

**RECEIVED**

By Jason at 3:49 pm, Mar 18, 2015

City of Lawrence

**APPROVED**

3/24/15

**Street Event Permit Application**

[Temporary Use of Public Right-of-Way for Street Events]

Please submit application at least 60 days prior to event

**APPLICANT INFORMATION**

Contact Person: <b>BOB SANNER</b>	E-Mail Address: <b>BSANNER@VISITLAWRENCE.COM</b>	Organization Name: <b>Lawrence Sports Corp</b>	Preferred Phone: <b>785-764-2660</b>
Mailing Address	Street: <b>200 W 9th STREET</b>	City: <b>LAWRENCE</b>	State: <b>KS</b>
		Zip: <b>66044</b>	24-Hour Phone: <b>785-764-2660</b>
<b>LIST DATE(S) AND LOCATION OF EVENT BELOW</b>			
Date(s): <b>JUNE 26</b>	From Time: <b>2pm</b>	To Time: <b>11:59pm</b>	Location of Use: <i>attach a map</i> <b>700 - 800 Block of Vermont, 100 Block W 8th</b>
Or From Date to Date: <b>JUNE 28</b>	From Time: <b>6 AM</b>	To Time: <b>7pm</b>	Location of Use: <i>attach a map</i> <b>700, 800 &amp; 900 Block of MISSISSIPPI, 700 Vermont</b>
Is applicant the owner of the adjoining property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, attach the owner's written permission)			
<b>Type of Event:</b>			
<input type="checkbox"/> Neighborhood Block Party (limited to a single block) <input type="checkbox"/> Public Block Party (such as a downtown street party/concert) <input type="checkbox"/> Sporting event <input checked="" type="checkbox"/> Timed Race (5k, 10k, half-marathon, <u>bike race</u> , etc.) <input type="checkbox"/> Non-competitive walk/run/ride (e.g. fun run/walk/ride) <input type="checkbox"/> Other - please describe: <input type="checkbox"/> Cultural (such as an art event, educational, ect.) <input type="checkbox"/> Other - Please describe:			
Name of Event: <b>TOUR OF LAWRENCE</b>		Expected Number of Participants: local: <b>3,000</b> Out of Town: <b>1,500</b>	
Will alcohol be served, sold or possessed at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>[Possession and consumption of alcohol on the public right-of-way requires City Commission approval. Applicant will be assessed publication costs in the amount of \$70.00 for alcohol ordinances, in addition to any other temporary alcohol permit costs.]</i>			
Will this event require the use of a city park or trail? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has the park or trail been reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact Lawrence Parks and Recreation at (785) 832-7920 for reservations.			
Do you need meter bags? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many? Do you need no parking signs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many (1 sign per 30 feet)? Note: The police department will contact you when meter bags and/or no parking signs are ready to be picked up. A \$3.00 deposit per bag/sign must be paid to the police department at that time.			
Will any portion of this event take place on the campus of Haskell Indian Nations University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, written permission must be obtained from Haskell Indian Nations University. Contact Stephen.prue@bie.edu. (attach permission)			
Will any portion of this event take place on the campus of the University of Kansas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, written permission must be obtained from the University of Kansas. (attach permission)			
Individual and company name of race director, if applicable: <b>BOB SANNER</b>			
Do the proceeds of this event benefit a certain organization or individual? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name of organization or individual to be benefitted? Percentage of proceeds that will benefit the organization or individual?			

I hereby agree to comply with the rules and regulations of the City of Lawrence concerning this permit. I have read a copy of Chapter 16, Articles 8 & 9, of the City Code of Lawrence, Kansas, and understand the regulations therein.

**PLEASE INCLUDE:**

- Certificate of insurance in the amount of \$500,000
- Signatures of approval from adjacent property owners/occupants if closing a street
- Maps of any race routes
- Diagram of any street to be closed & location of event items on street

**FEES: Include all that are applicable. Fees are non-refundable.**

- \$10.00 application fee
- \$70.00 for publication of ordinance allowing possession & consumption of alcohol on the right-of-way, if applicable
- \* Other fees for city services may also apply. You will be advised of estimated costs before permit is granted.
- \* If parking meter bags or no parking signs are required there will be a \$3 per sign/bag deposit assessed separately by the Police Department. This deposit will be returned for signs and bags that are returned undamaged after the event.

**BY APPLYING FOR THIS PERMIT, I CERTIFY THAT I WILL:**

- Provide and maintain MUTCD compliant traffic control devices, and any other traffic control devices required by the city, throughout the event.
- Pay all additional fees associated with this event within 30 days of receiving invoice from city. I understand that actual fees may be up to 10% above the estimate.
- Notify all adjacent property owners and tenants of the granting of this permit.
- Abide by all conditions imposed by the city regarding the event.
- Obtain any other necessary permits for the event, including but not limited to temporary liquor permits, Parks and Recreation special use permit, etc.
- Abide by the City's standard conditions for alcohol on the Right of Way, if alcohol will be served, sold or possessed as part of the event.

*Bob Sanner*

APPLICANT'S NAME (Printed)

*Bob Sanner*

APPLICANT'S SIGNATURE\*

*March 18, 2015*

TODAY'S DATE

*\*Application cannot be accepted without signature*

<b>OFFICE USE ONLY</b>			
<b>RECEIVED</b> <i>By Jason at 3:49 pm, Mar 18, 2015</i>	Insurance Certificate Submitted or on File? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Permit reviewed by:	Development Services / Building Inspection	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Police Department	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Review Sent:	Public Works	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Utilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Historic Resources	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Fire Medical	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
3/18/15	Parks & Recreation/Forestry/Facilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Transit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
City services needed:	Bus Re-routes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Meter Bags	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	No Parking Signs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Barricades	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Commission approval needed:  Yes  No; if yes date approved by City Commission:

3/24/15

Special Conditions:

1. Applicant will notify the City when any use of the right-of-way is complete.
2. Applicant will restore the right-of-way to City specifications.
3. Applicant will maintain all necessary MUTCD compliant traffic control devices throughout the project.

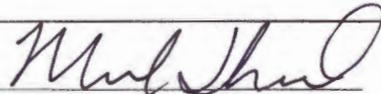
Special conditions, continued:

*See Additional Attachments*

Fee estimate (in addition to application fees) to be transmitted via e-mail to applicant. Applicant must indicate their agreement to pay such fees if the permit is approved in writing (e-mail is acceptable).

City Clerk's office:  
 Police Department:  
 Fire Medical Department:  
 Public Works Department:  
 Parks and Recreation Department:  
 Utilities Department:  
 Other departments:  
 Event cash deposit

Total: 0 - refundable

  
 \_\_\_\_\_  
 City Manager or Designee

3/24/15  
 \_\_\_\_\_  
 Date

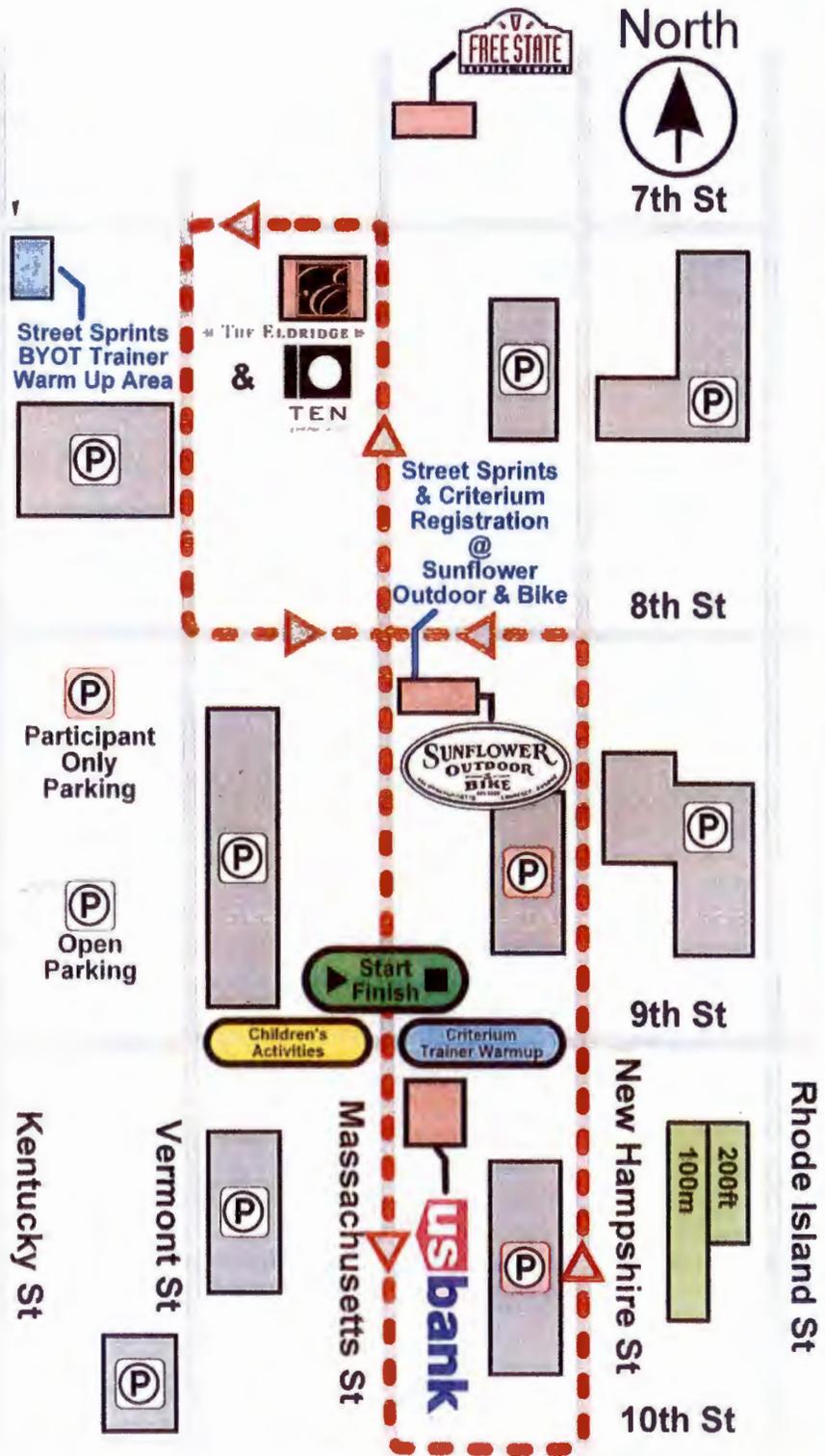
**THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.**

**THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.**





presented by



Crit Course is 1.0 mi with < 40ft of climbing per lap  
Street Sprints are approx. 200m with slight incline

Complete race info at [www.TOURofLAWRENCE.com](http://www.TOURofLAWRENCE.com)

A USA Cycling  
Pro/Con Event

Race Director Eric Strucshell 788 978 8347 [eric.strucshell@touroflawrence.com](mailto:eric.strucshell@touroflawrence.com)  
Event Director Bob Samer 788 930 5367 [sports@touroflawrence.com](mailto:sports@touroflawrence.com)

## Mark Thiel

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**From:** Jason Randall  
**Sent:** Friday, March 20, 2015 12:10 PM  
**To:** Mark Thiel; Bob Sanner (bsanner@visitlawrence.com)  
**Cc:** Row Permits  
**Subject:** FW: Street Event ROW Review: Tour of Lawrence 6/26 and 6/28; 2015

Updated Fire/Med Comments below

Thank you,

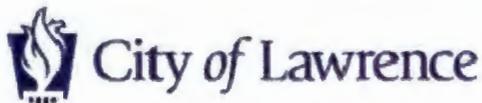
**Jason Randall, Administrative Support** | [jrandall@lawrenceks.org](mailto:jrandall@lawrenceks.org)  
Public Works Department | [City of Lawrence, KS](http://www.cityoflawrenceks.org)  
PO Box 708, Lawrence, KS 66044  
office: (785) 832-3123 | fax: (785) 832-3398

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**From:** James King  
**Sent:** Friday, March 20, 2015 12:05 PM  
**To:** Jason Randall  
**Subject:** RE: Street Event ROW Review: Tour of Lawrence 6/26 and 6/28; 2015

Fire Medical Review:

- We will notify our crews in advance of the event to be aware of closed streets and routing issues not related to the event;
- Closed streets will need to have an unobstructed (no booths, tents, equipment, etc.) available for apparatus access in the event of an emergency;
- Tents or membrane structures must be separated by a minimum of 12'. Those provided/used by Lawrence Sports Corporation must have 1A:10BC extinguisher available (recommended for private tents as well);
- No smoking allowed in tents and membrane structures;
- In areas with a concentration of spectators we recommend the use of crowd managers to lead/direct people to safety in the event of an emergency.



James A. King, Division Chief  
Lawrence-Douglas County Fire Medical | City of Lawrence, KS  
1911 Stewart Ave, Lawrence, KS 66046  
office (785) 830-7003 | fax (785) 830-7090  
[jking@lawrenceks.org](mailto:jking@lawrenceks.org)



Commission on  
Fire Accreditation  
International

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**From:** Jason Randall  
**Sent:** Wednesday, March 18, 2015 3:52 PM  
**To:** Bob Sanner ([bsanner@visitlawrence.com](mailto:bsanner@visitlawrence.com)); Britt Crum-Cano; Diane Trybom; Eve Tolefree; Harold Grady; James King; Lynne Zollner; Max Miller; Megan Gilliland; Robert Nugent; Sally Zogry; Scott McCullough; streetevents; Tim Laurent

## Mark Thiel

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**From:** Bob Sanner <bsanner@visitlawrence.com>  
**Sent:** Thursday, March 19, 2015 10:14 AM  
**To:** Jason Randall; Mark Thiel; James King  
**Subject:** RE: Street Event ROW Review: Tour of Lawrence 6/26 and 6/28; 2015

Good morning, James,

I've answered your questions in the order that you have presented them. I hope that I have answered them to your satisfaction.

Thank you,

Bob Sanner

- Will Vermont be closed for the duration from W 7<sup>th</sup> to W 9<sup>th</sup>? The 700 block of Vermont to midblock of 800 Vermont will be closed during the street sprints. The only parking lot closed during Friday's events will be the lot located on the NE corner of 8<sup>th</sup> & Vermont. We plan to close this section of Vermont at 5 pm and have it reopened by 10 pm
- What type of activity, other than the sprints, will occur on the street and adjacent sidewalks and parking areas? During the street sprints we will have two inflatables placed on the 100 block of W 8<sup>th</sup> for children activities. We will also have a performance stage place on this portion of 8<sup>th</sup> Street near Mass Street for Live Music after the conclusion of the Street Sprints.
- For what distance will W 8<sup>th</sup> be closed? The intersection of 8<sup>th</sup> & Vermont during the Street Sprints and the 100 block of West 8<sup>th</sup> Street until 1 am
- With the Criterium can we anticipate complete closure of the streets being used? Yes, with the exception of 9<sup>th</sup> & New Hampshire. We will allow autos to cross New Hampshire in order to each reach or exit from the 9<sup>th</sup> Street entrance to the New Hampshire Parking garage. We also work with Eldridge Hotel as needed when guests have checked out.
- Will there be a closure of E 9<sup>th</sup> and W 9<sup>th</sup> and for what distance? Only the 100 blocks of east and west 9<sup>th</sup> Street will be closed during Sunday's Criterium (with the exception of working with motorists to enter and exit the NH Parking garage).
- What other activity will occur adjacent to the course? On Sunday, we use the 100 block of West 9<sup>th</sup> for the Kid's Zone.
- Can we anticipate tents being used and what dimensions? Any used for cooking or assembly? We will use 10x10 "pop up" tents for volunteer check-in, Kid's bike race registration, beverage tent and a neutral support tent during Sunday's race for bike repairs. It's not uncommon for race teams or spectators in use "pop up" tents during the races too. We are not planning to cook or assemble food during this event.

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**From:** Jason Randall [mailto:jrandall@lawrenceks.org]  
**Sent:** Thursday, March 19, 2015 9:44 AM  
**To:** Mark Thiel; Bob Sanner  
**Subject:** FW: Street Event ROW Review: Tour of Lawrence 6/26 and 6/28; 2015

Mark/Bob,  
Fire/Med questions and comments below.