



**SPECIAL EVENT PERMIT (SE-19-00090)
(OVER THE EDGE FOR BOYS & GIRLS CLUB OF LAWRENCE)**

EVENT ADDRESS:	888 New Hampshire Street Lawrence, KS 66044		
APPLICANT:	Alissa Bauer Boys & Girls Club of Lawrence	Property Owner:	100 East 9 th Street LLC C/O First Management INC
APPLICANT ADDRESS:	2910 Haskell Avenue Lawrence, KS 66046	Owner Address:	901 New Hampshire Street Lawrence, KS 66044
EVENT DATE(S):	June 1, 2019	Event Type:	5
EVENT DESCRIPTION:	Over the Edge fundraiser for the Boys & Girls Club of Lawrence		
EVENT TIME	7:00 AM – 7:00 PM	Event Number:	CC Approved 03/19/2019

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. All traffic and parking plans in conjunction with the Street Event Permit CL-28077
- d. Property shall be restored to pre-event condition immediately following the event.
- e. Trash receptacles or other sanitation provisions, as needed.
- f. Event shall take place entirely within area as described in application and site plan.
- g. Any structures must be removed within 24 hours after the cessation of the event.
- h. All blocked access roads and streets must have and maintain a 20' lane for apparatus access in the event of an emergency.
- i. Provide updated certificate of insurance listing the City of Lawrence as additional insured.

Conditions Related to Tents

- a. The tent or other membrane structure must meet the International Fire Code.
- b. All blocked access roads and streets must have and maintain a 20' lane for apparatus access in the event of an emergency (performance stages and equipment may not block the road);
- c. All tents, membranes, structures, sidewalls, curtains, ect. must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type);
- d. Tents, including tie down ropes, must be separated by a minimum of 12';
- e. Tents must have fire extinguishers (small vendor tents 1A:10BC – larger tents 2A:10BC)
- f. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated from other tents by 20';
- g. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality);
- h. 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 exits width is 36";
- i. Where generators are used they must be separated from tents by 20';
- j. Combustible materials such as hay, straw, shavings may not be used for footing in tents;
- k. No smoking signs must be posted;
- l. Events that encompass sidewalks must provide unobstructed egress and ingress to structures;
- m. Recommend the use of trained crowd managers to assist with notification and evacuation of patrons in the event of an emergency (ratio of 1:1000).

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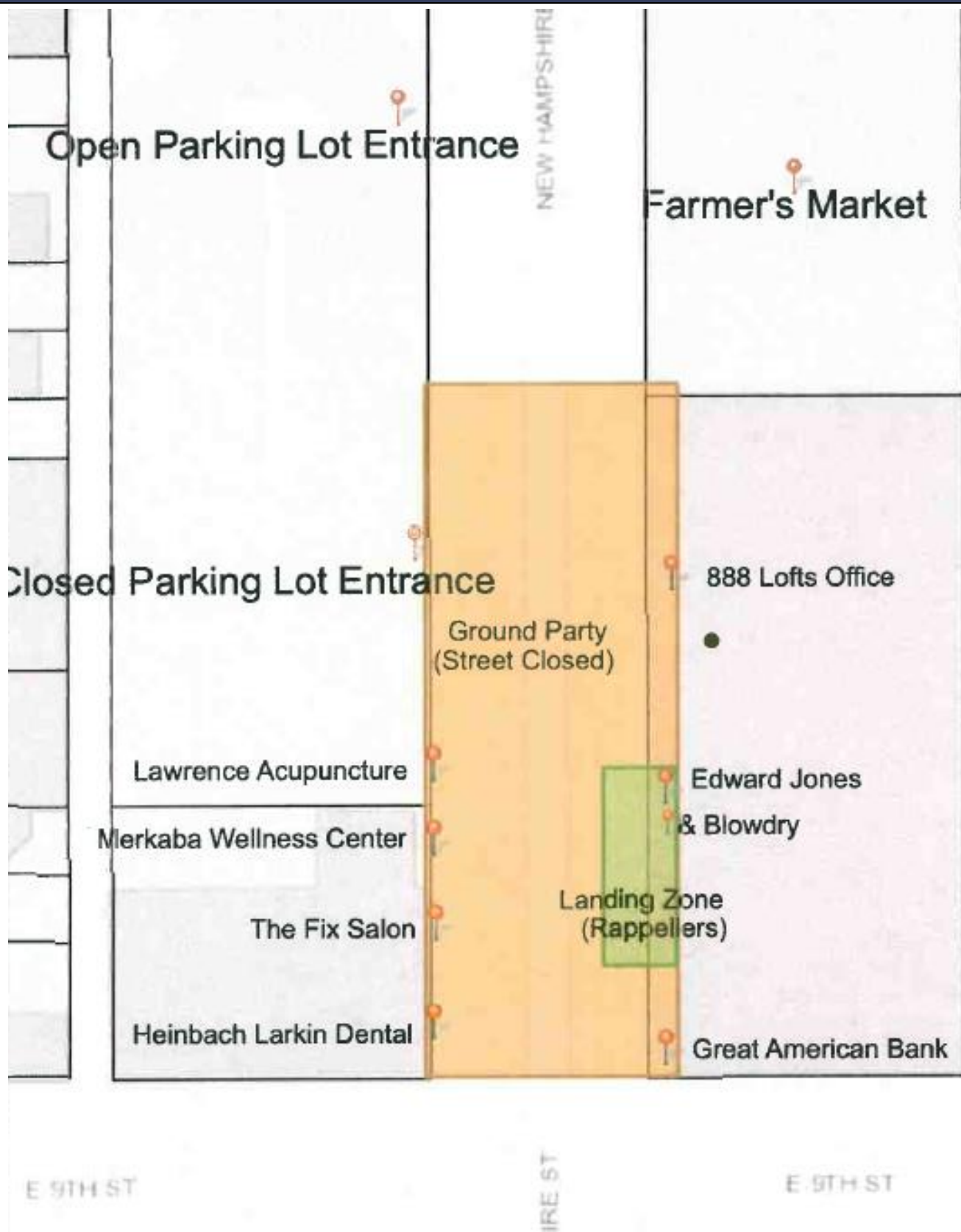


Image 1: Site Plan provided by applicant. Orange shaded area represents portion of New Hampshire Street to be closed. E. 9th Street to remain open to vehicular traffic.

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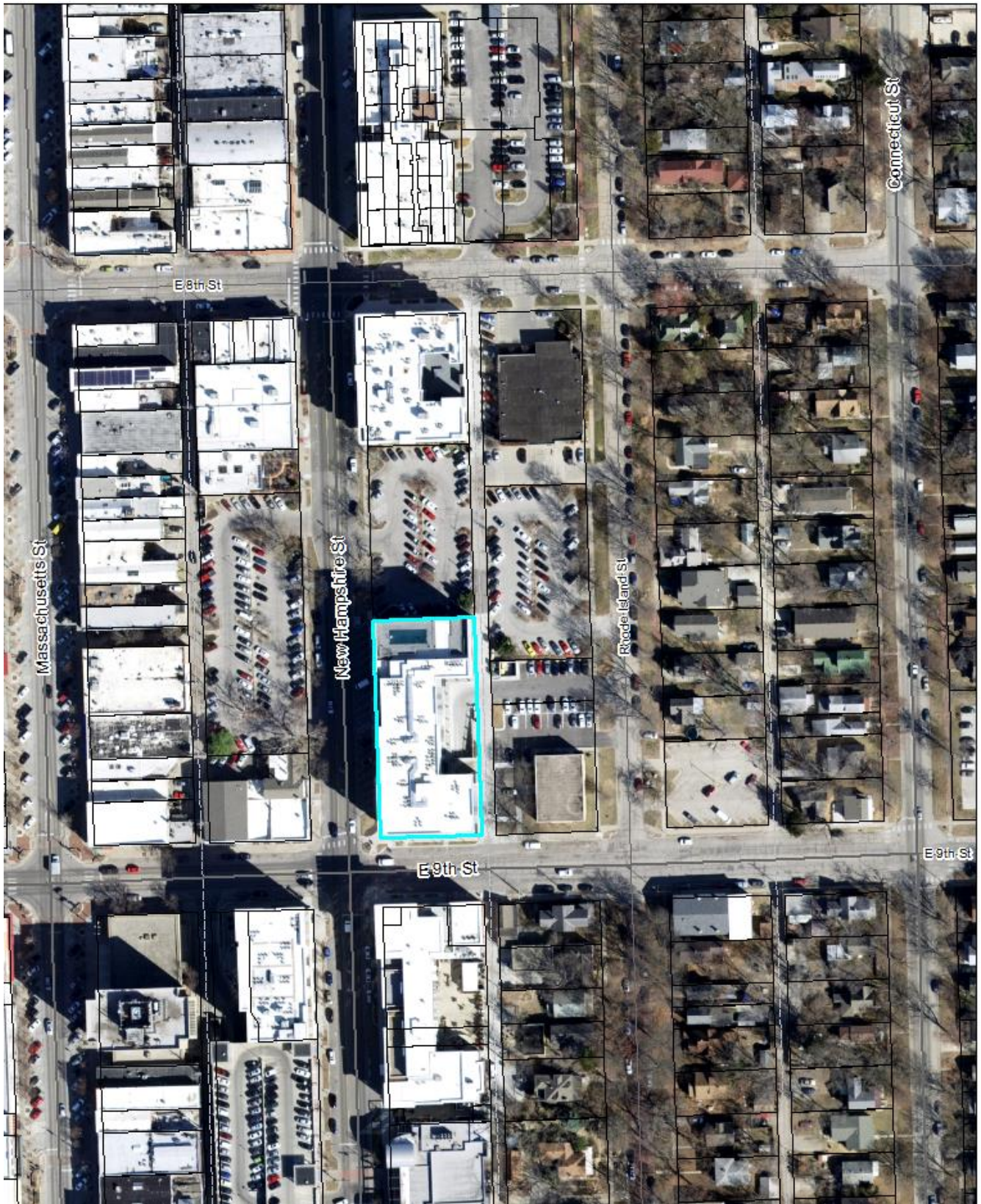


Image 2: Aerial imagery of subject property. 888 New Hampshire outlined in teal.