



COMMUNITY EVENT APPLICATION

Applications must be submitted 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 persons on private or park property. *Excludes invitation only events taking place on private property.*
- Involves a particular purpose and time.

Any or all conditions below may apply to an Event: Some conditions require a separate permit, which may require City Council approval. The need for additional permits will be noted when applicable.

General Information:

The City of Wichita may refuse any application submitted less than 30 days before the event or lacking requested information. Applications are subject to approval of all departments involved and will be required to provide the following:

- Application filing fee made payable to City of Wichita
- Certificate of Liability Insurance including Insurance Company/Provider
- Site map defining placement of staging, portables, trash, exit location, banners, etc.
- Security requirements including hiring of certified law enforcement officers
- Traffic flow plan defining street closure
- Food vendor list including contact person and contact information

Application Date: _____

Event Title: _____

Date(s)/Time: _____

Address for Permit: _____

Property (Circle all that apply): **PUBLIC** **PARK** **PRIVATE**



1/13/2009

Event Promoter: _____

Address: _____

Phone: (_____) _____ **Mobile:**(_____) _____

Fax: (_____) _____

E-mail: _____

Estimated Attendance: _____

Type of Event – *(Circle all that apply)*

Parade Concert/Live Entertainment Dance Fireworks Carnival/Circus/Rodeo

Walk/Run/Marathon Portable Amusement Rides

Number of participants in previous years: _____
(If applicable)

Will admission be charged? _____
(If yes, what amount?)

Is this event a fundraiser? _____
(If yes, for what organization?)



1/13/2009

Description of Event:

Street Closure Requested (Circle One): **YES** or **NO**

Date(s)/Time/Location of Street Closures:

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 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 have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Event Promoter

Date

Organization/Event

Date

City of Wichita Representative

Date



1/13/2009

Requirements: Based on the event factors, the city's regulation formula will determine the need and number of certified law enforcement officers required for street closures. All costs associated for event security are the responsibility of the contact person.

- Number of participants
- Number of past participants
- Use of alcohol
- Time and duration
- Location
- Number and specific streets requested for closure

Cereal Malt Beverage (CMB) Permit: The Permit must be approved by the City Council. Permit specifications include:

- No more than 3 days at one time
- No more than 4 events annually to the same person or organization
- No sales between midnight and 6:00 a.m.
- No locations less than 300 feet of church or 150 feet of residential area
- No sales in streets or public rights-of-way unless approved by City Council
- Specific area designated for "beer garden" fenced with 6' or higher chain link (*Orange snow fence or stockade sectionals are not allowable*)

Alcoholic Liquor: Alcoholic liquor is allowed only when a caterer with a State license to serve alcohol is hired by the applicant.