Should you need additional information, please don't hesitate to contact our office.

Sincerely,

  
Connie Warner

1011 Wendate Road  
Lawrence, KS 66049-2638

785-843-2772  
FAX 785-843-1523

2000 N.E. 60th St. Ste. 370  
Gladstone, MO 64119-2091

816-453-8584  
FAX 816-453-8518

Please visit our web site: [www.cck-insurance.com](http://www.cck-insurance.com)

Established 1937