



## **COMMUNITY EVENT CHECKLIST**

Applications must be sent to:

**Division of Arts & Cultural Services | 334 N. Mead | Wichita, KS 67202  
(W) 316-462-2787 (F) 316-858-7960 csclark@wichita.gov**

**Completion of a Community Event Application is required when all of the following conditions apply:** *The City of Wichita defines a Community Event as follows:*

- Outdoor event on public and/or private property
- Attendance in excess of 50 persons on public property and/or 250 on private or park property. Excludes invitation only events.
- Involves a particular purpose and time.

Approval of all applicable departments is required before permit is issued. Every event contact person shall be required to provide certified law enforcement officers, portable restrooms, and trash service in adequate number as reasonably determined by the procedures set forth. All vendors must be properly licensed and inspected. The event promoter shall also be required to obtain, place and remove signs and barricades to close streets in accordance with requirements of the City. Such services will be provided without cost to the City of Wichita or its agencies. Municipal Codes can be accessed from [www.wichita.gov](http://www.wichita.gov). Left side of Home Page, click on “Arts & Culture” then “Community Events”.

### **1. Certificate of Insurance – Minimum 30 day approval process**

The event promoter shall be required to **maintain insurance reasonably acceptable to the City covering all aspects of the event** in a minimum amount of \$500,000 public liability insurance and \$50,000 property damage insurance, in addition to other insurance as required by law. The insurance policies must include the City of Wichita and its agencies as additional insured.

### **2. Site Map – Must accompany application**

A Site Map/Plan and Event Notice **must be attached to application**. The Site Map/Plan shall include: (1) barricade locations; (2) vendor locations; (3) stage placement (4) portable restroom locations; (5) trash receptacle locations and (6) streets requested for closure.

### **3. Security Requirements – Minimum 10 day approval process**

Security requirements shall be determined in coordination with the Wichita Police Department’s “*Score Computation Chart*” The event promoter will be required to hire certified law enforcement officers in addition to any other security the promoter provides on the event site.



\_\_\_\_\_ **4. Traffic Flow Plan – Must accompany application**

**The plan should include any information that will impact the flow of traffic**, such as requested street closures; route for parade, run/walk; or any other request. Does not include events solely on sidewalks or public rights-of-way immediately adjacent to public streets. Applicants will be required to disclose the date, street name, location, and time period for approval of requested street closures. Please attach the traffic flow plan as part of the site map. Closure for any major street requires applicable signs and Type III barricades and certified law enforcement officers, to be provided by lessee. All affected property owners are required to be notified in writing or intended street closure. **Only temporary street markings are allowed and must be removed immediately upon completion of the event.**

\_\_\_\_\_ **5. Trash Receptacles – Minimum 10 day approval process**

The number of trash containers **shall be based upon industry standards for sanitation and public convenience** and will include consideration of the type of food and packaging. Requirements will be determined on event criteria and established with contracted vendor. Trash service will include servicing during an event for four hours or more and picking up of all trash and debris during and after the event. Upon completion of the event public property shall be left in the same condition or better than received. Trash containers may be located only in areas approved on site map.

\_\_\_\_\_ **6. Portable Restrooms – Minimum 10 day approval process**

The number of portable restrooms **shall be based upon industry standards for sanitation and public convenience**. Requirements will be determined on event criteria and established with contracted vendor. The plan must provide for service during the event if planned for four hours or more. Portable restrooms may be located only in areas approved on site map.

\_\_\_\_\_ **7. Food Vendors – Minimum 15 day approval process**

Food vendors must be licensed and inspected through Environmental Services. **A list of vendors including contact person and contact information must be submitted with the Community Event Application.**

\_\_\_\_\_ **8. Transient Merchant License– Minimum 15 day approval process**

Transient Merchants are described as vendors selling wares or food from 7:00 am until Midnight. Each vendor is required to fill out an application including signature and a copy of current Sales Tax License for the State of Kansas or proof of exempt status must accompany application. **A list of vendors including contact person and contact information must be submitted with the Community Event Application.**

\_\_\_\_\_ **9. Beer and Liquor Licenses – Minimum 30 day approval process**

The event promoter shall be responsible for compliance with beer and liquor laws as well as all other laws and ordinances in the conduct of the event. Click on the “*Business*” tab at the top of the Home Page then click on “City of Wichita License Applications”.



\_\_\_\_\_ **10. Portable Amusement Ride License– Minimum 15 day approval process**  
Completed application must include a copy of certificate of inspection for each ride and applicable insurance. Placement of rides must be noted on site plan.

\_\_\_\_\_ **11. Fireworks License– Minimum 30 day approval process**  
Completed application must include a copy of the Firework Operator Certificate. Applicant is required to include a site plan of the shooting site, a list of shell sizes and applicable insurance.

\_\_\_\_\_ **12. Noise Level**  
The event promoter shall be required to ensure that sound levels do not exceed that which is appropriate for the event area and its location. *Municipal Code Section 7.41.030*. The promoter will respond in a timely and effective manner to requests of the city’s representatives concerning the sound level. The WPD or authorized representatives of the City shall have the authority to cancel musical performances or events for substantial or repeated violations.

\_\_\_\_\_ **13. Event Times**  
Outdoor dances and live performances may operate 7:00 pm until 10:00 pm Sunday through Thursday, 7:00 pm until 11:00 pm Friday and Saturday. *Municipal Code Section 3.28.050*. Amusement parks may operate until 11:00 pm Sunday through Thursday and until midnight on Friday and Saturday. *Municipal Code Section 3.20.030*. The event promoter shall at all times be responsible for compliance with laws and ordinances regulating the times of events.

\_\_\_\_\_ **14. Miscellaneous**  
No excavation shall be made on public property nor objects/promotional items be placed or attached to public property except as expressly approved by permit or license. The event promoter shall be required to abide by such other requirements as may be reasonable for the approval of the application.

I have read and understand the above information and regulations and accept them on behalf of the following organization.

\_\_\_\_\_  
Signature of Event Promoter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Event

\_\_\_\_\_  
City of Wichita Representative

\_\_\_\_\_  
Date