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 (Does Not Apply to Mobile Food Vendors)
- ☐ 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 including runs, walks, biking events whether competitive or not:

- 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 before the event will be evaluated on a case-by-case basis and will require approval by the Division of Arts & Cultural Services Manager
    - Late applications will be assessed a $75 late fee
- **Applications submitted less than 10 business 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 or at swilliams@wichita.gov.
- 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:** _____
8. **Main contact name:** _____
9. **Promoter address:** _____
10. **Phone:** _____ **Mobile:** _____

    E-mail address: _____

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

    ☐ Animal Exhibition
    ☐ Carnival
    ☐ Circus
    ☐ Fireworks
    ☐ Live Entertainment
    ☐ Parade
    ☐ Tents and sizes:
    _____
    _____

    ☐ Temporary Amusement Rides/Inflatables Provider: _____
    ☐ Walk/Run/Marathon
    ☐ Street Closure
    ☐ Wedding
    ☐ Petting Zoo (includes pony rides)
    ☐ Mobile Food Vendors
    ☐ 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, emailed or made in person approximately six weeks before the event. Please include a copy of the list of affected property owners with the completed application. (See page 11 for example notification.) Notifications should be prepared on paper or postcards using colors that are highly visible and should include the following information:

- Name of the event
- Name and contact information of event promoter
- Date and time of the event
- Name and contact information for the Division of Arts and Cultural Services
- Website for the event
- 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.)

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 7.

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 at events between 7:00a.m. until midnight. Mobile Food Vendors, including Food Trucks, do not require a Transient Merchant License but must obtain a Mobile Food Vendor License per 3.15 of the City Code.

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

   ☐ Sold or ☐ Served ☐ Neither

2. If you answered "Sold" or "Served" 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):_____
   _____
   _____
   _____
   All transient merchants such as those vendors that sell pre-packaged food, etc. should provide the business name, applicant name, address, date of birth, driver's license number, and Kansas Retail Sales Tax ID number (see pages 12 & 13). If applicable a KDA license number should be provided. 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. This list must be received at least five (5) business days prior to the start of your event.
   Mobile Food Vendors (MFVs) as defined by Section 3.15 of the City Code should provide the following: business name, contact information, the MFV license number, and license expiration date (see page 12). Please attach a list 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.)*

3. **Will other goods be sold?** (*Check One*)

   ☐ Yes or ☐ No

4. If you answered "yes" attach a list that includes any vendors, organizations or individuals who will be selling goods other than food. Include contact information and a driver's license number for each vendor (see page 13).

5. 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 or served?
Cereal Malt Beverage (CMB) has alcohol content of 3.2% or less. Alcoholic Liquor has alcohol content above 3.2%.

☐ 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. (Contact the Parks Department for locations.)
- 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.

****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 also means that sale of alcoholic liquor may not occur on unexempted property.

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)*. 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 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.

It is also expected that organizers and promoters provide an adequate number of portable restrooms based on industry standards. One portable restroom is recommended for every 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 Section 3.11 of 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.

_____ _____

Signature of Event Applicant Date

_____ _____

Signature of Arts & Cultural Services 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 in color and should contain:

- ☐ Clearly identify streets that are requested for closure
- ☐ Locate and label the location of:
  - ☐ Food and goods vendor(s)
  - ☐ Barricades
  - ☐ Tent(s)
  - ☐ Stage(s)
  - ☐ Portable restrooms
  - ☐ Trash receptacles/dumpsters
  - ☐ Temporary amusement park or inflatable rides
- ☐ Define the gated area where Alcoholic Liquor or Cereal Malt Beverage will be consumed (if applicable):
  - ☐ Locate and label location of "No Alcohol Beyond This Point" signs
  - ☐ Locate and label point of sale for Alcoholic Liquor
  - ☐ 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 hour of service

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

   Set-up time: Take-down time: 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 http://www.wichita.gov/Licenses/Pages/default.aspx.

☐ **Animal Exhibition License** *(Chapter 3.09)* *http://www.wichita.gov/Licenses/Pages/Animals.aspx#AnimalExhibition* 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)* *http://www.wichita.gov/Licenses/Pages/Events.aspx#Fireworks*
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)* *http://www.wichita.gov/Licenses/Pages/Events.aspx#Parade*
Fee: There is no fee for a parade when included as part of a Community Event
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)* *http://www.wichita.gov/Licenses/Pages/Entertainment.aspx#Amusement*
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:

Neighborhood Notification

Street Closures for [Event Name]

Hello,

[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]

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 # & Date of Birth	As applicable: KDA License #, Mobile Food Vendor License #, Sales Tax #

VENDOR INFORMATION: Merchandise

Vendor & Contact Name	Address (Street, City, State and Zip)	Phone #, Sales Tax #, Driver's License # and Date of Birth