

Department of Planning and Development Services  
6 East 6<sup>th</sup> Street, PO Box 708 Lawrence KS 66044  
(785) 832-3150  
Fax (785)832-3160  
[www.lawrenceks.org/pds](http://www.lawrenceks.org/pds)

**FEE:**

Type 1-4 Events ----- \$50  
Type 5 Events ----- \$100  
Events that require  
City Commission approval ----- \$100

## SPECIAL EVENT PERMIT APPLICATION FORM

**A complete application and fee must be submitted a minimum of 5 days prior to the event date for an administrative permit.**

**Permits which require City Commission approval  
will require additional processing time.**

**EVENT NAME:**

Final Four Tent

RECEIVED

FEB 15 2017

**APPLICANT INFORMATION:**

City County Planning Office  
Lawrence, Kansas

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Gene Wagenberg

Company or Group: \_\_\_\_\_

Sun Creations, Inc.

Address: \_\_\_\_\_

2000 Delaware St. Lawrence, KS 66046

Phone Number: \_\_\_\_\_

(785) 830-0403

Mobile or Cell Phone Number: \_\_\_\_\_

(816) 210-8474

Fax Number: \_\_\_\_\_

(785) 830-0584

E-mail Address: \_\_\_\_\_

gene@suncreationsinc.com

**EVENT INFORMATION:**

Address: \_\_\_\_\_

Checkers 2300 Louisiana St.

Property Owner: \_\_\_\_\_

2300 Louisiana Co., LLC

**Property owner's written permission must be provided by mail, fax, or e-mail to the Planning Office (fax number: 785-832-3160) before a permit can be approved.**

Please check the type of event:

- ☐ Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code.)
- ☐ Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths
- ☒ Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]
- ☐ Type 4: Christmas tree sales
- ☐ Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

**Permits for Type 5 events require City Commission approval.**

Please describe the proposed Special Event: Tent Sale for  
Ku Final Four Apparel

Proposed dates: 3/26/17 to 4/9/17

- Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.

If application applies to **non-consecutive** events provide the dates for each event.  
(Each 14 day period will require a permit.)

From \_\_\_\_\_ to \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_

Number of permits that have been administratively approved for this location this calendar year. \_\_\_\_\_

- Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.

**4 permits may be administratively approved for a property per year.**

**Any additional permits require City Commission approval.**

Christmas Tree Sales are not subject to this requirement.

Proposed hours of operation: 9:00 Am to 9:00 PM

Will a *tent* be used for this event? Yes X No       

**If yes:**

- Note the dimensions of the tent: 20 ft X 40 ft
- Note the type of tent: Open/Canopy        Enclosed X

Will event include *mobile food vendors*? Yes        No X

- **If yes**, how many? 1        2        3 or more

Will temporary *signage* be used? Yes        No X

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044

Does the event involve *sales*? X

- **If yes**, provide your Kansas Sales Tax ID Number 004-431853356 F-01
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

**Contact the Kansas Department of Revenue, Kansas Tax Assistance, (785) 368-8222, for information regarding the Kansas Sales Tax ID Number and Sales Tax Requirements.**

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11<sup>th</sup> and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling *KU Licensed Merchandise* or items with the *KU logo*? Yes X No       

- **If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling *alcohol*? Yes        No X

- **If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3308; (City Hall, 6 East 6<sup>th</sup> Street, Lawrence, KS 66044) (*Additional time may be needed to process this request.*)

**Section 6-1504 of the City Code contains requirements for an administrative permit.**  
**If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.**

January 18, 2017

To Whom it may concern:

Gene Wayenberg, with Sun Creations, has permission to set up a temporary location for Final Four merchandise sales in our parking lot located at 2300 Louisiana beginning March 26, 2017 and ending April 8, 2017. If you have any questions, I can be reached at 785-843-0023.

Sincerely,

A handwritten signature in black ink, appearing to read "MS", is written over the word "Sincerely,".

Mike Smith

Store Director

Checkers Foods



**SPECIAL EVENT PERMIT  
FINAL FOUR TENT  
SE-16-00063**

<b>EVENT ADDRESS:</b>	<b>2300 Louisiana Street</b>		
<b>APPLICANT:</b>	<b>Sun Creations, Inc.</b>	<b>Property Owner:</b>	<b>2300 Louisiana Co, LLC</b>
<b>APPLICANT ADDRESS:</b>	<b>2000 Delaware St. Lawrence, KS 66046</b>	<b>Owner Address:</b>	<b>2300 Louisiana Street Lawrence, KS</b>
<b>EVENT DATE(S):</b>	<b>March 27, 2016 to April 9, 2016</b>	<b>Event Type:</b>	<b>3</b>
<b>EVENT:</b>	<b>Final Four Tent Sale – Apparel Sales</b>		
<b>EVENT TIME</b>	<b>9:00am to 9:00pm, 7 days a week</b>	<b>Event Number:</b>	<b>9 1 City Commission CC approved - 3/8/16</b>

**CONDITIONS OF APPROVAL**

- The ADA spaces being provided for the vent shall be signed with ADA approved signage and then van accessible space shall be striped.
- Special Event Permit must be displayed on site during hours of operation.
- Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
- Fencing consisting of cinder block and landscaping timbers shall be used to separate the event area from the parking area and to maintain the required 25 ft. separation between the event area and the 23<sup>rd</sup> Street and Louisiana Street rights-of-way, in the location shown on the site plan.
- Maintain an access aisle from the ADA parking spaces to building door
- Any structures must be removed within 24 hours after the cessation of the event.
- Cars, trucks, vans, trailers may not be used for sale of merchandise.
- Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
- A 25' wide traffic aisle width shall be maintained during sale. No items shall be displayed within the traffic aisle.
- Trash receptacles or other sanitation provisions, as needed.

**Conditions Related to Tents**

- The tent or other membrane structure must meet the International Fire Code.
- Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
- 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.

**SPECIAL EVENT PERMIT  
FINAL FOUR TENT  
SE-16-00063**

- n. 2A10BC Portable fire extinguishers shall be provided on site.
- o. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents, tents with walls rather than canopy tents.
- p. Maintain access for fire department to the north side of Checkers building.
- q. If sawdust or mulch is used for a floor it must be kept damp at all times.

**Conditions Related to KU Merchandise**

- r. If KU licensed merchandise is being sold a letter provided from the University of Kansas Licensing Director must be displayed at the event. Contact **Paul Vander Tuig, Trademark Licensing Director**; Office of Trademark Licensing; Kansas Athletics, 1412 Wagon; 1651 Naismith Drive; Lawrence, KS 66045-7557; Phone: (785) 864-4650; FAX: (785) 864-3877; e-mail: [pvt@ku.edu](mailto:pvt@ku.edu)

