



1 Riverfront Plaza, Suite 320
PO Box 708, Lawrence KS 66044
Phone: (785) 832-7700 | Fax: (785) 832-3110
www.lawrenceks.org/pds

Special Event Permit Application Packet

(Rev. January 2020)

A COMPLETE APPLICATION AND FEE MUST BE SUBMITTED A MINIMUM:

- Administrative Permit: 14 days prior to the event
- City Commission Permit: 45 days prior to the event

General Information

Fees:	Type 1-4 Events	\$50
	Type 5 Events	\$100
	Events requiring City Commission approval	\$100

Permit Details: [Chapter 6, Section 6-1504](#) of the City Code contains requirements for an administrative permit. If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the permit application review if it is not possible to process the permit administratively.

Administrative permits may only be approved if the event is conducted on private property (where the Planning Office has an approved site plan on file) in a commercial or industrial zoning district, and where the property owner has granted written permission.

Nonprofit organizations are eligible for administrative permits for events on any site planned property (in any zoning district) where the property owner has granted written permission.

Permit Duration: Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if the event is to run longer than 14 consecutive days.

Permits per Year: Four permits may be administratively approved for a property per year. Any additional permits above 4 require City Commission approval. Type 4: Christmas tree sales are not subject to this requirement. ***Please contact the Planning & Development Services Office at (785) 832-7700 for the number of administrative permits that have been approved.***

Owner Authorization: Property owner's written permission must be provided with this application before it can be reviewed.

Tax Information: For information regarding sales tax requirements contact the [Kansas Department of Revenue](#) at (913) 631-0296 extension 202 or by email at kdor_special.events@ks.gov.

Event coordinators who manage or solicit retail vendors to sell at the event must contact the Kansas Department of Revenue Events Agent **30 days prior to the event**. The event coordinator will be supplied with sales tax packets to distribute to their vendors.

If your business is not based in Kansas, a transient merchant license must be obtained from the [Douglas County Clerk's](#) office at (785) 832-5267 or at 1100 Massachusetts Street.

KU Merchandise: If you will be selling [University of Kansas Licensed Merchandise or items with the KU logo](#), please contact Paul Vander Tuig, KU Licensing Administrator, at (785) 864-4650. If approved, he will provide you with a letter that you must display at your special event.

Alcohol Sales: If your event will have alcohol sales a liquor license must be obtained from the [City Clerk's Office](#) at (785) 832-3200 or at City Hall, 6 E. 6th Street. ***Additional time may be needed to process this request.***

Street/Sidewalk Use: If your event will block any street or sidewalk, a Right-of-Way permit must be obtained from the [Municipal Services and Operations Department](#) at (785) 832-3123 or at City Hall, 6 E. 6th Street. ***Additional time may be needed to process this request.***

City Parks: If your event will take place in a Lawrence city park, a permit must be obtained from the [Lawrence Parks & Recreation Department](#) at (785) 832-3450 or at LPRD Administrative Office, 1141 Massachusetts St. ***Additional time may be needed to process this request.***

Temporary Signage: If you plan to use temporary signage for your event, please contact the [Planning & Development Services Office](#) at (785) 832-7700 or at City Hall Riverfront, 1 Riverfront Plaza, Ste 320.

Event Description

A description must be provided that includes the following information:

Written Description

Provide a separate page with the following information:

1. Describe the activities that will occur with this event.
2. Note any changes that may be required to traffic flow on the site, adjacent roadways, or any changes necessary for the transit route.
3. Explain any provisions that will be made for security or parking.
4. Describe proposed site maintenance; including how the site will be cleaned following the event as well as how sanitation will be maintained during the event.
5. Note anticipated attendance.
6. Describe how protection for pedestrians will be provided during the event. Vehicle and pedestrian circulation must be separated.
7. Note provisions, if any, that are being made for portable toilets for event (include provider and disposal contractor).

Graphic Description

Provide the following information on an aerial photograph or site plan of the area. These are available on the [Interactive Map of Lawrence](#) or from the Planning & Development Services Office.

1. Location and dimensions of the event area.
2. Distance from road right-of-way.
3. Location and dimensions of any structures (tents, stages, booths, etc.) used for the event.
4. Location and dimension of activity areas associated with the event.
5. Location and materials used to separate activity area from parking or other areas, if needed.
6. If vendors are associated with the event show their location, with dimensions, along with the type of structure to be used.
7. If mobile food vendors are associated with the event, identify vendors and show location, with dimensions.
8. If portable toilets will be used, show number and location on the graphic.
9. Any other information which pertains to the event.



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Permit Holder Information

1. Name: _____
2. Address: _____
3. Phone Number: _____
4. Email: _____
5. If you're conducting the activity on behalf of an organization:
 - a. Is the organization a non-profit 501(c)(3): Yes _____ No _____
 - b. Name of Organization: _____
 - c. Organization Contact: _____
 - d. Address of Organization: _____
 - e. City: _____ State: _____
 - f. Telephone Number of Organization: _____

Property Owner Information

1. Name: _____
2. Contact: _____
3. Address: _____
4. Phone Number: _____
5. Email: _____

Event Narrative

Event Title: _____

Event Address: _____

Event Description: _____

Proposed Dates: _____ to _____

- a. **Each permit is valid for a maximum of 14 consecutive days.** Several permits may be applied for consecutively if event is to run more than 14 consecutive days. If application applies to **non-consecutive** events provide the dates for each event. (Each 14 day period will require a permit.)

Anticipated Attendance: Total: _____ Per Day: _____

Proposed Hours of Operation: _____ to _____

Please check the type of event:

- ____ **Type 1:** Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in [Section 6-1503 of City Code.](#))
- ____ **Type 2:** Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths
- ____ **Type 3:** Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services (such as a tent sale, farmers market or product demonstration), or indoor seasonal events which draw additional visitors to a property (such as a haunted house)
- ____ **Type 4:** Christmas tree sales
- ____ **Type 5:** Public events intended primarily for entertainment or amusement, such as concerts or festivals.

Event Details

Will a tent(s) be used for the event? Yes _____ No _____

If yes, what are the tent dimensions: _____ feet by _____ feet

Type of Tent? Open/Canopy _____ Enclosed _____

Will the event include Mobile Food Vendors? Yes _____ No _____

Has the *mobile food unit* been inspected by the City of Lawrence Fire Department?

- Include verification of inspection

Does the event involve sales? Yes _____ No _____

If yes, please provide your **Kansas Sales Tax I.D. Number:** _____

If you are not required to collect Kansas Sales Tax, please provide your exemption information: _____

Will you be selling alcohol? Yes _____ No _____

*If yes, a liquor license must be obtained from the Lawrence City Clerk's Office at (785) 832-3200. **Additional time may be needed to process this request.***

Will you be blocking any streets and/or sidewalks? Yes _____ No _____

*If yes, a Use of Right-of-Way permit must be obtained from the Lawrence Municipal Services and Operations Department at (785) 832-3123. **Additional time may be needed to process this request.***

Will your event use a Lawrence city park? Yes _____ No _____

*If yes, a permit must be obtained from the Lawrence Parks & Recreation Department at (785) 832-3450. **Additional time may be needed to process this request.***