



Parks and Recreation  
 1141 Massachusetts Street  
 785-832-3450 (Office)  
[StreetEvents@LawrenceKS.org](mailto:StreetEvents@LawrenceKS.org)

| OFFICE USE ONLY |       |
|-----------------|-------|
| License #:      | _____ |
| Date Approved:  | _____ |

**Required 60 days prior to event**

**Street Event Permit Application**

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

| APPLICANT INFORMATION   |  |  |  |   |  |
|---|--|--|--|---|--|
| Contact Person:   |  | E-Mail Address:                                      |  | Organization Name:  |  |
| Preferred Phone:  |  | Mailing Address                                      |  | Street:   |  |
| City:   |  | State:   |  | Zip:  |  |
| 24-Hour Phone During Event:   |  | Event Start Time:                                    |  | Event End Time:   |  |
| Date(s) of Event:   |  | Date(s) of Street Closure (if different from event): |  | Street Closure Start Time:  |  |
| Street Closure End 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>Name of Event:</b><br><b>Type of Event:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Neighborhood Block Party (Limited to a Single Block)</li> <li><input type="checkbox"/> Public Block Party (Ex. Downtown Street Party/Concert)</li> <li><input type="checkbox"/> Parade</li> <li><input type="checkbox"/> Timed Sporting Race (5k, 10k, half-marathon, bike race, etc.)</li> <li><input type="checkbox"/> Non-Competitive Walk/Run/Ride (Ex. Fun Run/Walk/Ride)</li> <li><input type="checkbox"/> Cultural (Ex. Art Display or Educational Event)</li> <li><input type="checkbox"/> Other – Please Describe:</li> </ul> |  |  |  |   |  |
| Detailed 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  |  |  |  |   |  |
| If yes, time sold served: Start Time: _____ End Time: _____   |  |  |  |   |  |
| <i>[Possession and consumption of alcohol on the public right-of-way requires City Commission approval]</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) 832-3450 for reservations.  |  |  |  |   |  |
| Do you need No Parking signs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many (1 sign per 30 feet)? _____   |  |  |  |   |  |
| Additional fees apply.  |  |  |  |   |  |
| 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?  Yes  No  
If yes, written permission must be obtained from the University of Kansas. (*attach permission*)

Individual name and/or company name of event director, if applicable:

**ATTACH (Permits will not be accepted without all necessary attachments):**

- Certificate of insurance in the amount of \$500,000 with City of Lawrence listed as additional insured
- Signatures of approval from adjacent property owners/occupants if closing a street
- Maps of routes with MUTCD compliant traffic control
- Diagram of any street to be closed and location of event items on street (tents/stages, barricades, alcohol service, food vendors, etc.)

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

- \$50.00 application fee
- \$120.00 for publication of ordinance allowing possession and consumption of alcohol on the right-of-way, if applicable
- \$1.00 each temporary No Parking signs (paper)
- \$2.00 each rental of coroplast No Parking signs (\$5.00 charge if not returned within five days after event)

Other city fees may also apply for police support, park facilities, or other items. You will be advised of estimated costs before permit is granted. Other city and state permits or licenses may also be necessary and require other fees.

**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.
- Coordinators of events who manage or solicit retail vendors to sell at the venue must contact the Kansas Department of Revenue Events Agent (kdor\_special.events@ks.gov or (913) 631-0296 ext. 202) 30 days prior to the event. The coordinator will be supplied with sales tax packets to distribute to their vendors.
- 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. Fee estimate 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).
- Notify all adjacent property owners and tenants of the granting of this permit.
- Abide by all conditions imposed by the city regarding the event.
- Abide by all applicable event requirements as outlined by the Lawrence-Douglas County Fire Medical Department (see attached requirements).
- 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 placing No Parking signs associated with this permit at least 24 hours in advance. The city will not tow vehicles parked in violation of 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

**OFFICE USE ONLY**

Date Received:

Insurance Certificate Submitted?

Yes  No

Fees Received?

Yes  No

|                     |                     |                              |
|---------------------|---------------------|------------------------------|
| Permit reviewed by: | Planning            | <input type="checkbox"/> Yes |
|                     | Police Department   | <input type="checkbox"/> Yes |
|                     | Municipal Services  | <input type="checkbox"/> Yes |
|                     | City Clerk          | <input type="checkbox"/> Yes |
|                     | Fire/Medical        | <input type="checkbox"/> Yes |
|                     | Parks & Recreation  | <input type="checkbox"/> Yes |
|                     | Transit             | <input type="checkbox"/> Yes |
|                     | City Clerk's Office | <input type="checkbox"/> Yes |

|                       |                          |                              |                             |
|-----------------------|--------------------------|------------------------------|-----------------------------|
| City services needed: | Bus Re-routes            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                       | No Parking Signs         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|                       | Other – please describe: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**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:

\_\_\_\_\_  
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.**

## **Fire/Medical Department Special Event Requirements**

1. All blocked 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);
2. All tents, membrane structures, sidewalls, curtains, etc. must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type);
3. Tents, including tie down ropes, must be separated by a minimum of 12';
4. Tents must have fire extinguishers (small vendor tents 1A:10BC - larger tents 2A:10BC);
5. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated from other tents by 20';
6. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality);
7. 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 exit width is 36";
8. Where generators are used they must be separated from tents by 20';
9. Combustible materials such as hay, straw, shavings may not be used for footing in tents;
10. No Smoking signs must be posted.
11. 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).
12. Events that encompass sidewalks must provide unobstructed ingress and egress to structures.