



### Street Event Permit Application

[Temporary Use of Public Right-of-Way for Street Events]

Please submit application at least 60 days prior to event

APPLICANT INFORMATION					
Contact Person:	E-Mail Address:	Organization Name:		Preferred Phone:	
Mailing Address	Street:	City:	State:	Zip:	24-Hour Phone:
LIST DATE(S) AND LOCATION OF EVENT BELOW					
Date(s):	From Time:	To Time:	Location of Use: <i>attach a map</i>		
Or From Date to Date:		From Time:	To Time:	Location of Use: <i>attach a map</i>	
Is applicant the owner of the adjoining property? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach the owner's written permission)					
<b>Type of Event:</b> <input type="checkbox"/> <b>Neighborhood Block Party (limited to a single block)</b> <input type="checkbox"/> <b>Public Block Party (such as a downtown street party/concert)</b> <input type="checkbox"/> <b>Sporting event</b> <input type="checkbox"/> <b>Timed Race (5k, 10k, half-marathon, bike race, etc.)</b> <input type="checkbox"/> <b>Non-competitive walk/run/ride (e.g. fun run/walk/ride)</b> <input type="checkbox"/> <b>Other – please describe:</b> <input type="checkbox"/> <b>Cultural (such as an art event, educational, ect.)</b> <input type="checkbox"/> <b>Other – Please describe:</b>					
<b>Name of Event:</b>					
Description of event and right-of-way use: (If additional space is needed, attach additional pages to application)					
Expected Number of Participants: Local:                      Out of Town:					
Will alcohol be served, sold or possessed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>[Possession and consumption of alcohol on the public right-of-way requires City Commission approval. Applicant will be assessed publication costs in the amount of \$70.00 for alcohol ordinances, in addition to any other temporary alcohol permit costs.]</i>					
Will this event require the use of a city park or trail? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, has the park or trail been reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, contact Lawrence Parks and Recreation at (785) 832-7920 for reservations.					
Do you need meter bags? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many bags? Do you need no parking signs? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many (1 sign per 30 feet)? Do you need event signs? (1 sign per meter pole – Downtown only) <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, how many? <b>Note:</b> You will be contacted when meter bags and/or no parking signs are ready to be picked up. There is a \$1.00 deposit per meter bag/paper sign (non-refundable) or \$10 deposit per sign for event signs (refundable).					
Will any portion of this event take place on the campus of Haskell Indian Nations University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, written permission must be obtained from Haskell Indian Nations University. Contact <a href="mailto:Stephen.prue@bie.edu">Stephen.prue@bie.edu</a> ( <i>attach permission</i> )					

Will any portion of this event take place on the campus of the University of Kansas? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, written permission must be obtained from the University of Kansas. ( <i>attach permission</i> )
Individual and company name of race director, if applicable:
Do the proceeds of this event benefit a certain organization or individual? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of organization or individual to be benefitted? Percentage of proceeds that will benefit the organization or individual?

**PLEASE INCLUDE (Please submit all needed items to avoid processing delays):**

- Certificate of insurance in the amount of \$500,000 with City of Lawrence as the certificate holder
- Signatures of approval from adjacent property owners/occupants if closing a street
- Maps of any race routes with traffic con
- Diagram of any street to be closed & location of event items on street (tents/stages, barricades, etc.)

**FEES: Include all that are applicable. Fees are non-refundable.**

- \$10.00 application fee
- \$70.00 for publication of ordinance allowing possession & consumption of alcohol on the right-of-way, if applicable
- \* Other fees for city services may also apply. You will be advised of estimated costs before permit is granted.
- \* If parking meter bags or no parking signs are required there will be a \$3 per sign/bag deposit assessed separately by the Police Department. This deposit will be returned for signs and bags that are returned undamaged after the event.

**BY APPLYING FOR THIS PERMIT, I CERTIFY THAT I WILL:**

- Comply with the rules and regulations of the City of Lawrence concerning this permit. I have read a copy of Chapter 16, Articles 8 & 9, of the City Code of Lawrence, Kansas, and understand the regulations therein.
- Provide and maintain MUTCD compliant traffic control devices, and any other traffic control devices required by the city, throughout the event.
- Pay all additional fees associated with this event within 30 days of receiving invoice from city. I understand that actual fees may be up to 10% above the estimate.
- Notify all adjacent property owners and tenants of the granting of this permit.
- Abide by all conditions imposed by the city regarding the event.
- Obtain any other necessary permits for the event, including but not limited to temporary liquor permits, Parks and Recreation special use permit, etc.
- Abide by the City's standard conditions for alcohol on the Right of Way, if alcohol will be served, sold or possessed as part of the event.
- The applicant understands that the permit holder is responsible for covering meters with meter bags or posting no parking signs associated with this permit at least 24 hours in advance. The city will not tow vehicles parked in violation of either the meter bags or no parking signs. Towing vehicles in association with this permit is the sole responsibility of the permit holder. The permit holder is liable for any and all claims that involve vehicle removal. The city will refer any and all concerns/complaints by citizens to the permit holder. The permit holder is responsible for taking reasonable steps to appropriately handle the concerns/complaints.

\_\_\_\_\_  
 APPLICANT'S NAME (Printed)

\_\_\_\_\_  
 APPLICANT'S SIGNATURE\*

\_\_\_\_\_  
 TODAY'S DATE

***\*Application cannot be accepted without signature***

## OFFICE USE ONLY

Application Received Date:	Insurance Certificate Submitted or on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------	---	---

Permit reviewed by:	Development Services / Building Inspection	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Police Department	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Public Works	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Utilities	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Historic Resources	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Fire Medical	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Parks & Recreation/Forestry/Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Transit	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

City services needed:	Bus Re-routes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Meter Bags	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	No Parking Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Barricades	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Commission approval needed:  Yes  No; if yes date approved by City Commission:

**Special Conditions:**

1. Applicant will notify the City when any use of the right-of-way is complete.
2. Applicant will restore the right-of-way to City specifications.
3. Applicant will maintain all necessary MUTCD compliant traffic control devices throughout the project.

Special conditions, continued:

Fee estimate (in addition to application fees) to be transmitted via e-mail to applicant. Applicant must indicate their agreement to pay such fees if the permit is approved in writing (e-mail is acceptable).

City Clerk's office:	
Police Department:	
Fire Medical Department:	
Public Works Department:	
Parks and Recreation Department:	
Utilities Department:	
Other departments:	
Event cash deposit	- refundable

Total:

\_\_\_\_\_  
City Manager or Designee

\_\_\_\_\_  
Date

**THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.**

**THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.**