



CITY OF TONGANOXIE

Special Event Permit Application

APPROVED _____	DENIED _____
Date: _____	
Police Chief: _____	
Permit # _____	Fee _____

Application deadline is no later than 20 days prior to the event
 Number of days until event begins? (Do not count today or the first day of the event) _____

EVENT-GENERAL INFORMATION

Name of Event: _____

Start date of Event _____

End date of Event _____

Event Hours _____

Type of Event: Commercial ☐ Application Fees: No booths or tents \$50.00 ☐
 Private ☐ With booths and/or tents (no City services) \$50.00 ☐
 Non-Profit ☐ Exempt from fees With City services one day \$250.00 ☐
 With City services two days \$500.00 ☐
 With City services three plus days \$1,000.00 ☐

Will this event be open to the general public? Yes ☐ No ☐

If 'No', who will be invited? _____

Description of Event: _____

Location(s) of Event _____
 (Include addresses) _____

Parades: Additional Requirements: Attach Diagram of Route
 # of People Walking: _____ # of Motor Vehicles: _____
 # of Floats: _____ # of Bands: _____
 # of Horses: _____ Other Special Activities: (describe) _____

CITY SERVICES REQUESTED

Police Department Escort:	Yes ☐	No ☐	Number of Officers/Cars requested	_____
Police Department Security	Yes ☐	No ☐	Number of Officers requested	_____
Police Department Traffic Control	Yes ☐	No ☐	Number of Officers requested	_____
Fire Department First Aid Standby:	Yes ☐	No ☐	How many?	_____
Fire Department Burn Permit	Yes ☐	No ☐	(Burn permits are available at the Fire Station)	
Public Works Street Barricades:	Yes ☐	No ☐		

Street closures requested

Names of Streets or Intersections	Dates	Times
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other City Services Requested: _____

(List types requested, when and where) _____

Buildings to be used in conjunction with the event (list addresses) _____

Anticipated Attendance Event Total _____ Per day _____ Per Week _____

Will food be offered for sale?

Yes ☐

No ☐

If 'Yes', reference Zoning, Section 33, Division 2 for potential vendor permits required.

List vendors to be included as part of this permit
(All other vendors will be required to obtain
their own permit)

Location of vendors/booths/stalls/tents

SIGNAGE

Will public advertising be used?

Yes ☐ No ☐

What type of public advertising?

Street banner ☐

Sandwich Signs ☐

Other ☐

Where will these signs be displayed?

When will the signs be displayed?
(Beginning and ending date)

The name and phone number of the person
responsible for removal of the signs

Name:

Number:

Attach sample sign copy to this application for approval. Include sign materials, dimensions, lighting, and attachment details as appropriate.

TEMPORARY FACILITIES

Number and location of any temporary toilets

Number and location of any temporary
water facilities

CONTACT INFORMATION

Primary Event Contact Name

Address

Primary Phone

Secondary Phone

Secondary Event Contact Name

Address

Primary Phone

Secondary Phone

I certify by my signature that the city is indemnified for this event and that public property will be protected and/or cleaned and restored to its condition prior to the Special Event. I further agree that the standards set forth in the ordinance, as provided to me, have or will be satisfied upon the completion of this event.

Signature of Applicant

Date

Required materials needed to file this application:

- Application and fee (as applicable)
- A signed affidavit by any property owner whose property will be used for this event, if applicant is not the property owner.
- A site plan depicting the location of event, identified buildings that will be used, proposed parking areas, outdoor display areas, signs, temporary toilets, temporary water supplies streets, and property lines, or other information that may be required by the City Administrator or his designee.
- Proof of Liability Insurance, if required by the City Administrator.
- Any other information as required by the City Administrator or his designee that is necessary to evaluate this application.
- If on private property, a fully signed and notarized Affidavit permission from the property owner(s).



AFFIDAVIT

CITY OF TONGANOXIE

COUNTY OF LEAVENWORTH
STATE OF KANSAS

I (We), _____ AND _____
(Print)

AND _____ AND _____
(Print)

being duly sworn, depose and say that we are the owners of said property involved in this petition for a Special Event and/or Vendor Permit and that the foregoing signatures, statements, and answers herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.

Property owner(s) further agrees that their property as identified below may be used as described in the attached application for this event.

Property Address _____

Signed and entered this _____ day of _____, 20

Owner Signature

Owner Signature

Owner Signature

Owner Signature

Subscribed and sworn to before me on this _____ day of _____, 20
Notary Public in and for the County of Leavenworth, Kansas

My Commission Expires: _____

Special Event & Parade Application

General Requirements and Conditions

A Special Event shall be defined as, but not limited to, any short-term use of land or temporary structure(s) activity held on the public ways such as athletic events, auction/estate sales, street exhibitions, block parties, carnivals, multiple store sidewalk sales, circuses, fairs, animal shows, promotional activities, parades, fun runs, stands or concessions, wild west shows, etc.

A Parade shall be defined as any procession of 15 or more persons and/or three or more vehicles, except funeral processions, students participating in education activities-provided such conduct is under the direction and supervision of school authorities, or any governmental agency acting within the scope of its function.

A Permit, if issued, authorizes Applicant and Sponsor Organization to conduct a special event, parade or procession with the assistance of the Police Department.

Application review process – We will send a copy of your application to the following departments for review and comment: Police Department, Public Works Department, Fire Department and Codes. The application and comments will be reviewed and approved by the Chief of Police, 913-369-3754.

Certificate of Insurance – Submit with the application, a Certificate of Insurance as evidence that the Sponsor Organization has and will maintain during this event, General Liability insurance in an amount not less than one million dollars (\$1,000,000.00) combined single limit per occurrence, issued by a surety which is licensed to do business in the State of Kansas. The name of the Sponsor Organization which you list on the application must be either identical to or include the name of the Insured Organization listed on the Certificate of Insurance. The Certificate of Insurance must:

- Name as both an Additional Insured and Certificate Holder the “City of Tonganoxie, 526 E 4th Street Tonganoxie KS”
- Contain a cancellation clause stating that the issuing company will provide written notice to the City of Tonganoxie at least 30 days in advance if the policy is cancelled before the expiration date;
- Include the name of the event in the “Description of Operation” section or similar sections;
- Be original documents (no photocopies or faxes).

Proof of Clean-Up Agreement – submit with the Application proof that a cleanup agreement exists. Applicant and Sponsor Organization are responsible for cleanup and shall remove all trash and litter resulting from this event from the streets, sidewalks and public ways. Failure to properly cleanup will jeopardize future permit privileges.

Police Department – applicant must contact the Police Department at 913-369-3754 to schedule for law enforcement officers for security, parade escort and traffic control assistance.

Possession and Exhibition Permit – The Permit for the procession or parade shall be in the possession of the applicant or a representative of the applicant during the parade or procession and shall be presented, on request of any city official.

Mail all correspondence to City of Tonganoxie, 526 E 4th Street PO Box 326, Tonganoxie KS 66086 or call City Hall at 913-845-2620 if you have any questions.

I have read and understood the above General Requirements and Conditions. I understand the Applicant and Sponsor Organization are responsible for cleanup and shall remove all trash and litter resulting from this event from the streets, sidewalks and public ways.

Signature of Applicant

Date