

Community Event Application

City of Wichita, Kansas



All outdoor events on public or private property that meet one or more of the following criteria, must complete a Community Event application:

- Multiple Vendors on One Property
- Street Closures (other than for neighborhood block parties)
- Serving and/or Selling Alcohol
- Activities on Park Property
- Attendance in Excess of 250 People at Any One Time

Applications should be submitted in a timely manner based on the following:

Events involving races:

- No earlier than 180 calendar days before the event
- No later than 60 calendar days before the event to avoid late fees
- Applications submitted less than 60 calendar days but more than 45 calendar days before the event will be subject to a \$75 late fee and will require approval by the Division of Arts & Cultural Services Manager
- Applications submitted less than 45 calendar days will not be accepted

Events without any race activities:

- No earlier than 180 calendar days before the event
- No later than 30 calendar days before the event to avoid late fees
- Applications submitted less than 30 calendar days but more than 15 calendar days before the event will be subject to a \$75 late fee and will require approval by the Division of Arts & Cultural Services Manager
- Applications submitted less than 10 calendar days will not be accepted

Events that involve a stage:

- If you would like to reserve the stage in advance of submitting your Community Event application, please contact Sonja Williams at 316-268-4152.
- Advance reservations can be made up to a year before your event.

Return all applications, applicable documentation and fees for all events to:

Division of Arts & Cultural Services
225 West Douglas | Wichita, KS 67202
(P) 316-303-8000 (F) 316-858-7473
(E-mail) specialevents@wichita.gov

GENERAL INFORMATION

1. **Event title:** _____

2. **Event date(s):** _____ **Event time(s):** _____

Outdoor entertainment may take place from 8 a.m. until 11 p.m. Sunday through Thursday and from 8 a.m. until midnight on Friday and Saturday (*Municipal Code Section 3.11.155*).

3. **Where will event take place?** (*Check all that apply*):

Public Property Private Property Park Property

4. **Estimated attendance:** _____ **Attendance in previous year:** _____

5. **Event address for permit:** _____

6. **Event webpage:** _____

7. **Event promoter:** _____

Main contact name: _____

Promoter address: _____

Phone: _____ **Mobile:** _____

E-mail address: _____

8. **Will the event include any of the following?** (*Check all that apply and see page 9 for more details and fees*)

- | | |
|---|---|
| <input type="checkbox"/> Animal Exhibition | <input type="checkbox"/> Temporary Amusement Rides (includes inflatables) |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Walk/Run/Marathon |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Live Entertainment | <input type="checkbox"/> Petting Zoo (includes pony rides) |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Food Trucks |
| <input type="checkbox"/> Tents (See Page 9) | <input type="checkbox"/> Other _____ |

STREET CLOSURES

1. Are you requesting street closures? (*Check one; security requirements must be met and \$25 street closure fee paid*)

Yes or No

All affected property owners and residents are required to be notified of the intended street closure in writing. Notifications must be mailed or made in person approximately six weeks before the event. Notification by e-mail is acceptable. Written notifications should be prepared on paper or postcards using colors that are highly visible and should include the name of the event, any sponsoring organization, date and time frames of the event, name and contact information for the Division of Arts and Cultural Services as well as for the event promotor, website for the event as well as the time, duration and names of streets that will be closed. Street closures may be listed online instead of on the written notification; however, the written notification must refer all property owners and residents to the website to view street closures. It is also understood that street closures will be listed online prior to the notifications being mailed or delivered. Please include a copy of the list of affected property owners with the completed application. (*See page 10 for example notification.*)

Closure of any street requires adequate signage, barricades and Wichita Police Department officers hired by the applicant. Only temporary street markings are allowed and must be removed immediately upon completion of the event.

For additional information about street closures, please contact your neighborhood Wichita Police Department Patrol Station using the contact information listed on page 6.

2. Please list dates(s)/time/location of street closures, attach a separate sheet if needed.

TRANSIENT MERCHANTS

Transient Merchants are described as vendors selling goods, including food, at events between 7:00 a.m. until midnight.

1. Will food and/or non-alcoholic beverages be sold and/or served? (Check One)

Sold or Served Neither

2. If you answered yes to question 1, please complete the section below. (See page 9 and Appendix B for more information.)

Describe type of food or beverages being served or sold (example: packaged, catered or cooked on site):

Please attach a list (*see page 11*) of all vendors selling food and/or beverages along with their contact information, driver's license number, phone number, birthdate, KDA license number and a copy of their sales tax certificate. If each individual vendor does not have a sales tax certificate, it is the responsibility of the promoter to obtain a blanket sales tax certificate for the event. It is the responsibility of the promoter to pay the fees associated with all vendors.

Some food vendors may not be required to obtain a KDA license. Please contact KDA at 1-785-564-6767 to see if your operation requires a state food license. If your operation does not require a KDA license please complete the checklist on pages 13 and 14.

3. Please attach a list (*see page 12*) that includes any additional vendors who will be providing complimentary food or beverage. Include contact information for each vendor. (Food may not be prepared in a home kitchen.)

4. Will other goods be sold? (Check One)

Yes or No

5. Please attach a list that includes any additional vendors, organizations or individuals who will be selling goods. Include contact information and a driver's license number for each vendor.

6. Please include the location of all vendors on the site map.

CMB AND/OR ALCOHOLIC LIQUOR

Will Alcoholic Liquor and/or Cereal Malt Beverages be sold?

Cereal Malt Beverage (CMB) has alcohol content of 3.2 percent or less. Alcoholic Liquor has alcohol content above 3.2 percent.

Yes or No

If you answered yes, please complete the section below. A license for the sale of Alcoholic Liquor and/or CMB must be obtained through the City Licensing Office by going online to Wichita.gov, clicking on "Government," selecting "Finance" and then selecting "Business Licensing." The Licensing Department can also be reached by calling 316-268-4553. Your application for the sale of Alcoholic Liquor and/or CMB can be submitted at the same time as this application. Please allow a **minimum of 45-days** for the approval process.

On-site alcohol supervisor name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Mobile: _____

E-mail: _____

Rules for Park Property:

- Most public parks do not allow Alcoholic Liquor on site.
- CMB may be brought onto most park grounds.
- Selling alcohol, concessions, services or products in park facilities or on park property is strictly prohibited without the Park Director's approval (*Municipal Code Section 9.03.200*).

Rules for Other Public Spaces:

- Events where CMB is sold, require application fees, written City Council approval and a Special Event Retailer's permit to sell CMB. Sales must be in a defined area, which can include streets, and must comply with City code regarding lighting and fencing of outdoor areas (Section 4.12.215). CMB may not be sold through a caterer's license.
- Events where Alcoholic Liquor is sold require application fees and either a temporary permit or caterer's license from **both** the State of Kansas Division of Alcoholic Beverage Control (ABC) and the City of Wichita. A copy of **both** permits and the event site plan should be posted at the event and available for inspection upon request by any law enforcement officer or officer/agent of the ABC Division Director.
- Events where Alcoholic Liquor is sold and that also include the use of City streets, sidewalks or alleys require both a Temporary Entertainment District (TED) resolution and street closures approved by the Wichita City Council. A TED is a defined area that includes public streets, sidewalks or alleys where the consumption of alcohol is allowed by state law. Additional information on the use of a TED in connection with a Community Event may be obtained from the Community Event staff.
- Applicant must comply with the City code for sale of both CMB and Alcoholic Liquor (Section 3.11.065).
- If the event's defined area does not involve a City street, sidewalk or alley or is on private property,, Alcoholic Liquor may be sold pursuant to either a temporary permit or a caterer's license.
- Alcoholic Liquor or CMB may not be given away at a Community Event, except that complimentary alcoholic beverages may be included as part of a Community Event's participation or registration fee if the event is a fund raiser for a charitable or political organization. Additional information regarding this may be obtained from community event staff.

- **CMB license and Alcoholic Liquor permit specifications include:**
- No more than three consecutive days for Alcoholic Liquor, for CMB for the duration of the event up to a maximum of 30 days.
- No more than four events annually to the same applicant for either CMB or Alcoholic Liquor.
- No sales between the hours of midnight and 6:00 a.m. for CMB.
- No sales between the hours of 2:00 a.m. and 9:00 a.m. for Alcoholic Liquor.

ADDITIONAL INFORMATION

Event organizers are asked to monitor sound levels so they do not exceed what is allowed for the event area and are in compliance with City Code (*Chapter 7.41*). If organizers would like to request an application for sound amplification authorization, they can contact the Division of Arts & Cultural Services through specialevents@wichita.gov or by calling 316-303-8000. Organizers should respond in a timely and effective manner to requests by City representatives regarding the sound level. The Wichita Police Department or authorized representatives of the City may cancel musical performances or events for substantial or repeated violations.

It is expected that organizers and promoters of events should leave sites in the same or better condition. Based on industry standards, one trash container is necessary for every 100 people. In all instances, organizers should make arrangements for trash and debris to be picked up after the event concludes. For events that last more than four hours, trash and debris should be collected during the event. Trash containers must be removed from event site within 24 hours of the conclusion of the event.

It is also expected that organizers and promoters provide an adequate number of portable restrooms based on industry standards. One portable restroom is necessary per 100 people. For events of four hours or more, organizers should make arrangements for service by the provider during the event. Portable restrooms must be removed from the site within 24 hours of the conclusion of the event.

Finally, organizers are expected to work with the Wichita Police Department (WPD) to determine security requirements for their event. Officers can be reached at the following numbers:

Patrol North	Patrol East	Patrol West	Patrol South
350-3400	350-3420	350-3460	350-3440

SIGNATURES

I, _____, the applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I give consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations. (Please print this page, sign and scan it to include with the electronic version of your application.)

Signature of Event Applicant

Date

Signature of City of Wichita Representative

Date

ADDITIONAL DOCUMENTS

The following is a list of documents, in addition to those mentioned earlier, that should accompany the Community Event application. Please include all applicable items at the time you submit your application:

Site Plan

Site plans illustrate the setup of the event and the traffic flow to and around the defined area. Site maps may be hand drawn or created from maps available on the Internet. All site maps must be legible and should contain:

- | | |
|--|---|
| <input type="checkbox"/> Clearly identify streets that are requested for closure | <input type="checkbox"/> Define the gated area where Alcoholic Liquor or Cereal Malt Beverage will be consumed (if applicable): |
| <input type="checkbox"/> Locate and label the location of: <ul style="list-style-type: none"><input type="checkbox"/> Food and goods vendor(s)<input type="checkbox"/> Barricades<input type="checkbox"/> Tent(s)<input type="checkbox"/> Stage(s)<input type="checkbox"/> Portable restrooms<input type="checkbox"/> Trash receptacles/dumpsters<input type="checkbox"/> Temporary amusement park or inflatable rides | <input type="checkbox"/> Locate and label location of “No Alcohol Beyond This Point” signs |
| | <input type="checkbox"/> Locate and label point of sale for Alcoholic Liquor |
| | <input type="checkbox"/> Mark all areas where attendees can enter or exit the gated area |

Certificate of Insurance (*only required for events occurring on public or park property*)

A minimum amount of \$500,000 public liability insurance and \$50,000 property damage insurance is necessary, in addition to other insurance as required by law. The insurance policies must include the City of Wichita and its agencies as additional insured.

Signed approval letter by the private property/business owner (if applicable)

Required for all events that involve the use of private property not owned or managed by the applicant. The letter should be on letterhead (if applicable) releasing the City of Wichita of liability. **If the event takes place on park property and involves the use of portable stage/bleachers, this approval letter must also be notarized.**

PARK AND RECREATION DEPARTMENT FEES AND SERVICES

The following event services are available through the City of Wichita Park and Recreation Department by calling 316-268-4152 or e-mailing swilliams@wichita.gov. Portable stages and bleachers are the only services provided to events held outside of park property.

1. Do you need any of these optional park services?

Inspection and Trash Cleanup Prior to Event

(Two hours prior to the start of event) \$85 per clean-up

Extra Trash Receptacles

The Department will provide extra trash containers for events on park property only where participation is expected to be fewer than 1,000 people. (fees apply)

Trash Service (additional trash run to empty poly carts)

(Scheduled per customer's request) \$165 per service

Bike Path Cleaning (clearing debris/sweeping)

(Within 24 hours prior to start of event) \$30 per mile

Picnic Table Delivery

(Minimum delivery - 12 tables for \$120)

(Maximum delivery - 40 tables for \$400)

Miscellaneous Service Fee

(Includes special requests not listed such as extra equipment set-up, irrigation flagging, fence installation, etc.) \$85 per service

2. Do you need Portable stage? Bleachers? (check one or both; additional contract, fees, liability insurance apply)

Set-up time: Time Take-down time: Time Time of event: Time of Event

The location and direction of portable stages and/or bleachers should be indicated on your site map. The use of the portable bleacher requires a deposit of \$250 and a daily service charge of \$300. A deposit of \$300 and a usage charge of \$875 is required for use of a portable stage. Sales tax is waived with copy of tax-exempt certificate.

3. Park Event Electricity

Please list electrical requirements for your park event below. Electricity is not available in some park areas. (fees apply)

Voltage: 120 or 240

4. Park Usage Damage Deposit (based on estimated attendance)

1-50 people	\$100
51 -150	\$100
151-250	\$150
251-350	\$250
351-500	\$350
501-1,000	\$750
1,000 or more	\$1,500

COMMUNITY EVENT FEES AND PERMITS/LICENSES

1. Fees

Application Fee	\$25
Late Fee (if application is submitted fewer than 30 calendar days before event)	\$75
Community Event License Fees	
One Day Event	\$50
2-3 Day Event	\$200
4 or More Day Event	\$500
Street Closure	\$25
Transient Merchant (TM) Fees	\$10 per TM
Tent and Canopy Permit Fees*	
1000 sq. ft. or less	\$85
1001 to 2000 sq. ft.	\$95
2001 to 3000 sq. ft.	\$105
3001 to 4000 sq. ft.	\$115

*Tents permits are only required if the tent has sides and is greater than 200 sq. ft OR the tent does not have sides and is greater than 400 sq. ft.

2. Permits/Licenses

Some activities that are part of a Community Event that require separate licenses have their own applications and fees. Separate licensing applications can be found online at Wichita.gov. Click on “Government” then “Arts and Cultural Services” to find the Community Events section.

- Animal Exhibition License** (*Chapter 3.09*) (*Page 13*)
 Fee: \$100/day; \$300/week; \$500/year. Minimum 20-day approval process.
 Completed application must include USDA animal documentation, name and address of licensed veterinarian responsible for the care of the animals and proof of liability insurance.

- Fireworks License** (*Chapter 15*) (*Page 14*)
 Fee: \$150/day. Minimum 30-day approval process.
 Completed application should include a copy of the Firework Operator Certificate, a site map/plan of the shooting site, fallout zone, list of shell sizes and applicable insurance.

- Parade License** (*Chapter 3.14*) (*Page 15*)
 Fee: \$50/day. Minimum 10-day approval process.
 Parade route diagram and/or site map/plan should be attached to the application showing formation area, starting and ending point.

- Temporary Amusement Rides** (*Chapter 3.20*)
 Temporary amusement rides, including inflatables and bouncy houses, must be provided by a vendor that is licensed with the City of Wichita. A current copy of a certificate of inspection for each ride and applicable insurance must be on file with the City of Wichita.
 Vendor Name and Contact Information: [Click here to enter text.](#)

Neighborhood Notification

Street Closures for [Event Name]

Hello,

[Sentence with the event name, time, and date] The race course will pass near your property. Be advised that the following streets will be closed on [date] from [time] as runners pass by:

[List of the closed streets]

Please make adjustments to your schedule and plan accordingly as brief delays may be expected. There will be volunteers at the barricades to make sure the roads are opened as soon as possible and that residents may get to and exit their houses when safe. The streets will re-open as soon as the event has completed.

If you have any questions or concerns regarding this event, please contact the Division of Arts & Cultural Services at SpecialEvents@wichita.gov or 303-8000.

Thank you for your cooperation, and we apologize for any inconvenience this might cause. We hope you will consider this temporary disruption your contribution to [organization], and we invite you to enjoy the event with us!

VENDOR INFORMATION: Food

Vendor & Contact Name	Address (Street, City, State and Zip)	Phone #, Driver's License # & Birthdate	KDA Food Est. License (FEL) # and/or Mobile Unit License # if applicable

Unlicensed Food Vendors Checklist for Community Event Licensing

The requirements below only apply to vendors which DO NOT require a license from the Kansas Department of Agriculture. Please contact KDA at 1-785-564-6767 to see if your operation requires a state food license.

- *Vendors selling perishable foods must have a suitable thermometer with them on-site.
 - *Transport and store foods at proper temperatures to prevent rapid bacterial growth.*
- Equipment capable of holding hot prepared foods at 135°F or higher (when applicable).
- Adequate cooking equipment capable of reaching minimum cooking temp of 165° (when applicable).
 - *Cook foods to the proper temperature during preparation.*
- Equipment capable of holding cold foods (such as potato salad or meat products) at 41°F or less (when applicable).
- Equipment capable of keeping frozen foods (such as frozen meats and ice cream) maintained frozen.
 - *Coolers and ice packs or ice surrounding the product can be used to transport and hold cold foods. Check the temperature occasionally (about once/hour) with a stem food thermometer or a refrigerator thermometer.*
 - *32°F or below (0°F or cooler is the best practice).*
 - *Ensure that any food or ingredients you use are from licensed inspected suppliers.*
 - *Raw meats must be from approved source (USDA inspected if purchased across State lines, USDA/KDA inspected if bought in Kansas)*
 - *If foods intended to be served hot have been cooled, they must be reheated to 165°F within 2 hours of removing from refrigeration before hot holding at 135°F or above.*
 - *Food may not be prepared at home.*

***Handwashing station meeting the following minimum requirements must be present:**

- 5-gallon cooler with a hands-free spigot and catch basin for wastewater or portable hand sink
- Soap
- Paper towels
- Adequate supply of warm water
- Trash receptacle
 - *Hand sanitizer is not a substitute for handwashing; however, it can be used after washing your hands.*
 - *Practice good personal hygiene (clean clothes, clean hands) to prevent transferring bacteria to your food.*
 - *Shaking hands, touching money, animals, soiled vegetables or utensils can transfer bacteria to your hands.*
 - *Vendors must wash hands after handling any raw product, before serving any product, before beginning food preparation, after using the toilet, after smoking, or in any situation that will contaminate hands.*
 - *Smoking, vaping, and other tobacco use must occur minimum 10ft away from food and tent*

***Three-compartment sanitizing station must be present for washing and sanitizing all utensils (may use disposable utensils or bring enough clean utensils). If washing utensils onsite, the following equipment must be available:**

- Three tubs/basins (large enough to submerge pots and pans)
- Adequate supply of potable hot water

- Liquid soap
- Approved sanitizer (sanitizing tablets or unscented bleach)
- Test strips for applicable sanitizer
- Paper towels

- *Wash, rinse, and sanitize food contact surfaces, equipment, and utensils between uses (unless using disposable equipment and utensils).*
- *Cutting boards and knives must be washed and sanitized before use and frequently during use by using the three-compartment sanitizing station.*
- *In storage and display, ensure that the juices of one species (e.g. poultry, beef, etc.) do not drip onto and contaminate another species, or any other type of product, with bacteria.*
- *Bag meat separately from any other products (particularly fresh produce, ready-to-eat foods, baked goods) to prevent cross-contamination.*

***Food prep equipment that must be present:**

No bare hand contact. Single use disposable gloves, deli tissue, spatulas, or other dispensing equipment to handle food, rather than bare hands, is acceptable.

- *Wash hands as needed; do not touch prepared foods or baked goods with bare hands*

Separate cutting boards for raw meats and ready-to-eat foods.

- *Ensure that raw meat or poultry does not contact ready to-eat food or fresh produce.*

Tables, pallets, or other items to keep food and equipment off floor/ground.

Food containers with lids/covers to protect food when not in use.

- *Flies, insects, pets, and other customers must not be allowed to contact food. Therefore, vendors must keep food covered or otherwise protected.*

Sanitizer bucket (with proper concentration of sanitizer to clean food contact surfaces).

- *Please refer to chemical manufacturer for proper concentration of sanitizer (sanitizers reduce microbes to safe levels on food contact surfaces).*

***Temporary structure/facility requirements:**

Adequate size tent/canopy or umbrella is needed if the temporary facility is not under a structure.

- *Food must not be exposed to insects or other environmental contaminants. A fan or fly screen may be necessary.*
- *Grills need covers.*



www.wichita.gov

**CITY LICENSE 455 N Main – 1st Floor Wichita KS 67202
(316) 268-4553**

**RODEO
PETTING ZOO
ANIMAL EXHIBITION
LICENSE APPLICATION**

***Must apply 20 days prior to event Please use a separate form
for each type of License Application***

License Type: _____ Fee: _____ Date of Application _____
 _____ Animal Exhibition _____ \$100.00 per day _____ Number of days
 _____ Petting Zoo _____ \$300.00 per week _____ Number of Weeks
 _____ Rodeo-Circle Indoor or Outdoor _____ \$500.00 per year
 _____ Exhibition of Dangerous Animal (Must Complete Supplemental Application)

Beginning Date/Time _____ Ending Date/Time _____

Event Location: _____

INDIVIDUAL APPLICANT OR PERSONS AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF BUSINESS ENTITY INFORMATION:

Name		Date of birth	
Home address		Phone number	
City, state		Zip code	
Email			

BUSINESS NAME AND INFORMATION UNDER WHICH BUSINESS WILL BE CONDUCTED:

Business Name		Phone Number	
Address			
City, State		Zip Code	

NAME OF REGISTERED AGENT OR OFFICE:

Name/Business Name		Phone Number	
Address			
City, State		Zip Code	

REQUIRED DOCUMENTATION:

1. Copy of Liability Insurance.
2. Name and address of the licensed veterinarians who are responsible for care and treatment of all animals or livestock to be used in the event or exhibition.

I, _____, agree to maintain compliance with the animal control and sanitary waste requirements of the City of Wichita.

I, _____, the above named applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are complete and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE



www.wichita.gov

FIREWORKS INDOOR OR OUTDOOR DISPLAY APPLICATION

Application to be filed at least 14 days, but not more than 60 days, prior to the date of the display. \$150.00 per event

Date of application: _____
Date of display _____ Time _____
Postponed rain/wind date _____ Time _____

CITY LICENSE, 455 N. Main, 1st Floor, Wichita, KS 67202 _____ INDOOR _____ OUTDOOR
(316) 268-4553

Name of Applicant: _____

Address of Applicant: _____ Phone _____

Event Name: _____ Cell Phone: _____

Email: _____

Location where display is to be held: _____

Will a major arterial street be closed during the display? Yes _____ No _____

If so, which one(s) and during what time: _____

Contact name on day of display _____ Contact phone on day of display _____

IMPORTANT: The undersigned must file with the City of Wichita a corporate surety bond or a certificate evidencing public liability insurance in force with coverage of not less than five hundred thousand dollars (\$500,000.00) for injury or death to persons or injury to property. No license will be released until the above insurance has been posted and the event, if found in progress, will be terminated by the responsible regulatory agencies until such time that the insurance is filed as directed by the City Council. All applicants are required to present a valid Fireworks Display Operator or Pyrotechnic Operator certificate issued by the State of Kansas Fire Marshal's Office. A list of product inventory and the number to be used shall also be attached to the application. In addition, the permit application shall include a diagram indicating distances of the grounds on which the display is to be held and showing the point at which the fireworks are to be discharged; the location of buildings, highways and other lines of communications; the lines behind which the audience will be restrained; and the location of nearby trees, telegraph or telephone lines and other overhead obstructions. For indoor displays, the permit application shall include a diagram of the location and a plan or the use of the pyrotechnic material.

Date of Application

Signature of Applicant

REPORT FROM FIRE DEPARTMENT AND RECOMMENDATION:

Fire Chief

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE



PARADE LICENSE APPLICATION

Allow seven days for processing

Processing Fee: \$50.00

CITY LICENSE, 455 N. Main, 1st Floor, Wichita, KS 67202
(316) 268-4553

Parades shall pay per invoice, prior to the issuance of the license, a percentage or portion of the actual City Personnel and Equipment Fees necessitated by the Parade.

Parade route diagram must be attached to the application showing the formation area, starting point and termination point.

APPLICANT INFORMATION:

Full Name		Home Phone	
Home Address		Zip Code	
Business Address		Business Phone	
Email Address			

ORGANIZATION INFORMATION:

Name		Phone	
Address		Zip	
Mailing Address		Zip	
Parade Supervisor Name		Phone	
Parade Supervisor Address		Zip	
Parade Supervisor Email Address			

PARADE INFORMATION:

Date of Parade			
Time of Formation		Time Parade Begins	
Location of Formation Area		Time Parade Ends	
		No. of Pedestrians	
Parade Route (attach diagram)			
No. of Vehicles		Type of Vehicles	
No. of Animals		Type of Animals	

Is the parade a part of a Community Event? YES NO

Indicate the percentage of the width of the streets that the Parade proposes to be traversed: _____%

Indicate the number of miles or fraction of miles of the Parade: _____

I, _____, the above named applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are complete and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

LICENSE #	DATE
TOTAL FEE	EXPIRATION DATE