Department of Planning and Development Services

6 East 6th Street, PO Box 708 **Lawrence** KS 66044 (785) 832-3150 Fax (785)832-3160 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.

	RECEIVED
EVENT NAME: _ Grander Nationals	MAR 1 4 2019
APPLICANT INFORMATION:	Planning & Development Services
Date:	City of Lawrence/Douglas County,
Name: Troy Farrar	- Total
Company or Group: USECF	
Address: 5114 Bellerive Benel College Station Tx	77845
Phone Number: (979) 703-50(8	
Mobile or Cell Phone Number: (572) 417-4949	
Fax Number: ()	
E-mail Address: advrace@aol.com	
EVENT INFORMATION:	
Address: City Property behind Johnny's Tavern on 2nd	Street
Property Owner:City of Lawrence	
	_
Property owner's written permission must be provided by mail, fax, or e-the Planning Office (fax: 785-832-3160) before a permit can be approved.	mail to

Please check th	e 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.		
Р	ermits for Type 5 events require City Commission approval.		
Please describe	the proposed Special Event: See attacked Sheet		
-			
Proposed dates: <u>April 13, 2019</u> to <u>April 13, 2019</u>			
• Each pe	ermit is valid for a maximum of 14 consecutive days. Several permits may ied for consecutively if event is to run more than 14 consecutive days.		
	applies to non-consecutive events provide the dates for each event. eriod will require a permit.)		
From	to		
	to		
From	to		
From	to		
Number of pe calendar year.	rmits that have been administratively approved for this location this		
 Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved. 			
	nits may be administratively approved for a property per year. ny additional permits require City Commission approval. Christmas Tree Sales are not subject to this requirement		

Proposed hours of operation: to to to
Will a <i>tent</i> be used for this event? Yes No
If yes:
Note the dimensions of the tent:
Note the type of tent: Open/Canopy Enclosed
Will event include <i>mobile food vendors</i> ? Yes No
• If yes, how many? 1 2 3 or more
Will temporary <i>signage</i> be used? Yes 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? <u>NO</u>
 If yes, provide your Kansas Sales Tax ID Number If you are not required to collect Kansas Sales Tax, please provide your exemption information:
For information regarding Sales Tax Requirements contact the KS Depart. of Revenue (913) 631-0296 ext. 202 kdor_special.events@ks.gov Coordinators of events who manage or solicit retail vendors to sell at the venue must contact the KS Depart. of Revenue Events Agent 30 days prior to the event. The coordinator will be supplied with sales tax packets to distribute to their vendors.
 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; (11th and Massachusetts Streets, Lawrence, KS 66046)
Will you be selling <i>KU Licensed Merchandise</i> or items with the <i>KU logo</i> ? Yes 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 <i>alcohol</i> ? Yes No
If yes, a liquor license must be obtained from the City Clerk's Office at 785-832-3200; (City Hall, 6 East 6 th Street, Lawrence, KS 66044) (Additional time may be needed to process this request.)
<u>Section 6-1504 of the City Code contains requirements for an administrative permit.</u> 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.

Grinder Nationals / Gravelleur's Raid / The Joy Ride April 13, 2019

EVENT DESCRIPTION

There will be 3 bicycling events as part of this event (Grinder Nationals, Gravelleur's Raid & The Joy Ride)

Grinder Nationals is a 100-mile bicycle race that takes place in Douglas & Jefferson Counties where riders will travel 100 miles and finish on the levy behind Johnny's Tavern on 2nd street.

Gravelleur's Raid is a 50-mile noncompetitive bicycle ride that takes place in Douglas & Jefferson Counties where riders will travel 50 miles and finish on the levy behind Johnny's Tavern on 2nd street.

The Joy Ride is a free family bike ride that will take place on the levy where families will go on a short ride led by the Lawrence Bicycle Club. We have partnered with the Lawrence Rotary Club and plan to give away free helmets to the first 100 kids and have some fun activities for the families after the ride such as a fire truck & police car.

Requested Area Use Overview

We would like to use the area requested for overflow parking, helmet fitting for The Joy Ride helmet give away, Joy Ride support such as a fire truck and police car for the kids, a place for the timing equipment at the finishline and an area for spectators to gather and cheer on the riders as they finish Gravelleur's Raid & Grinder Nationals.

Anticipated Attendance

200-300 participants

Parking

We will direct the participants to the parking areas using volunteers with orange vest prior to the event at 6am. We are requesting to use the Union Pacific Depot parking lot and the city levy parking lot located on the SE corner of Locust & Hwy 40/59 for primary parking`.

Overflow Parking

We are requesting permission to use the grassy area indicated on the attached map for overflow parking.

Porta Johns & Trash Receptacles

We are requesting permission to use the grassy area indicated on the attached map for porta Johns. We will also place trash receptacles around the area being used. After the event we will walk both primary parking lots and the entire grassy area and pick up any trash as well as haul off all trash from the event. Porta Johns will be provided by Anderson Rental.

Pedestrian Protection

For overflow parking, the cars will be separated from the pedestrians by orange cones which do not allow cars to access the pedestrian area.

Grinder Nationals – Finish line Area

KEY

Tent

Finish line

Timing Trailer

Porta Johns

Primary Parking

Parking Overflow

Family Ride Support

(Possibly firetruck, police car, tent, etc)

Cones Separating Traffic from Participants

