# Street Event Permit Application

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

*Submission required at least 60 days prior to event (90 days preferred)*

## APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Email</th>
<th>Organization Name</th>
<th>Preferred Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
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</table>

## LIST DATE(S) AND LOCATION OF EVENT BELOW

<table>
<thead>
<tr>
<th>Date(s) of Event</th>
<th>Event Start Time</th>
<th>Event End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Street Closure (if different from event)</td>
<td>Street Closure Start Time</td>
<td>Street Closure End Time</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Location of Use: (please attach a map)</th>
<th>Is applicant the owner of the adjoining property?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If not, attach the owner’s written permission)</td>
</tr>
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</table>

## TYPE OF EVENT

- Neighborhood block party (limited to a single block)
- Public block party (e.g., a downtown street party/concert)
- Parade
- Timed sporting race (e.g., a 5k, bike race, etc.)
- Non-competitive walk/run/ride
- Cultural (e.g., an art event, educational event, etc.)
- Other – Please describe:

## Detailed description of event and right-of-way use:

(if more space is needed, attach additional pages to application)

## NAME OF EVENT:

- Local:
- Out of town:

## Will alcohol be served, sold or possessed at the event? Yes No

If yes, time sold or served: Start Time End Time

Possession and consumption of alcohol on the public right-of-way requires City Commission Approval

## Will this event require the use of a city park or trail? Yes No

If yes, has the park or trail been reserved? Yes No

If no, contact Lawrence Parks and Recreation at (785) 832-3450 for reservations

Do you need “No Parking” signs? Yes No

If yes, how many? (1 sign per 30 feet)

Additional fees apply
Please attach the following: (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 application fee
- $120 for publication of ordinance allowing possession and consumption of alcohol on the right-of-way, if applicable
- $1 each temporary “No Parking” signs (paper)
- $2 each rental of coroplast “No Parking” signs ($5 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.

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 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*  DATE

*Application cannot be accepted without signature
**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date application sent for review:</th>
<th>Insurance Certificate submitted or on file?</th>
<th>Application fee received?</th>
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<tbody>
<tr>
<td><em><strong>/</strong></em>/____</td>
<td>☐ Yes ☐ No</td>
<td>☐ Yes ☐ No</td>
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<tr>
<th>Permit reviewed by:</th>
<th>Planning</th>
<th>☐ Yes</th>
<th>Police Department</th>
<th>☐ Yes</th>
<th>Municipal Services</th>
<th>☐ Yes</th>
<th>City Clerk</th>
<th>☐ Yes</th>
<th>Fire &amp; Medical</th>
<th>☐ Yes</th>
<th>Parks &amp; Recreation</th>
<th>☐ Yes</th>
<th>Transit</th>
<th>☐ Yes</th>
<th>City Clerk’s Office</th>
<th>☐ Yes</th>
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<th>City services needed:</th>
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<tbody>
<tr>
<td>Bus Re-routes ☐ Yes ☐ No</td>
</tr>
<tr>
<td>‘No Parking’ Signs ☐ Yes ☐ No</td>
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<tr>
<td>Other – Please Describe: ☐ Yes ☐ No</td>
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**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:**

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**City Manager or Designee**

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**Date**

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**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 the 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.