



Special Event Permit Process, Instructions and Guidelines

The City of Eudora is happy to hear you are planning a Special Event in our city. We are very interested in helping make your event experience a delightful one, right down to the smallest detail. With this goal in mind, we've prepared this Special Event Packet and Application to help you identify the services, equipment and activities needed early on in your planning stages. We hope by doing so, we will minimize last minute surprises for all parties during your upcoming event. Please do not be alarmed by the size of this packet. Its contents were created to handle all events from the smallest neighborhood block party on up to the largest of parades. Please read through it carefully.

Once you have completed and submitted your application, City department and division staff will review your application, approving or making recommendations to it. Once this review is complete, your application will return to the City Clerk's office. You will be notified at that time on the approval of your application and a Special Event Permit will be issued for your event. If you have any questions during your application process, please contact the City Clerk at 785-542-2153 8:15 am - 4:15 p.m. Monday through Friday.

Please keep these instructions for your reference

Some of the information below may not apply to your specific event

How do I know if I need a "Special Event Permit"?

- You will need a special event permit if your event is outdoors and involves City right-of-way, for example a City street, sidewalk, and/or if your event will significantly impact the City of Eudora.
- You will need a permit if your event will be obstructing or redirecting vehicular or pedestrian traffic.
- You will need a permit if you will be placing anything on public property, such as a stage, tent, temporary structure, kiosk, or tables and chairs.

What obligations do I assume when I apply for a Special Event Permit?

- You agree to comply with all applicable City ordinances, codes, conditions, and requirements.
- You agree to submit a Site Map as part of the application. The Site Map may be hand drawn, not necessarily to exact scale, to show the Event site location, stage/entertainment areas, food booths, game booths, sales booths, parking areas,

restroom facilities, and street closures with a list of specific street names and include location of barricades , dumpsters/trash cans.

- You agree to notify all businesses which are located on the streets of your event about the event times and dates.
- You agree that if alcohol will be sold as part of the *Special Event*, the seller will have an Alcohol Beverage License. Please contact the Kansas Department of Alcoholic Beverage Control (ABC) at (785) 296-7015.
- You agree to obtain at your expense all traffic control 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.
- You agree to arrange and provide all barricades and detour signs for all street closures. Barricades will be required to extend completely across a roadway and its shoulders or 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.

What is the application process for a special event permit?

- You must submit your application to us before the scheduled event and give us enough time to evaluate your request and provide a recommendation. We recommend you submit your application at least 30-60 days in advance. This submittal must also include all applicable fees.
- Please complete the application form, print and sign your name and submit it along with all supporting documentation.
- Submit everything to the Eudora City Clerk, 4 East 7th Street, Eudora, KS, 66025.
- When we receive your forms, all the departments that will be involved in providing services or permits for your event will meet to review your application. We review the application and get back to you as soon as possible. If you have questions during the review period, you may call the City Clerk's office at 785-542-2153 during business hours.
- **NOTE: Do not assume that all aspects of the event will be approved;** you may be asked to make some changes to your plan based on the availability of services and the scheduling of other events. Therefore, you are encouraged to not make any other arrangements for your event until you've received approval from the City. You may be contacted by individuals from city departments needing more information about your event.

What you need to know:

- Your event application must be submitted and approved well in advance before the event date.
- Your permit can be denied regardless of advance advertisements, reservations or registrations.
- Your event date may not be available due to previously scheduled events and holidays

- Additional fees may be required.
- A Certificate of Insurance will be required before a permit is issued depending on your event.
- A site map may be required as applicable.
- A course map may be required as applicable.
- There is **NO PARKING** in city parks. Five parking permits will be issued per event.
- Contact information for one person responsible for the event, will be required.
- One person, responsible at the event, will be required on site.
- You are to inform the city when the event is complete.
- Alcohol is prohibited on public property. Contact the City Clerk's Office at 785-542-2153 if you have questions.

On behalf of the City of Eudora, we wish you a successful and safe Special Event!



Special Event Permit Application

Primary Contact/Applicant Person

Name: _____

Address: _____

Preferred Phone: _____ Work/Home Phone: _____

Email: _____

Person On-site During the Event

Name: _____

Address: _____

Preferred Phone: _____

Email: _____

Organization and authorized Head of Organization/Sponsor

Organization/Sponsor: _____

Address: _____

Business Phone: _____ Fax: _____ Email: _____

Event Information

Name of Event: _____

Event Date: _____ Times: Start _____ am./p.m. Finish _____ a.m. /p.m.

(If multiple dates/time, attach a sheet or indicate below)

Set-up start date: _____ Set up start time: _____

Take-down end date: _____ Take-down end time: _____

Location (s) of event: _____ *(and/or attach a map)*

Type of Event:

- ___ Neighborhood Block Party
- ___ Public Block Party (such as a downtown street party/concert)
- ___ Sporting Event or Competition (5K, 10K, adventure race, bike/run/walk)
- ___ Cultural (such as art events, educational, etc.), and festivals
- ___ Parade
- ___ other - Please describe:

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

[Possession and consumption of alcohol on the public right-of-way requires City Commission approval. Applicants are required to go before the City Commission if alcohol will be possessed or consumed at the event.]

Are City services (street closures, portable restrooms, police etc...) requested? ___ YES, ___ NO

If yes, please describe/state services requested below:

Will this event require the use of a public facility/amenity (park and/or shelter etc)? ___ YES ___ NO

If yes, has the facility/amenity been reserved? ___ YES ___ NO

Do the proceeds of this event benefit a certain organization or individual? ___ YES ___ NO

Name of organization of individual to be benefited? _____

Percentage of proceed that will benefit the organization or individual? _____

Will this be a private or public event? _____

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 rules and regulations included in this application including my obligations under the "Process and Instructions" section of this application. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of

the City of Eudora. I 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. I, _____, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

Print Name of applicant

Signature of applicant

Date

Please include the following with your application:

- ❖ A copy of your Certificate of Liability Insurance, listing the City of Eudora as an additional insured with the same coverage as the insured without restrictions and in the amount of \$500,000.
- ❖ Site Map
- ❖ Diagram of any street to be closed
- ❖ Map(s) of any race routes
- ❖ Signatures of Main Street business owners attesting that they were informed about the event location, and time(s) that parking may be affected.
- ❖ \$50 application fee

Please mail or deliver completed application to: City Clerk's Office, 4 East 7th Street, Eudora, KS, 66025

Fees:

- \$50 application fee
- Other fees for city services may also apply. You will be advised of estimated costs before permit is granted if additional fees will be applied.