

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:** Lawrence Beer Company Grand Opening

**APPLICANT INFORMATION:**

Date: 06/13/17

Name: Matt Williams

Company or Group: Lawrence Beer Company

Address: 826 Pennsylvania St. Lawrence KS 66044

Phone Number: (785) 331-6966

Mobile or Cell Phone Number: (785) 331-6966

Fax Number: ( )

E-mail Address: Matt@lawrencebeerco.com

RECEIVED

JUN 21 2017

City County Planning Office  
Lawrence, Kansas

**EVENT INFORMATION:**

Address: 826 Pennsylvania St Lawrence KS 66044

Property Owner: Adam Williams, Williams Management

**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.**

SE-17-00324

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: Street party to commemorate  
the grand opening of Lawrence Beer Company.

Proposed dates: 08/25/17 to 08/25/17

- 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. 0

- 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: 5:00 pm to 11:00 pm

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

**If yes:**

- Note the dimensions of the tent: \_\_\_\_\_ ft X \_\_\_\_\_ ft
- Note the type of tent: Open/Canopy \_\_\_\_\_ Enclosed \_\_\_\_\_

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

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

Will temporary *signage* be used? Yes X No \_\_\_\_\_

- 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*? Yes

- **If yes**, provide your Kansas Sales Tax ID Number 004-473993948F-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)

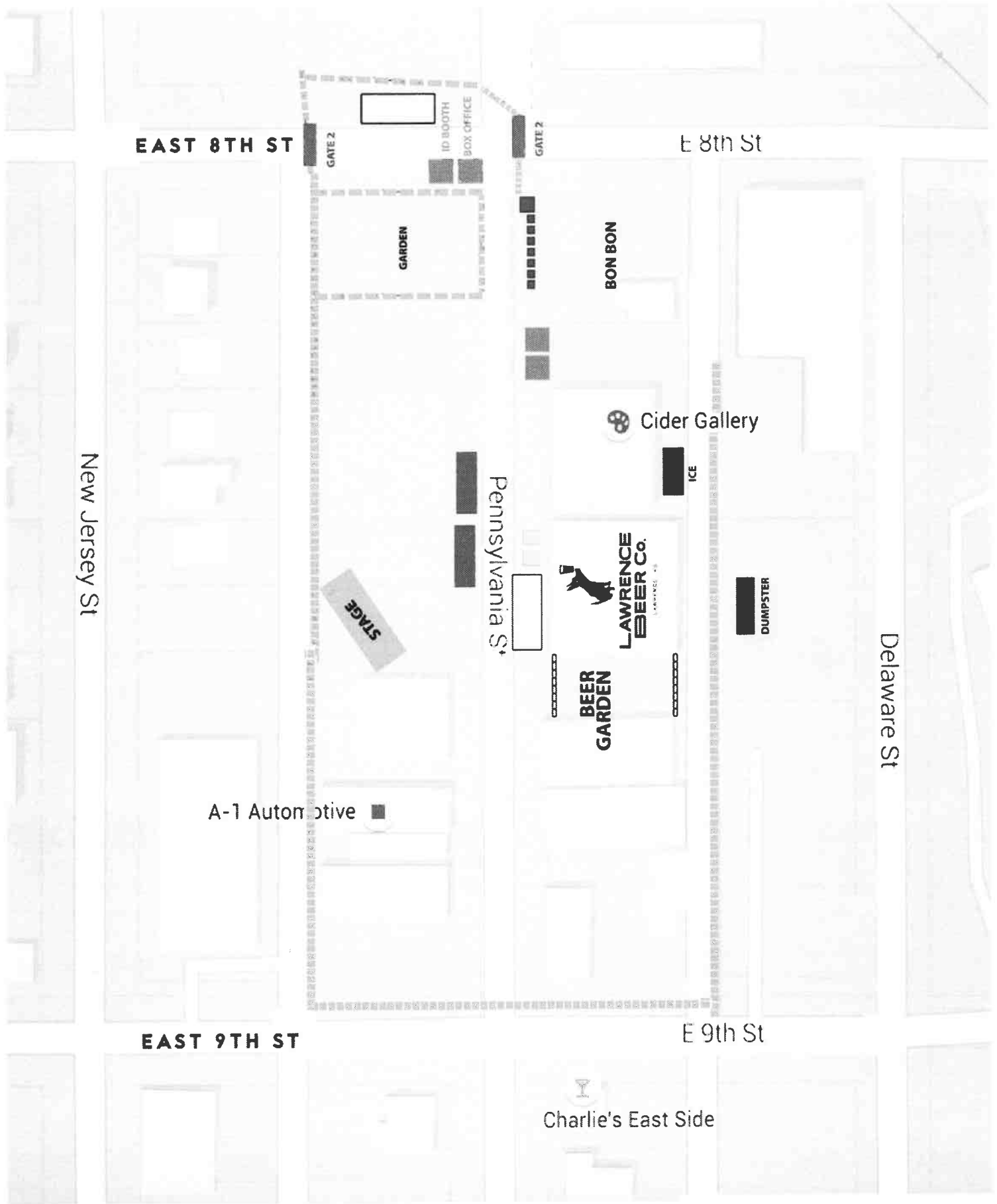
Will you be selling *KU Licensed Merchandise* or items with the *KU logo*? Yes \_\_\_\_\_ No X

- **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 X No \_\_\_\_\_

- **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.**



STREET CLOSURES

BEER TENT

BARRICADE

FOOD TRUCK

10x10 TENTS

PORTA - POTTIES

STAGE