



City of Lawrence
PUBLIC WORKS

785-832-3123 (Office) -- StreetEvents@LawrenceKS.org
785-832-3398 (Fax)

APPROVED

4-12-17

RECEIVED
3/16/17

Street Event Permit Application

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

Please submit application at least 60 days prior to event

APPLICANT INFORMATION

Contact Person: <i>Jessica Myers</i>	E-Mail Address: <i>jessicasmyers916@gmail.com</i>	Organization Name: <i>Little Red School House</i>	Preferred Phone: <i>785-764-9463</i>
Mailing Address: <i>695 Alabama</i>	City: <i>Lawrence</i>	State: <i>KS</i>	Zip: <i>66244</i>
24-Hour Phone: <i>same</i>			

LIST DATE(S) AND LOCATION OF EVENT BELOW

Date(s): <i>4-29-17</i>	From Time: <i>8am</i>	To Time: <i>10pm</i>	Location of Use: <i>attach a map</i> <i>Watson Park</i>
Or From Date to Date:	From Time:	To Time:	Location of Use: <i>attach a map</i> <i>W 7th St between Tennessee & Kentucky</i>

Is applicant the owner of the adjoining property? ☐ Yes ☒ No (If no, attach the owner's written permission)

Type of Event:

- ☐ Neighborhood Block Party (limited to a single block)
- ☒ Public Block Party (such as a downtown street party/concert)
- ☐ Sporting event
 - ☐ Timed Race (5k, 10k, half-marathon, bike race, etc.)
 - ☐ Non-competitive walk/run/ride (e.g. fun run/walk/ride)
 - ☐ Other – please describe:
- ☐ Cultural (such as an art event, educational, ect.)
- ☐ Other – Please describe:

Name of Event:

Rockin Red Music Fest

Description of event and right-of-way use: (If additional space is needed, attach additional pages to application)

one stage for bands, beer tent, games, food trucks, games around perimeter, bounce house

**Nothing Will Be Set Up In The Blocked Off Area*

Expected Number of Participants: Local: *800-400* Out of Town:

Will alcohol be served, sold or possessed in the public right-of-way at the event? ☒ Yes ☐ No

[Possession and consumption of alcohol on the public right-of-way requires City Commission approval.

Applicant will be assessed publication costs in the amount of \$70.00 for alcohol ordinances, in addition to any other temporary alcohol permit costs.]

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) 832-7920 for reservations.

Do you need meter bags? ☐ Yes ☒ No If yes, how many bags?

Do you need no parking signs? ☐ Yes ☒ No If yes, how many (1 sign per 30 feet)?

Do you need event signs? (1 sign per meter pole – Downtown only) ☐ Yes ☒ No If yes, how many?

Note: You will be contacted when meter bags and/or no parking signs are ready to be picked up. There is a \$1.00 deposit per meter bag/paper sign (non-refundable) or \$10 deposit per sign for event signs (refundable).

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@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 and company name of race director, if applicable:

Do the proceeds of this event benefit a certain organization or individual? ☒ Yes ☐ No

Name of organization or individual to be benefitted? Lawrence Community Nursing School

Percentage of proceeds that will benefit the organization or individual? 100%

PLEASE INCLUDE (Please submit all needed items to avoid processing delays):

- ☒ Certificate of insurance in the amount of \$500,000 with City of Lawrence as the certificate holder
- ☐ Signatures of approval from adjacent property owners/occupants if closing a street
- ☐ Maps of any race routes with traffic con
- ☐ Diagram of any street to be closed & location of event items on street (tents/stages, barricades, etc.)

FEES: Include all that are applicable. Fees are non-refundable.

- ☒ \$10.00 application fee
- ☒ \$70.00 for publication of ordinance allowing possession & consumption of alcohol on the right-of-way, if applicable
- * Other fees for city services may also apply. You will be advised of estimated costs before permit is granted.
- * If parking meter bags or no parking signs are required there will be a \$3 per sign/bag deposit assessed separately by the Police Department. This deposit will be returned for signs and bags that are returned undamaged after the event.

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.
- 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. I understand that actual fees may be up to 10% above the estimate.
- Notify all adjacent property owners and tenants of the granting of this permit.
- Abide by all conditions imposed by the city regarding the event.
- 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.

Jessica Mays
APPLICANT'S NAME (Printed)

[Signature]
APPLICANT'S SIGNATURE*

3.6.17
TODAY'S DATE

*Application cannot be accepted without signature

OFFICE USE ONLY

Application Received Date: 3-6-2017 Insurance Certificate Submitted or on File? ☒ Yes ☐ No Payment Received? 10 ☒ Yes ☐ No 75

Permit reviewed by:

Development Services / Building Inspection	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Police Department	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Public Works	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Utilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Historic Resources	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Fire Medical	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Parks & Recreation/Forestry/Facilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A
Transit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A

City services needed:

Bus Re-routes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Meter Bags	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
No Parking Signs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Barricades	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

provided by Applicant

Commission approval needed: ☐ Yes ☒ No; if yes date approved by City Commission:

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:

See attached Fire/Medical requirements

Barricades provided by Applicant per MUTCD

Fee estimate (in addition to application fees) 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).

City Clerk's office:

Police Department:

Fire Medical Department:

Public Works Department:

Parks and Recreation Department:

Utilities Department:

Other departments:

Event cash deposit

Total: 0 - refundable

[Signature]

City Manager or Designee

4-12-17

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.

Special Event Requirements

Fire/Medical Department

1. All blocked streets must have and maintain a 20' lane for apparatus access in the event of an emergency;
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.