



**SPECIAL EVENT PERMIT SE-15-00202
GRAD GRILL
APPROVED ON 05/05/2015**

EVENT ADDRESS:	1266 Oread Avenue, Lawrence, KS		
APPLICANT:	KU Alumni Association	Property Owner:	KU Alumni Association
APPLICANT ADDRESS:	1266 Oread Avenue	Owner Address:	1266 Oread Avenue
EVENT DATE(S):	May 8, 2015	Event Type:	3
EVENT DESCRIPTION:	Lunch for graduating Seniors		
EVENT TIME	11:00am to 5:00pm	Event Number:	1

CONDITIONS OF APPROVAL

- a. Special Event Permit must be displayed on site during hours of operation.
- b. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
- c. Maintain an access aisle from ADA parking spaces to building door
- d. Display area, tent or structure may not be within 25' of public right-of-way and 20' away from the building
- e. Cars, trucks, vans, trailers may not be used for sale of merchandise. Parking to be located in the northeast lot.
- f. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
- g. Trash receptacles or other sanitation provisions, as needed.

Conditions Related to Tents

- h. The tent or other membrane structure must meet the International Fire Code.
- i. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
- j. Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas or other cooking device shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public.
- k. 2A1OBC Portable fire extinguishers shall be provided on site.
- l. Two points of egress with a minimum width of 72" each must be provided as well as exit signs and emergency lighting for enclosed tents.
- m. Tents over 200 sq ft shall be located further than 20 ft from buildings or structures Maximum occupancy for tents 20' by 20' shall not exceed 27 people

SPECIAL EVENT PERMIT SE-15-00202
GRAD GRILL
APPROVED ON 05/05/2015

Conditions Related to KU Merchandise

- n. If KU licensed merchandise is being sold a letter provided from the KU Licensing Director must be displayed at the event. Contact **Paul Vander Tuig, Trademark Licensing Director**; The University of Kansas; Office of Trademark Licensing; 1601 Irving Hill Road; Burge Union, Room 306; Lawrence, KS 66045-7557; Phone: (785) 864-4650; FAX: (785) 864-3877; e-mail: pvt@ku.edu



Site location 1266 Oread Avenue – KU Alumni Association. Canopy tents located on the northwest edge of the parking lot.