

RECEIVED  
12/3/15



City of Lawrence

Street Event Permit Application

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

Please submit application at least 60 days prior to event

APPROVED

3-1-16

APPLICANT INFORMATION

Contact Person:	E-Mail Address:	Organization Name:	Preferred Phone:		
JENNIFER LEINER	jennifer@cidergallery.com	CIDER GALLERY	785-248-6000		
Mailing Address	Street:	City:	State:	Zip:	24-Hour Phone:
	810 PENNSYLVANIA ST.	LAWRENCE	KS	66044	785-248-6000

LIST DATE(S) AND LOCATION OF EVENT BELOW

Date(s):	From Time:	To Time:	Location of Use:
MAY 7, 2016	4 PM	10 PM	attach a map
Or From Date to Date:	From Time:	To Time:	Location of Use:
			attach a map

Is applicant the owner of the adjoining property? ☒ Yes ☐ No (If no, attach the owner's written permission)

Type of Event:

- ☐ Neighborhood Block Party (limited to a single block)  
☐ Public Block Party (such as a downtown street party/concert)  
☐ Sporting event  
☐ Timed Race (5k, 10k, half-marathon, bike race, etc.)  
☐ Non-competitive walk/run/ride (e.g. fun run/walk/ride)  
☐ Other – please describe:  
☐ Cultural (such as an art event, educational, ect.)  
☒ Other – Please describe: FOOD TRUCK FEST, CHARITABLE EVENT

Name of Event:	Expected Number of Participants:
KANSAS FOOD TRUCK FESTIVAL	local: 2000 Out of Town: 1500

Will alcohol be served, sold or possessed at the event? ☒ Yes ☐ No  
[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.] ord. 9186

Will this event require the use of a city park or trail? ☐ Yes ☒ No  
If yes, has the park or trail been reserved? ☐ Yes ☒ No

If no, contact Lawrence Parks and Recreation at (785) 832-7920 for reservations.

Do you need meter bags? ☐ Yes ☒ No If yes, how many?

Do you need no parking signs? ☐ Yes ☒ 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? ☐ Yes ☒ 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? ☐ Yes ☒ No  
If yes, written permission must be obtained from the University of Kansas. (attach permission)

Individual and company name of race director, if applicable: N/A

Do the proceeds of this event benefit a certain organization or individual? ☒ Yes ☐ No

Name of organization or individual to be benefitted? JUST FOOD

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 - *SEE PAGE 3*  
☐ Signatures of approval from adjacent property owners/occupants if closing a street - *SEE PAGE 3*  
☒ 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.

JENNIFER LEINER      [Signature]      11-11-15  
APPLICANT'S NAME (Printed)      APPLICANT'S SIGNATURE\*      TODAY'S DATE

*\*Application cannot be accepted without signature*

OFFICE USE ONLY			
Application Received Date: 12/3/15	Insurance Certificate Submitted or on File? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>EXP.</small>	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	<b>PAID</b> 12/3/15 -\$70 Alcohol Ord. Pub Fee -\$10 App Fee
	Police Department	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
	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	
	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Signs
	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:  
3-1-16

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 Attached Fire/Medical Requirements  
- also addition traffic control & signing may be required  
as a result of agreed meeting w/ EHA

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

- refundable

Total: 0

  
City Manager or Designee

3-1-16

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.**

## Special Event Requirements

### Fire/Medical Department

1. All blocked streets must have and maintain a 20' lane for apparatus access in the event of an emergency;
2. All tents, membrane structures, sidewalls, curtains, etc. must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type);
3. Tents, including tie down ropes, must be separated by a minimum of 12';
4. Tents must have fire extinguishers (small vendor tents 1A:10BC - larger tents 2A:10BC);
5. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated from other tents by 20';
6. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality);
7. Tents that are enclosed with curtains/side walls/doors will need to have adequate exits for the number of occupants. Exits will need to be clearly marked. Minimum exit width is 36";
8. Where generators are used they must be separated from tents by 20';
9. Combustible materials such as hay, straw, shavings may not be used for footing in tents;
10. No Smoking signs must be posted.



- STREET CLOSURES
- FOOD TRUCK VENDORS
- BARRICADE
- 10 x 10 TENTS
- PORTA - POTTIES