



City of Lawrence

PARKS AND RECREATION

1141 Massachusetts St.
Office: 785-832-3450
StreetEvents@lawrenceks.org

OFFICE USE ONLY	
License #:	_____
Alcohol Resolution #:	_____
Date Received:	_____
Date Approved:	_____

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					
Contact Person	Email		Organization Name		Preferred Phone
Mailing Address: Street		City	State	Zip	24-Hour Phone During Event
LIST DATE(S) AND LOCATION OF EVENT BELOW					
Date(s) of Event		Event Start Time		Event End Time	
Date(s) of Street Closure <i>(if different from event)</i>		Street Closure Start Time		Street Closure End Time	
Location of Use: <i>(please attach a map)</i>			Is applicant the owner of the adjoining property? <i>If not, attach the owner's written permission</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
TYPE OF EVENT		NAME OF EVENT:			
<input type="checkbox"/> Neighborhood block party (limited to a single block) <input type="checkbox"/> Public block party (e.g., a downtown street party/concert) <input type="checkbox"/> Parade <input type="checkbox"/> Timed sporting race (e.g., a 5k, bike race, etc.) <input type="checkbox"/> Non-competitive walk/run/ride <input type="checkbox"/> Cultural (e.g., an art event, educational event, etc.) <input type="checkbox"/> Other – Please describe:		Detailed description of event and right-of-way use: (if more 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 or 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			Do you need "No Parking" signs? <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 yes, how many? (1 sign per 30 feet) _____		
<i>If no, contact Lawrence Parks and Recreation at (785) 832-3450 for reservations</i>			<i>Additional fees apply</i>		

Will any portion of this event take place on the campus of Haskell Indian Nations University? Yes No

If yes, written permission must be obtained from Haskell Indian Nations University.

Contact Stephen Prue at stephen.prue@bie.edu (attach permission)

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: _____

Please attach the following: (Permits will not be accepted without all necessary attachments)

- Certificate of insurance in the amount of \$1,000,000 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
- \$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.

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 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

Date application sent for review: ___/___/___	Insurance Certificate submitted or on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application fee received? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---	---

Permit reviewed by: <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">Planning</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">Police Department</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">Municipal Services</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">City Clerk</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">Fire & Medical</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">Parks & Recreation</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">Transit</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> <tr><td style="padding-left: 20px;">City Clerk's Office</td><td style="text-align: right;"><input type="checkbox"/> Yes</td></tr> </table>	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: <table style="width: 100%; border: none; margin-top: 10px;"> <tr><td style="padding-left: 20px;">Bus Re-routes</td><td style="text-align: right;"><input type="checkbox"/> Yes</td><td style="text-align: right;"><input type="checkbox"/> No</td></tr> <tr><td style="padding-left: 20px;">'No Parking' Signs</td><td style="text-align: right;"><input type="checkbox"/> Yes</td><td style="text-align: right;"><input type="checkbox"/> No</td></tr> <tr><td style="padding-left: 20px;">Other – Please Describe:</td><td style="text-align: right;"><input type="checkbox"/> Yes</td><td style="text-align: right;"><input type="checkbox"/> No</td></tr> </table>	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
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																									
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.
13. Food trucks must maintain a 10' clearance from buildings, structures, vehicles, and any combustible materials.
14. Food trucks must have a current IFC 319 Inspection