

COMMUNITY Event Guide



**Arts & Cultural
Services**
CITY OF WICHITA

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COMMUNITY EVENTS — AN OVERVIEW

A Community Event Application is required for all special events and provides references to additional information or other permits that will be required. The City of Wichita's community event permit process is managed by the Division of Arts & Cultural Services (Division). The permitting process has been established to create a streamlined approach to the review of events meeting certain criteria that occur within the City of Wichita.

COMMUNITY EVENT TRIGGERS

- A community event application should be completed for all outdoor events on public or private property that meet one or more of the following criteria:
 - Multiple transient merchant vendors on one property
 - Streets 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 (does not include invitation only events)
- Information to consider when planning a community event:
 - Type of event (Ex. Race, free to the public, paid entry event, etc.)
 - Race events have additional requirements as detailed in the race regulations
 - Location (route and/or site plan set up)
 - Expected number of attendees
 - Advertising
 - Security
 - Alcohol served or sold and if so, where and who will be responsible
 - Beverages and food (served or sold)
 - Vendors participating in the event
 - Participating mobile food vendors (MFV)
 - Waste management plan
 - Traffic Control Plan (barricade company, setup times)
 - Parking
 - Americans with Disabilities (ADA) Compliance
 - Safety (medical plan, public safety plan, site plan, street closures, etc.)
 - Additional required permits and approvals
 - Fee requirements
 - Insurance requirements
 - Timing of event
 - Events can only occur from 8 a.m.- 11 p.m. Sunday through Thursday and from 8 a.m. - midnight on Friday and Saturday.
 - Runs may begin as early as 7 a.m.

TIMELINE

Applicants can submit their Community Event Application no earlier than 180 days (6 months) prior to the event date. The timeline below should be utilized as a guide for submitting applications and information based on event type.

RACE EVENTS

- **180 CALENDAR DAYS BEFORE EVENT**
 - Complete application online including the following, as applicable:
 - Site plan including race route(s)
 - Street closures with dates and times
 - MFVs with all required information including MFV City License Number
 - Certificate of current liability insurance
 - Property owner or lessee approval letter
 - Street closure notification draft
 - List of addresses to be notified of street closures
- **60 CALENDAR DAYS BEFORE EVENT**
 - Last day to submit applications without late fee
- **45 CALENDAR DAYS BEFORE EVENT**
 - Last day to submit application
 - Issue street closure notifications
- **5 BUSINESS DAYS BEFORE EVENT**
 - Submit final transient merchant vendor list

ALL OTHER EVENTS

- **180 CALENDAR DAYS BEFORE EVENT**
 - Complete application online including the following, as applicable:
 - Site plan
 - Street closure list with dates and times
 - MFVs with all required information including MFV City License Number
 - Certificate current of liability insurance, if applicable
 - Property approval letter, if applicable
 - Street closure notification draft, if applicable
- **45 CALENDAR DAYS BEFORE EVENT**
 - Last day to submit applications for events with street closures
- **30 CALENDAR DAYS BEFORE EVENT**
 - Last day to submit applications without late fee
 - Last day to submit applications that include sale or consumption of alcoholic liquor
- **10 BUSINESS DAYS BEFORE EVENT**
 - Last day to submit applications without alcohol
- **5 BUSINESS DAYS BEFORE EVENT**
 - Submit final transient merchant vendor list

APPLICATION SUBMISSION

The permit review process begins as soon as the applicant submits the online Community Event Application. All supporting documentation including site map, mobile food vendor list, street closure information, etc. should be submitted with the application. Applications submitted without the required documents may be rejected. Applications will not be accepted more than 180 days prior to the event date. Please contact SpecialEvents@wichita.gov or via phone at 316-303-8000, if you would like to discuss an event more than 180 days in advance.

See Appendix A for link to online Community Event Application.

Fees for community events should be paid no later than 10 business days prior to the start of the event. Any questions regarding fees should be directed to your community event manager or to SpecialEvents@wichita.gov.

The Community Event Coordinator will consider the following when reviewing event applications:

- Scope of events
- Traffic
- Parking
- Public safety concerns and access
- Surrounding areas and businesses
- Site and/or route layout
- Public Transportation

APPLICANT RESPONSIBILITIES

The applicant is legally responsible for all permits and associated fees as well as all other ordinance requirements. Event organizers should leave public sites in the same or better condition than found.

VENDOR RESPONSIBILITIES

It is important to relay the following information to any and all vendors associated with your community event:

- Approved event site plan
- Required vendor permits
- All safety requirements
- Approved set-up and tear-down procedures

COMMUNITY EVENT APPROVERS MEETING

All community events are reviewed and approved by a group of approvers from multiple departments within the City. As needed, the community event approvers meet to discuss event applications and to review requirements for community events.

If requested to attend an approver meeting, the event organizer will be responsible for presenting an event overview and answering any questions posed by the approvers. Event organizers should come to the meeting prepared to discuss the following:

- Type of event
- Location
- Expected number of attendees
- Security
- Traffic control plan
- Alcohol
- Beverages and food
- Waste management plan
- Parking
- Safety
- Additional required permits



STREET CLOSURE PROCESS

Events that involve street closures must be submitted a minimum of 45 calendar days before the event date. This allows ample time for the street closure to be approved by the Community Event Coordinator and the Wichita Police Department (WPD). The application should include a map showing the streets to be closed as well as a list detailing the time and barricade location for street closures. Street closures not approved by the Community Event Coordinator and/or WPD are required to be reviewed by the City Council. Factors that will be considered when approving a street closure include but are not limited to:

- Number of events occurring the same weekend of event
- Length of any race events occurring same weekend of event
- Any concerns brought forward by impacted business and residents

Event organizers who close streets are required to notify businesses and residents along the route of the closure. **A list of addresses to be notified, as well as a draft of the notification, must be submitted to the community event coordinator for approval.** If more than one-third of property owners and/or residents express disapproval of the street closure request, the street closure will go before the City Council for review. Notifications should be printed on postcards or paper that is highly visible and brightly colored. Notifications should include the following information:

- Name of the event
- Date and time of the event
- Name and contact information of the event promoter
- Time, duration and names of streets to be closed
- Name and contact information for the Division of Arts and Cultural Services
- Website for the event

See Appendix B for example street closure notification.

TRAFFIC CONTROL

Traffic control devices are signs, barricades and other devices placed along the right-of-way to direct vehicles and pedestrians safely and efficiently around temporary street closures. Traffic control devices should be shown on the site diagram. Event organizers are required to obtain and place barricades and other traffic control devices as necessary. All barricades and traffic control devices should be removed promptly after the event concludes.

See Appendix C for examples of traffic control devices.

SITE PLAN

The site plan must 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 in color and should contain the following as applicable to the event.

- Clearly identify streets that are requested for closure
- Locate and label the location of:
 - Vendors including MFVs
 - Barricades
 - Tent(s)
 - Stage(s)
 - Portable restrooms
 - Trash receptacles/dumpsters
 - Temporary amusement park and/or inflatable rides
- Define the gated area where Alcoholic Liquor, CMB and/or 6% Beer will be consumed:
 - Locate and label the location of “No Alcohol Beyond This Point” signs
 - Locate and label point of sale for alcohol
 - Mark all areas where attendees can enter or exit the gated area

See Appendix D for examples of good and bad site plans.

INSURANCE

General liability coverage of \$500,000 per occurrence and \$50,000 property damage is required for all community events that occur on public property. The City of Wichita, its officers and agents must be named as additionally insured. At the time of application the insurance must be current through the date(s) of the event.

See Appendix E for an example certificate of insurance.

PARK USE

The Wichita Park and Recreation Department is available to assist those wishing to utilize park space with locating the best park property for any type of event. Wichita parks have been used for events, runs, movies, concerts and even ballets.

Events occurring on City of Wichita Park property are required to go through the Community Event process if they meet one of the Community Event triggers listed on page 1. Events that are sponsored by the Park Department only require a Community Event Permit in the following circumstances:

- The event will involve multiple vendors that are selling items, other than MFVs
- The event will involve street closures

If you only require rental of the park or park property including shelters, gazebos, bleachers, stage, etc. please visit the [Park and Recreation Department website](#) or contact Katie Dawes at kdawes@wichita.gov or by phone at 316-268-4124.

If you are interested in renting Naftzger Park, please visit their website at NaftzgerPark.com and complete the application.

FENCING/CLOSURE OF PARK PROPERTY – CHARGING ADMISSION.

Applications for activities which will cause a major impact on the use of a park or park facility may be reviewed by the City Council. The City Council may approve such an activity including closure/fencing of a park or park facility and the charging of admission for the activity.

In determining if the exclusive use of a park, park area or facility should be approved, the following factors shall be considered by the City Council:

- The event will not obstruct the operation of emergency vehicles or equipment in or through the permit area
- The proposed event does not present a safety, noise, or traffic hazard
- The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location or site
- The proposed event does not violate any laws or the City of Wichita, State of Kansas or the United States
- If the event also requires closures of public streets, such street closures have been also been approved by the City Council.

In deciding whether to approve an application for an event which will cause a major impact on the use of a park or park facility, no consideration may be given by the City Council to the message of the event, the content of speech, the identity or associations of the applicant, or any predictions as to hostility that may be aroused in the public by the event.



Additional permits that may be required include the following:

ALCOHOL

All events serving alcoholic beverages must obtain the required permits and/or licenses and follow the City of Wichita and Kansas Alcoholic Beverage Commission (ABC) laws, rules and regulations. Licensing forms are available on the [ABC website](#).

Cereal Malt Beverage (CMB) has an alcohol content of 3.2% or less. Alcoholic Liquor has an alcohol content above 3.2%. Recent changes in State law and local ordinances allow Beer containing no more than 6% alcohol by volume to be sold by CMB licensees.

Rules for Park Property:

- CMB may be brought onto most park grounds. (Contact the Parks Department for locations.)
- Public parks MAY allow Alcoholic Liquor on site but ONLY with the approval of the Director of Park and Recreation and ONLY during approved community events. (If an event does not require a community event permit, permission to serve and/or sell alcoholic liquor may still be obtained from the Park Director through an application process.)
- 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).
- Information on obtaining permission to sell and/or consume alcoholic liquor at community events or other events occurring upon Park property may be found at the [Park Department's website](#).

Rules for Other Public Spaces:

- Events where CMB or Beer containing no more than 6% alcohol by volume (6% Beer) is sold, require application fees, written City Council approval and a Special Event Retailer's permit to sell CMB or 6% Beer. 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, other authorized officers/agents of the City of Wichita or officers/agents 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.

ALCOHOL, CONTINUED

- 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.
- Alcoholic Liquor or CMB may also be sold and/or consumed at a Community Event occurring on the premises of a Common Consumption Area. Currently, there are no such areas within the City of Wichita, but 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/6% Beer 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/6% Beer or Alcoholic Liquor.
- No sales between the hours of midnight and 6:00 a.m. for CMB/6% Beer.
- No sales between the hours of 2:00 a.m. and 9:00 a.m. for Alcoholic Liquor.

As set forth above, consumption of alcoholic liquor may occur on streets, sidewalks and alleys if the street is closed, a Temporary Entertainment District resolution has been approved by the City Council and a state and local license to sell such liquor has been issued. Kansas law prohibits consumption of alcoholic liquor on all other types of public property unless such property has been exempted from this prohibition by ordinance. Please see [Section 4.04.045 of the City Code](#) for a list of exempted properties. This prohibition means that sale of alcoholic liquor may not occur on unexempted property.

AMPLIFIED SOUND PERMITS

Amplified sound permits allow for events, not part of a Community event, to have noise levels of up to 80 decibels. No permits will be allowed between the hours of 10:00 pm and 8:00 am Sunday through Thursday nor between the hours of 11:00 pm and 8:00 am Friday and Sunday. WPD will be notified of all amplified sound permits issued to ensure noise levels are kept at or under 80 decibels. (See [Sections 7.41.042 and 7.41.043 of the City Code](#).)

Amplified sound permit applications can be obtained by reaching out to specialevents@wichita.gov.

The application must include the following:

- The type of proposed event or activity
- The number of participants for the proposed event or activity
- The location, including street address of the area to be utilized for the activity
- The date or dates and specific times for the activity
- The plans for sound control and sound amplification, including the number, location and power of amplifiers and speakers

AMUSEMENT RIDES

Amusement rides and temporary amusement rides installed, erected or operated shall meet and comply with all requirements and regulations provided in and by the building code. Event applicants should provide the name of the company providing amusement or temporary amusement rides during their event.

Copies of the ride inspections, the printed name, address, and telephone number of the individual inspecting the rides and the copy of the ride inspector's certification are required by Code of the City of Wichita.

For additional information visit the [City of Wichita Business Licensing website](#).

ANIMAL EXHIBITION, PETTING ZOO, AND RODEOS

A [license](#) is required for the exhibition of animals, petting zoos and rodeos. This requirement applies to any person engaged in the business or operation of an animal exhibition, event or show, petting zoo, or rodeo on any premises or in any building or structure within the city. Applicants using a licensed provider should provide the name of the provider to their community event manager.

BLOCK PARTIES

[Block Parties](#) are gatherings of area residents held on a blockaded portion of their residential street. [Applications for block parties](#) must include a petition signed in favor by two-thirds of residents on both sides of the street to be closed. Block party street closures may not exceed a period of five hours. The applicant is required to supply the proper street barricades which can be obtained through any traffic control company or street barricade provider. A block party application can be obtained by emailing specialevents@wichita.gov.

CULTURAL MARKET

A Cultural Market is an outdoor place or market area that operates upon city owned property pursuant to a lease or management agreement, and where multiple vendors gather to sell merchandise as designed to promote the purpose and goals of agricultural market. Products that may be sold at such a market would typically include, but are not limited to, locally grown produce, fine arts, ceramics, pottery, plants, flowers, ethnic crafts and handicrafts, blankets, toys, jewelry, clothing, original artwork, and prepared foods as approved by the City of Wichita Environmental Services Division, including food sold from trucks, carts or other vehicles. A cultural market site will also be available for community events and cultural celebrations designed to promote the purpose and goals.

A City of Wichita Cultural Market License is required for operation of any Cultural Market in the City of Wichita. A separate license is required for each location a Cultural Market is held or conducted. A Cultural Market license may be obtained by completing the [Cultural Market License Application](#) and submitting the application and fee to the City of Wichita Licensing, which will obtain required City reviews and approvals before issuing the license.

FARMER'S MARKETS

A Farmer's Market is an outdoor place or market area with a formalized location where more than one Kansas farmer or grower gathers to sell agricultural products they have grown or raised. Other activities and other sellers may be accommodated at the market, but the sale of agricultural products shall be the focal point of the market activity.

Other products that may be sold would typically include:

- Dried flowers, plants and nursery products
- Crafts and handicrafts that are made in the home
- Original artwork
- Certain prepared foods such as baked goods, preserves, pickles and cheese (as approved by the City of Wichita Environmental Services Department)

Farmer's market applications must be made at least 10 days prior to the date(s) the activity is scheduled.

FIREWORKS

Fireworks applications must be filed at least 14 days, but not more than 60 days, prior to the date of the display. The applicant is to file the application, fee, site map, product inventory and number to be used, and a Fireworks Display Operator or Pyrotechnic Operator certificate. A display site map is the immediate area where a fireworks display is conducted, including the discharge site, the fallout area, and the required separation distance from mortars to spectator viewing areas, but not spectator viewing areas or vehicle parking areas; the location of buildings, highways, and other lines of communication; 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.

The Fireworks Display applicants are required to present a valid Fireworks Display Operator certificate issued by the State of Kansas Fire Marshal's Office. Pyrotechnic special effect material applicants are required to present a valid Pyrotechnic Operator certificate issued by the State of Kansas Fire Marshal's Office.

The applicant shall file with the City Clerk a corporate surety bond or with the City Treasurer for the benefit of the City a public liability insurance policy with coverage of not less than five hundred thousand dollars (\$500,000.00) for injury or death to persons or injury to property.

LIGHT POLE BANNERS

Light pole banner requests should be made through the Division, 225 West Douglas, Wichita, KS 67202 or emailed to specialevents@wichita.gov and should include the following information:

- Dates (duration) banners will be displayed.
- Date banners will be installed and removed.
- Specific pole numbers identified.
- Total number of poles being utilized.

Banners must be installed and removed by a City of Wichita licensed sign hanging company.

LIGHT POLE BANNERS, CONTINUED

Downtown banners are required to be vertical, 96" long x 30" wide measured from the bottom edge of the banner to the top edge of the banner. There must be 2-3" sleeves sewn along the top and bottom of each banner (within the 96" span). 1 grommet just above the bottom sleeve 1" from the edge closest to the pole. 1 grommet just below the top sleeve about 1" from the edge closest to the pole. If possible, banners should have wind cuts planned into the design.

Old Town and Delano Banners are required to be vertical, 48" high x 24" wide" and the grommet requirements remain the same as above. Vertical measurements given are hardware location measurements. The measurement is center to center on the bracket arms; the arms are 1" pipe. That would automatically add at least an inch to the banner. Any pocket spread going around the pipe would likely require another inch.

All costs associated with the design, production and installation of the banner is the responsibility of the owner.

The City of Wichita reserves the right to use every other pole should the need arise.

MOBILE FOOD VENDORS (MFV)

All MFV's participating in a Community Event must have a current City of Wichita MFV license. The license should remain active through the completion of the Community Event. It is the responsibility of the promoter to obtain the legal name and City license number of any MFV wishing to participate in the event.

Ice cream vendors are not licensed as MFV and have licensing requirements separate from those listed here.

For additional information visit the City of Wichita Business Licensing website.

PARADES

All parades shall be responsible for all actual personnel and equipment costs, which exceeds \$1,055.00. If needed, the applicant will receive an invoice for the amount that shall be paid prior to the issuance of the parade permit.

Parades which are part of a Community Event, shall obtain a Community Event permit as required. A parade route map should be included with the application. No additional permit or fees for these activities will be required by this chapter.

Parade applications must be filed at least seven (7) days prior to date of parade.

Parade permit does not apply to funeral processions, governmental agency acting within the scope of its functions, or sidewalk processions or marches conducted entirely on sidewalks which observe and comply with traffic regulations and traffic control devices.

The processing fee for parades is \$50. Marches are only responsible for paying the \$50 fee and are not required for pay for personnel and equipment costs.

TENTS

Tent permits are required if the tent has one or more sides and is greater than 200 sq. ft. or the tent is greater than 400 sq. ft. and does not have sides.

Event promoters that have tents as part of a permitted Community Event will receive their tent permit from the Community Event Staff.

Persons wishing to erect a tent that is not part of a Community Event should contact MABCD for their permit.

TRANSIENT MERCHANTS

Transient merchants are any person engaged in the business of:

1. Transacting any temporary or transient business of selling or delivering any merchandise within the City.
2. Exhibition and sale of such merchandise who hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad boxcar, boat, public room in hotels, lodging houses, apartments, shops or any real estate within the City.
3. Selling or offering for sale merchandise from locations within doorways, lobbies or areaways shall be included in the definition of these terms and shall be subject to the provision of this chapter only when such sales or merchandise are to pedestrians on or within any public right-of-way.

If an event will only have one transient merchant, then that merchant should apply for a permit through City of Wichita Licensing. When multiple transient merchants are involved in a community event, it is the responsibility of the event applicant to pay the \$10 fee per transient merchant. (These merchants are not required to submit a separate transient merchant license.)

Information regarding other permits not listed can be found on the [City of Wichita Business Licensing website](#) or by calling the Business Licensing office at 316-268-4553.

EVENT INFRASTRUCTURE

SECURITY

Promoters are responsible for providing a safe and secure environment for the event. This is accomplished through detailed pre-planning which anticipates potential problems and concerns related to the event activities. Event organizers are expected to work with the Wichita Police Department (WPD) to determine security requirements for their event. Officers will be made aware of events through the approval process. Officers can also be reached by calling the following:

- Patrol North: 316-350-3400
- Patrol East 316-350-3420
- Patrol West 316-350-3460
- Patrol South 316-350-3440

Each patrol is responsible for different areas of the City. You can locate the patrol responsible for your event by visiting the [WPD website](#).

EMERGENCY VEHICLE ACCESS

Promoters must allow City personnel, emergency vehicles and police officers to lawfully enter the area of a Community Event. Orders or directions given by police, fire or other authorized City officials must be obeyed.

SIGNAGE/BANNERS

Temporary Banner Signs shall not exceed a total of sixty-four (64) square feet. Banner Signs shall be limited to one banner per business or location. Banners shall only be temporarily displayed. Such Banners shall not be displayed for more than thirty (30) days and shall be limited to being on display only on property during special events occurring on such property.

Directional signs for walks and races may be installed on the event route, including the City right-of-way or private property with the property owner's permission, by the permit holder or his/her designee, provided that each sign is less than two square feet in size, and installed less than two hours prior to the start of the event and removed within one hour of the completion of the event, irrespective of the provisions of Title 24. All other signs must be placed in conformance with all applicable sign code provisions. A site map showing the type and location of the proposed directional signs and any other signage must be submitted as part of the community event permit application and be approved by the City.

Promoters should place signage along the race route one week in advance of their event, giving notice of the street closure. Placement of such signage should be determined with the community event coordinator. These signs can be rented from the Division of Arts and Cultural Services.

All necessary permits for such signs must be obtained. For more information refer to the Sign Regulations and Standards Ordinance.



EVENT INFRASTRUCTURE

RESTROOMS

The promoter will provide portable toilets in an amount not less than one per 200 attendees. At least one toilet should be handicap accessible. For events that are four hours or longer, promoters should make arrangements for service of the toilets by the provider during the event. Portable toilets should be removed from the site within 24 hours of the completion of the event.

PARKING

Events must ensure that ample parking is provided based on the number of expected attendees. If you have agreements with nearby properties to utilize their parking lots, these agreements should be included with the event application. To inquire about renting a parking lot owned by the City of Wichita, contact Scott Wadle with the City's Property Management team at swadle@wichita.gov or via phone at 316-352-4855.

TRASH / RECYCLING

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 recommended 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.

PUBLIC INFORMATION

Certain event information may be posted to city webpages and Facebook pages. Event information that may be shared includes the following:

- Street closure information
- Map
- Website
- Location, dates and times
- Alternative routes for traffic
- Parking and transportation options

GLOSSARY

Amusement Rides: Any inflatable, mechanical or electrical device that carries or conveys passengers along, around or over a fixed or restricted route or course or within a defined area for the purpose of giving its passengers amusement, pleasure, thrills or excitement and shall include:

1. Rides commonly known as Ferris wheels, carousels, parachute towers, bungee jumping, reverse bungee jumping, tunnels of love and roller coasters
2. Equipment generally associated with winter activities, such as ski lifts, ski tows, j-bars, 5-bars, chair lifts and aerial tramways
3. Equipment not originally designed to be used as an amusement ride, such as cranes or other lifting devices, when used as part of an amusement ride
4. Kiddie rides
5. Temporary amusement rides

Animal Exhibition: A show or exhibition with domestic animals, wild animals, or dangerous wild animals where no contact is permitted by law between spectators and the animals.

Applicant: Any person who has filed a written application for a community event or street closure that is responsible for conducting the event and/or the responsible organization, corporation or other group on whose behalf the individual is requesting the permit.

Block party: Gatherings of area residents held on a blockaded portion of their residential street or alleyway.

Church: Private property utilized on a regular basis, but in no case less than a weekly basis, for worship services including, without limitation, a synagogue or mosque.

Closure of streets: The restriction of vehicular traffic to a street or roadway or portion thereof, and includes the manual control of traffic at intersections by police.

Community event: An outdoor event on public or private property or which occurs in City of Wichita parks with an expected attendance at any one time during the event of 250 or more persons, organized for a particular and limited purpose and time. Such events shall include, but not be limited to: races, motor vehicle events, carnivals, festivals, community celebrations, shows, exhibitions, circuses and fairs. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events, other than races, occurring solely on sidewalks or public rights-of-way immediately adjacent to public streets.

Community Event Coordinator: The manager of arts and cultural services or his or her designee.

GLOSSARY

Cultural Market: An outdoor place or market area that operates upon city owned property pursuant to a lease or management agreement, and where multiple vendors gather to sell merchandise as designed to promote the purpose and goals of agricultural market. Products that may be sold at such a market would typically include, but are not limited to, locally grown produce, fine arts, ceramics, pottery, plants, flowers, ethnic crafts and handicrafts, blankets, toys, jewelry, clothing, original artwork, and prepared foods as approved by the City of Wichita Environmental Services Division, including food sold from trucks, carts or other vehicles. A cultural market site will also be available for community events and cultural celebrations designed to promote the purpose and goals.

March: A parade of persons on foot, in wheelchairs or strollers, and does not include the use of motorized vehicles, bicycles, floats or animals. The march is facilitated by mobile police officers on motorcycles, bicycles, on foot, mounted patrol or in vehicles who create and maintain a zone of protection around marchers and provide traffic control as they move along the route.

Mobile Food Unit: Any self-contained vehicle, trailer, cart, wagon, or other type of conveyance from which any food and/or beverage is offered for sale.

Mobile Food Vending: To conduct, hold, carry on, pursue or operate a business of vending, peddling, hawking and/or selling any food and/or beverage from a Mobile Food Unit.

Parade: An organized procession of persons, motor vehicles, bicycles, floats, animals or large objects or any combination thereof traveling in unison along or upon a street or roadway in the City which requires the closure of streets or the regulation of vehicular traffic by law enforcement to prevent a conflict with the normal or regular flow of traffic upon the street or roadway.

Park property: All grounds, roadways and land acquired and owned by the City and all grounds, roadways and land owned by the Board of Park Commissioners of the City of Wichita, Kansas, which are designated for use as a park or recreational facility by the city council and are under the management of the Department of Park and Recreation of the City of Wichita.

Permit holder: The person who has been issued a community event permit by the City of Wichita.

Petting Zoo: A show or exhibit of domestic animals on exhibition for physical contact with humans.

Private property: All property that is located within the boundaries of the city, except for property that is owned by the city.

GLOSSARY

Public property: Any public land, outdoor park and outdoor recreational facilities, streets, highways, municipal parking lots, parkways or alleys, public spaces and rights-of-way within the city.

Public right-of-way: The entire width of the area from property line to property line including that area between the roadway and the abutting private property line.

Race: Any organized activity:

1. Involving running, walking, biking, jogging, and includes, but is not limited to, fun runs, wheelchair races, rollerblading, marathons and triathlons, and events involving other means of transportation;
2. Which is a scheduled public gathering of persons utilizing a fixed course that moves from one location to another when any portion of the event occurs on a public street, highway, trail, or sidewalk; and
3. That is not held entirely within a City park or on privately maintained property, roads or streets.

This term does not include 'parades' as that term is defined herein and are events regulated pursuant to Chapter 3.14 of this Code.

Rodeo: A competition, exhibition or demonstration involving persons, equines and/or bovines in which participants display various skills in one or more events such as bareback riding, saddle bronco riding, steer wrestling, roping, team roping, tiedown roping, team penning, barrel racing, bull riding or similar events.

Sound amplification: Sound projected and transmitted by electronic equipment, including amplifiers.

Street or highway: The entire width between property lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular traffic. Where the word "highway" or the word "street" is used in this title, it means street, avenue, boulevard, thoroughfare, trafficway, alley and any other public way for vehicular travel by whatever name unless the context clearly indicates otherwise.

Temporary amusement rides: Include and mean the operation, leasing or renting of amusement rides which can be, or are, moved from location to location.

Temporary entertainment district (TED): A defined area, which includes city streets and public sidewalks, on which the city council has authorized the sale, possession or consumption of alcoholic liquor for a specified period of time, during a community event which has been properly licensed under this chapter.

GLOSSARY

Traffic Control Devices: Signs, barricades and other devices placed along the right-of-way to direct vehicles and pedestrians safely and efficiently around temporary street closure.

Transient Merchant: Any person engaged in the business of:

1. Transacting any temporary or transient business of selling or delivering any merchandise within the City.
2. Exhibition and sale of such merchandise who hires, leases, uses or occupies any building, structure, motor vehicle, tent, railroad boxcar, boat, public room in hotels, lodging houses, apartments, shops or any real estate within the City.
3. Selling or offering for sale merchandise from locations within doorways, lobbies or areaways shall be included in the definition of these terms and shall be subject to the provision of this chapter only when such sales or merchandise are to pedestrians on or within any public right-of-way.

COMMUNITY Event Guide

Appendix



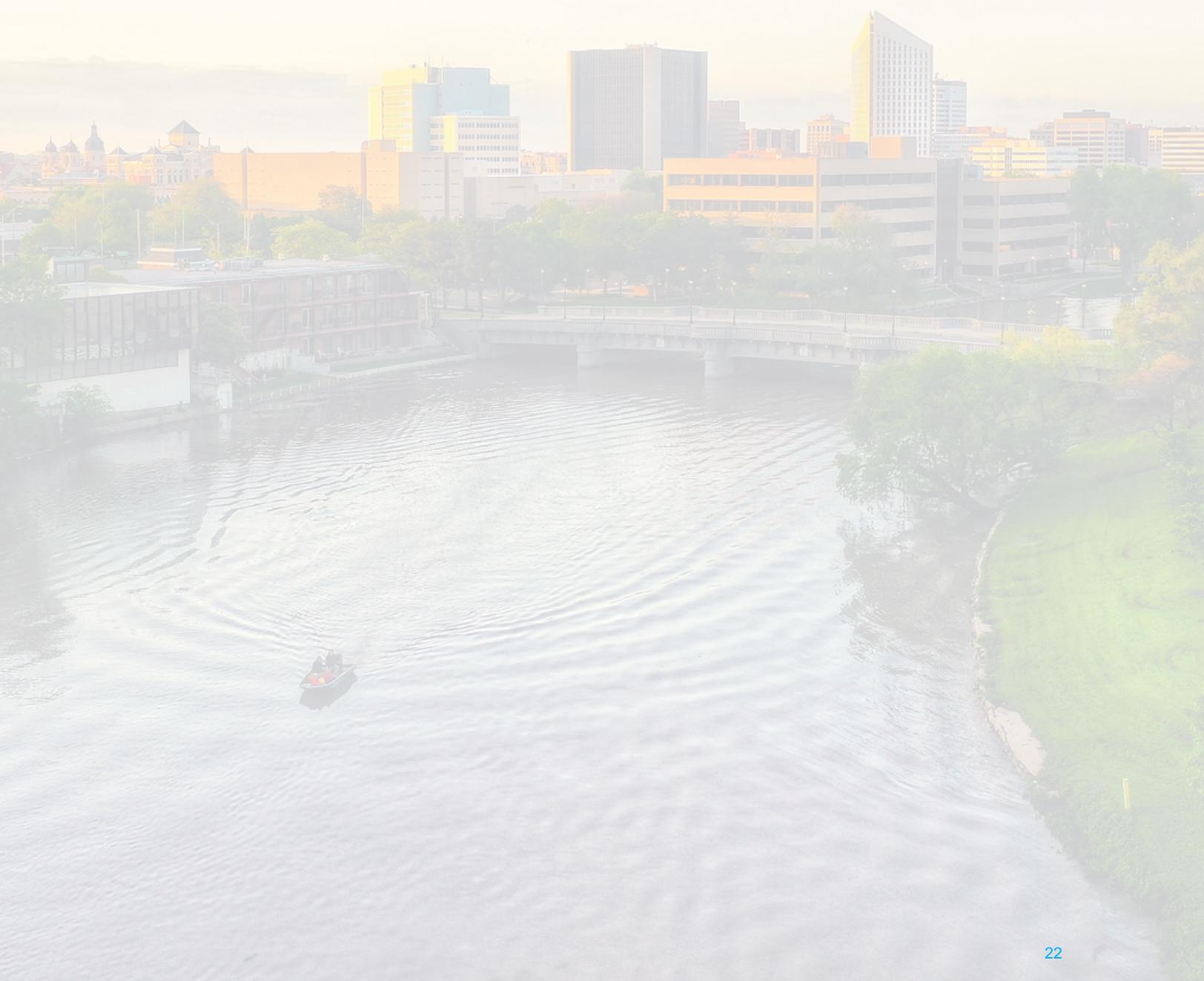
APPENDIX A

COMMUNITY EVENT APPLICATION PROCESS

The City of Wichita Community Event Application must be completed online at <https://lfforms.wichita.gov/Forms/CommunityEventForm>

Complete all sections as required and attach all necessary documents.

If there are any questions contact the Division of Arts & Cultural Services at 316-303-8000 or via email at SpecialEvents@wichita.gov.



APPENDIX B

SAMPLE NOTICE OF PROPOSED CLOSURE LETTER

The City of Wichita Community Event Application must be completed online at <https://lfforms.wichita.gov/Forms/CommunityEvent>.

Complete all sections as required and attach all necessary documents.

If there are any questions contact the Division of Arts & Cultural Services at 316-303-8000 or via email at SpecialEvents@wichita.gov.

Neighborhood Notification Street Closures for [EVENT NAME]

TO: Affected Neighbors
FROM: [COMPANY NAME]
DATE: Date
SUBJECT: Proposed Street Closure on [NAME OF STREET]

RE: [Sentence with the event name, time, and date]. The race course/event will pass near your property. Be advised that the following streets will be closed on [date] from [time]:
[List of the closed streets; include a map if desired]

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 is completed.

If you have any questions or concerns regarding this event, please contact [promoter contact information] of 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!

APPENDIX C

TRAFFIC CONTROL DEVICES AND SIGNAGE REGULATIONS



TRAFFIC CONES

Delineate traffic lanes within an enclosure.



TYPE I / A FRAME BARRICADE

Block entrance/exit to driveways and alleys that fall within the existing closure.



TYPE III BARRICADE

Signify hard closures of enclosed area at intersections.



DELINEATOR

Help direct vehicular traffic lanes.



TRAFFIC BARREL

Placed in front of dynamic message sign devices to act as a buffer between vehicular traffic and sign.

WARNING SIGNS

Traffic warning signs are designed to warn or indicate to drivers that there are upcoming hazards or detours. Below are a few examples of these types of signs.



APPENDIX D

EXAMPLES OF SITE PLANS

EX. 1: GOOD SITE PLAN



- Food Truck
- Booze Truck
- Liquor Sign

Bar

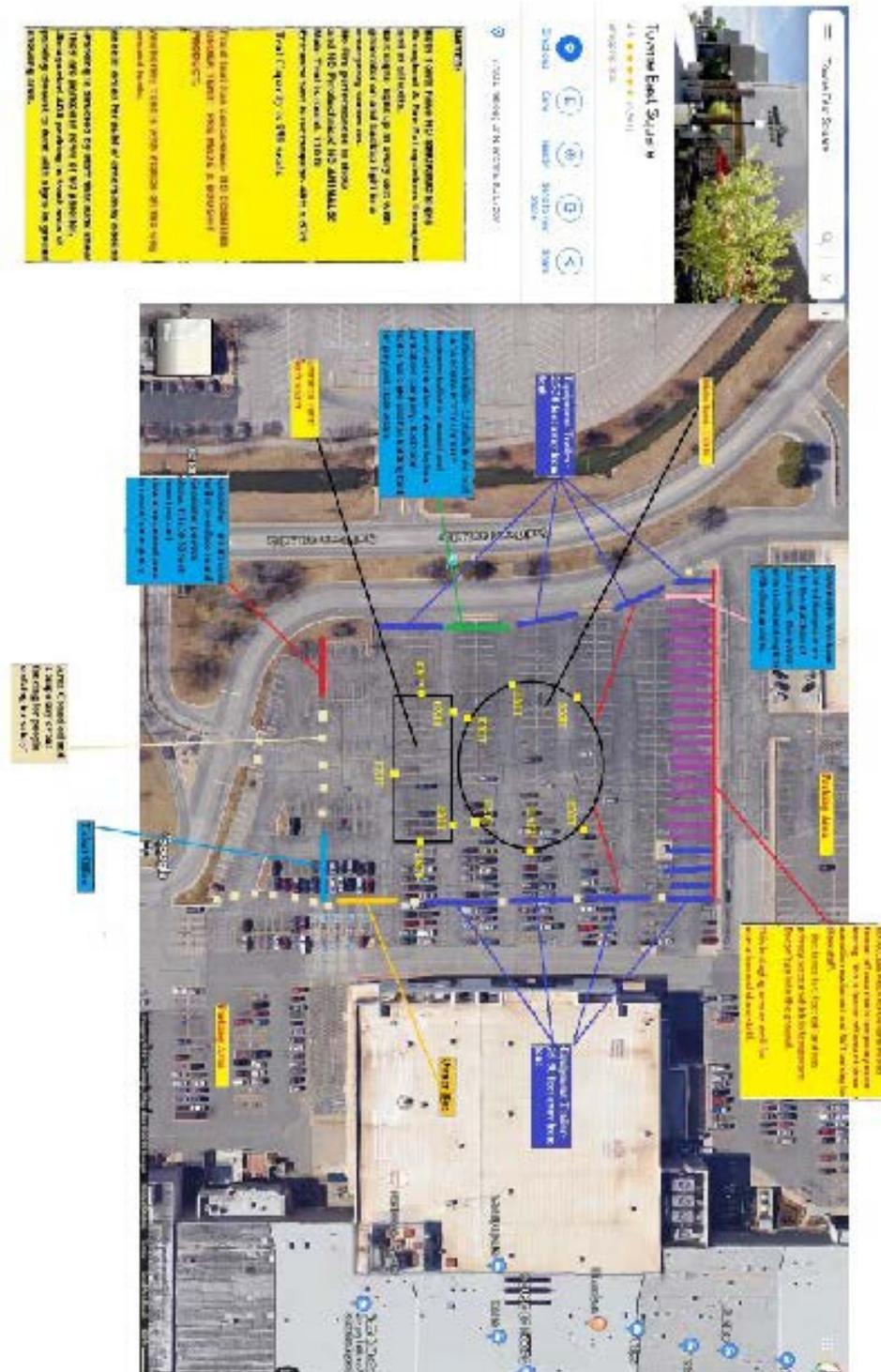
3d Barricade

Traffic Barricade

APPENDIX D

EXAMPLES OF SITE PLANS

EX. 3: GOOD SITE PLAN



APPENDIX E

EXAMPLE CERTIFICATE OF INSURANCE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 11/27/2007	
PRODUCER [REDACTED]			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED [REDACTED]			INSURERS AFFORDING COVERAGE				NAIC #
			INSURER A: [REDACTED]				[REDACTED]
			INSURER B:				
			INSURER C:				
			INSURER D:				
			INSURER E:				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR ADD'L LTR. INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Gen. Agg. Limit applies per event GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	[REDACTED]	4/11/2008	4/13/2008	EACH OCCURRENCE	\$	500,000
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	50,000
					MED EXP (Any one person)	\$	Not Covered
					PERSONAL & ADV INJURY	\$	500,000
					GENERAL AGGREGATE	\$	1,000,000
					PRODUCTS - COMP/OP AGG	\$	500,000
							Included
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$	
					OTHER THAN EA ACC	\$	
					AUTO ONLY: AGG	\$	
	<input type="checkbox"/> EXCESSUMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$	
					AGGREGATE	\$	
						\$	
						\$	
						\$	
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below <input type="checkbox"/> OTHER 3rd Party Property Damage Liability				WC STATU-TORY LIMITS		
					OTH-ER		
					E.L. EACH ACCIDENT	\$	
					E.L. DISEASE - EA EMPLOYEE	\$	
					E.L. DISEASE - POLICY LIMIT	\$	
							\$50,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
Additional Insured: City of Wichita and it's agencies as additional insured							
CERTIFICATE HOLDER				CANCELLATION			
City of Wichita 455 N Main Wichita, KS 67202				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE Robert V. Nuccio <i>Robert V. Nuccio</i>			

APPENDIX F

FEES

COMMUNITY EVENT FEES

- Application Fee: \$25
- Community Event License Fee:
 - One Day Event: \$50
 - 2-3 Day Event: \$200
 - 4 or More Day Event: \$500
- Late Fee (as applicable based on timeline): \$75
- Street Closure Fee: \$25

OTHER COMMUNITY EVENT RELATED FEES

- Alcohol Fee: Depends on type and length of permit
- Amplified Sound: No Fee
- Amusement Rides:
 - Application fee - \$25
 - 20 or more temporary amusement rides - \$600
 - Less than 20 temporary amusement rides - \$30/each
 - New applicant fee - \$1
- Animal Exhibition:
 - Per day - \$100
 - Per week - \$300
 - Per years - \$500
- Block Parties: No Fee
- Fireworks: \$150 per event
- Mobile Food Vendors (MFV):
 - Per month - \$50 per vehicle
 - Per 6 months - \$250 per vehicle
 - Per Year – \$400 per vehicle
- Parades:
 - Processing Fee - \$50
 - Actual personnel and equipment costs which exceed \$1,055.00
- Transient Merchant (TM) Fee: \$10 per TM
 - The promoter is responsible for paying this fee
 - The fee does not apply to Mobile Food Vendors
- 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
 - Tent 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.
 - Add \$10 fee for each additional 0-1000 square feet over 4000
- There may be additional fees if additional permits and/or licenses are required based on the activities that are part of the event