



**SPECIAL EVENT PERMIT
SE-19-00130**

EVENT ADDRESS:	400 N 1 st Street Block 3, 100 Elm Street Block 1, 300 Massachusetts Street, and Plate # N06425B		
APPLICANT:	Troy Farrar – United States Endurance Cycling Federation	Property Owner:	City of Lawrence, Kansas
APPLICANT ADDRESS:	5114 Bellerive Bend Drive, College Station, TX 77845	Owner Address:	6 E 6 th Street, Lawrence, KS 66044
EVENT DATE(S):	April 13, 2019	Event Type:	5
EVENT TIME	6AM-6PM (with clean-up after)	Event Number:	CC Approved 04/02/2019

CONDITIONS OF APPROVAL


1. Special Event Permit must be displayed on site during hours of operation.
2. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
3. Display area, tent or structure may not be within 25' of public right-of-way
4. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
5. Provide trash receptacles or other sanitation provisions, as needed
6. All blocked access roads and streets must have and maintain a 20' lane for apparatus access in the event of an emergency
7. Any structures must be removed within 24 hours after the cessation of the event.
8. 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).
9. Events that encompass sidewalks must provide unobstructed ingress and egress to structures.

Conditions Related to Tents

- The tent or other membrane structure must meet the International Fire Code.
- a. All tents, membrane structures, sidewalls, curtains, ect. Must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type).
 - b. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality).
 - c. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
 - d. 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' of the tent or membrane structures while open to the public.
 - e. Tents must have fire extinguishers (small vendor tents 1A:10BC – larger tents 2A:10BC)
 - f. Tents, including tie down ropes, must be separated by a minimum of 12'
 - g. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents, tents with walls rather than canopy tents. Minimum exit width is 36"
 - h. Tents over 200 square feet shall be located further than 20' from buildings or structures.
 - i. Combustible materials such as hay, straw, shavings may not be used for footing in tents.
 - j. Where generators are used they must be separated from tents by 20'.
 - k. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated by other tents by 20'.




Key:

 Primary Parking

 Overflow Parking

 Family Ride Support/Entertainment

 Tent

 Timing Trailer

 Porta Johns

 Race Start and Finish Line

 Cones to Separate Traffic from Participants

