



# SPECIAL EVENT PERMIT APPLICATION

**EVENT INFORMATION**

Event name: \_\_\_\_\_

Start date: \_\_\_\_\_ Start time: \_\_\_\_\_ (please include any set-up time)

End date: \_\_\_\_\_ End time: \_\_\_\_\_ (please include any tear-down time)

Location: \_\_\_\_\_

Description of the event:    Public            Private
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will alcohol be sold, consumed, or possessed at the event?

 No Yes - **See Alcohol Provisions Checklist**

Do the proceeds of the event benefit a 501(c)(3) non-profit organization or individual?

 No Yes - \_\_\_\_\_% of the proceeds will go to \_\_\_\_\_

\_\_\_\_\_ % of the proceeds will go to \_\_\_\_\_

\_\_\_\_\_ % of the proceeds will go to \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Person on-site during the event: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>					
Date approved:					
_____ <i>PD</i>	_____ <i>FD</i>	_____ <i>P&amp;R</i>	_____ <i>PW</i>	_____ <i>Codes</i>	_____ <i>Admin/CC</i>
Date Received: _____			Date issued: _____		

**CITY SERVICES REQUESTED:**

Please note that additional services, whether elected or required, may incur additional fees. You will be notified of these potential services and fees prior to the issuing of the permit. Not all requested services are guaranteed to be available, and any services beyond those approved are the responsibility of the applicant to acquire and pay for. Any City services provided after the approval of the permit may result in additional fees without notice.

YES NO

- Police Officer Number Requested: \_\_\_\_\_
- Bleachers\* Number Requested: \_\_\_\_\_
- Portable Restroom\* Number Requested: \_\_\_\_\_
- Trash cans\* Number Requested: \_\_\_\_\_
- Electricity\* (general area)
- Water\* (general area)
- Traffic Control Devices/Barricades\* Number Requested: \_\_\_\_\_
- Street closure(s)\*

STREET NAME/INTERSECTION	DATE(S)	TIME(S)

*\*Please indicate the location of each service on attached map*

**APPLICATION SUBMISSION CHECKLIST**

*Please verify that all documents are included upon submitting the application.*

YES NO

- Application, completed in its entirety
- \$50 non-refundable application fee
- 30-60 days' notice to the City of Eudora
- A site and/or course map for your event including street names and the location of any structures or requested City services, including:
  - Bleachers
  - Portable Restrooms
  - Trash Cans
  - Electricity (general area)
  - Water (general area)
  - Street Closures/Barricades
  - Stage/entertainment areas
  - Food, game, or sales booths
  - Parking areas - **Reminder: there is no parking in City parks**
- Certificate of Liability Insurance listing the City of Eudora as an additional insured with the same coverage as the insured without restrictions in the amount of \$500,000 or greater
- If on Main Street**, signatures from Main Street business owners attesting that they were informed of the event location and time(s) that parking may be affected. Proof of delivered notice is also acceptable.

**APPLICATION SUBMISSION CHECKLIST – ADDITIONAL PERMITS/LICENSES**

Please select which of the following features will be at your event, requiring additional permitting as outlined by state statute and/or city code. If any of the following features will be a part of the Special Event, it is the applicant’s responsibility to verify or obtain proper licensure prior to the start of the event to avoid penalties and/or fines. Please view the [Eudora City Code](#) as well as [chapter 105.6 of the 2018 International Fire Code](#) for more information.

**YES NO**

- Tents
- Carnival or fair
- An assembly of 1,000 or more people
- Signs
- Mobile Food Vendors / Food Trucks (individual permit required for each vendor)

NAME OF VENDOR / FOOD TRUCK	DATE(S)	TIME(S)

**APPLICATION SUBMISSION CHECKLIST – ALCOHOL PROVISIONS**

If alcohol will be sold, consumed, and/or possessed at the event, please also verify that the following documents or actions have been completed.

**YES N/A**

- Alcohol permit as issued by the Kansas Department of Alcoholic Beverage Control
- A map of the floor plan depicting where alcohol will be sold, served, or consumed. The map must show where three-dimensional barriers will be located to define the event area and include nearby streets for reference.
- Approval from the City Commission allowing the possession and consumption of alcohol on a public right-of-way

**APPLICANT’S STATEMENT OF AGREEMENT**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understood, and agree to abide by the following rules and regulations:

- a) To comply with all applicable [City ordinances, codes, conditions, and requirements](#);
- b) To submit your application, supporting documentation as required in the Application Submission Checklist provided in this application, and fees to City Hall (4 E. 7<sup>th</sup> Street, Eudora, KS, 66025), at least 30 days prior to the start date of the event to be guaranteed consideration;
- c) To obtain at your expense all additional permitting, licensure, and/or inspections as required by city code or state statute for your event. A detailed list can be found by viewing [chapter 105.6 of the 2018 International Fire Code](#);
- d) To obtain at your expense all traffic equipment as recommended or required regarding street closures by the City of Eudora Public Works Department, Police Department, and/or Fire Department and any such other equipment to ensure their accessibility and to ensure the safety of all attendees;
- e) To arrange and provide all barricades and detour signs for all street closures, from curb-to-curb. Where access is to be allowed into a road closed by barricades, you agree to assign a person

from your organization to this post to assure proper closure. The person assigned to this barricade is to remain at the barricade for the duration of the street closure;

- f) To supply contact information for at least one person responsible for the event. This person is required to remain on-site;
- g) To pay any fees for additional services requested by the applicant or deemed necessary by the City. These fees may include, but are not limited to: the services listed on this application, additional cleanup fees, park and/or facility rentals, and/or fines accrued during the event;
- h) The permit can be denied regardless of any advance advertisements, reservations, or registrations;
- i) Not all aspects of the event are guaranteed to be approved; the applicant may be asked to make some changes to the plan based on the availability of services and the scheduling of other events;
- j) The event may not block any entrance or exit to the Public Safety Building, nor may it utilize the parking area of the Public Safety Building;
- k) There is no parking in City parks. Violations are subject to fines and/or removal of the vehicle(s) at the owner's expense; AND
- l) The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the City of Eudora.

I, \_\_\_\_\_, the undersigned, hereby affirm that the above information is true and correct in describing the intent of this application. I understand that the issuance of the Special Event Permit is contingent upon compliance of all conditions and requirements and I agree to abide by the provisions in this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date