



## TYPICAL FEES ASSOCIATED WITH COMMUNITY EVENTS

The Community Event Ordinance 3.11, Municipal Codes and Licensing Applications can be obtained from [www.wichita.gov](http://www.wichita.gov) under the Business tab or by request to the Community Event Coordinator.

The City of Wichita may refuse any application submitted less than 45 days of the event or lacking requested information.

Street closures, single and multiple day community events require an application fee, payable to the City of Wichita to be included with the completed and signed Community Event Application and Checklist.

### FEE SCHEDULE

Community Event application fee due upon filing: \$25.00 (non refundable).

Community Event administrative fee for application submitted less than 30 business days but more than 10 business days prior to a proposed event: \$75.00 (non refundable in addition to the \$25.00 application fee).

Community Event street closure fee for request to close City streets during a Community Event: \$25.00.

Community Event licensing fees required at time of application.

(a) Single Day Community Event Permit Fee:

|                                    |          |
|------------------------------------|----------|
| Events with attendance 250 or less | \$ 25.00 |
| Events with attendance 250 – 1000  | \$ 50.00 |
| Events with attendance above 1,000 | \$100.00 |

(b) Multiple Day Community Event Permit Fee:

|                   |          |
|-------------------|----------|
| Two – Three Days  | \$200.00 |
| Four or More Days | \$500.00 |



**Licensing Package for Community Events shall include the following permits and licenses:**

- |     |  |              |
|-----|--|--------------|
| (a) | 10 Banner permits<br>10 Permits for Tents<br>10 Transient Merchant Licenses    | \$ 300.00*   |
| (b) | 50 Banner permits<br>50 Permits for Tents<br>50 Transient Merchant Licenses    | \$ 750.00*   |
| (c) | 150 Banner permits<br>150 Permits for Tents<br>150 Transient Merchant Licenses | \$ 1,000.00* |

\*Multiple packages may be purchased for events.

**Any and all additional permits or licenses, rental fees and deposits for city owned facilities required for a Community Event shall require the appropriate application, payment and minimum approval processing time.**

- Certified Law Enforcement Officers  
*Requires written security plan and 10-day approval process. \$30.00 per officer/per hour with 4-hour minimum per officer*
- Parade  
*Requires application, fees, requested street closures, traffic flow plan and 45-day approval process.*
- Temporary Amusement Rides  
*Requires application, fees, site plan and 30-day approval process. Applicant must supply certificate of inspection for all rides and applicable insurance.*
- Animal Exhibition license  
*Requires application, fees, animal documentation and 20-day approval process.*
- Fireworks  
*Requires application, fees and 30-day approval process. Applicant must supply copy of Firework Operator Certificate and applicable insurance.*
- Drinking Establishment (DE) Temporary Permit  
*Requires application, fees, site map/plan and 45-day approval process. Must supply a copy of State Alcoholic Liquor License with application.*



| <b>EVENT</b>                      | <b>REQUIRED</b>                  | <b>COST</b>  |
|-----------------------------------|----------------------------------|--|
| <b>Transient Merchant License</b> | Vendor license                   | \$10/day/vendor  |
| <b>Banners/Signs</b>              | Permit per banner/sign           | \$5/each + \$1/50 sq. ft.  |
| <b>Tents &amp; Canopies</b>       | Permit for activity              | \$85/per tent up to 1,000 sq. ft.<br>plus \$10/each additional 1,000 sq. ft. |
| <b>Parade</b>                     | Activity license                 | \$50/day   |
| <b>Fireworks</b>                  | Activity license                 | \$50/day   |
| <b>Temporary Amusement Rides</b>  | Requires <i>Provider</i> license | \$30/each \$600/per year   |
| <b>Animal Exhibition</b>          | Requires license                 | \$100/day<br>\$300/week<br>\$500/year  |
| <b>Drinking Establishment</b>     | Temporary Permit                 | \$80/day (3 days max)  |

**ADDITIONAL FEES**

|                            |   |
|----------------------------|---|
| <b>Bleachers</b>           | \$200/day + sales tax   |
| <b>Stage</b>               | \$500/day + sales tax (no Sales Tax with copy of exempt certificate)<br>\$250.00 each additional day<br>\$300.00 Security Deposit |
| <b>Public Parking Lots</b> | Use of public parking lots requires Community Event Application and city approval. May be subject to rental fees.                 |