



**COMMUNITY EVENT PERMIT APPLICATION PURSUANT TO
CHAPTER 12 OF THE MUNICIPAL CODE OF THE CITY OF PAOLA.**

1. Event or Activity (i.e., fun run, carnival, festival):

2. The area(s) which will be utilized in connection with the proposed use, event, or activity:

3. The date(s) and the specific times, including set-up and tear-down:

Date:____/____/____ Time:_____am/pm to_____am/pm

4. The name, address, and telephone number of the person, entity or organization sponsoring or conducting the proposed event;

Name: _____

Address: _____ Phone #: _____

5. The name, address, email address and telephone number of the person or persons to be contacted regarding the application or permit;

Name: _____

Address: _____ Phone #: _____

Email: _____

6. The number of past participants who attended previous events sponsored by the applicant, if available;

7. The number of persons which the applicant anticipates will be attending the event;

8. Will alcohol or cereal malt beverages will be sold or consumed at the event; ☐ Yes ☐ No
(This includes wine vendors selling as part of a craft fair. A separate application is also required)

Required Attachments:

- ☐ The applicant shall submit a **site plan** which includes:
 - a. Any plans for fencing, and the size and location of the gates contained in such fence;
 - b. The plans for supplying potable water, including the source, amount available and location of outlets;
 - c. The placement of any stages;
 - d. A map of the event identifying any street closures and placement of any barricades, with a designation of the types of barricades to be used;
 - e. The plans for providing toilet and lavatory facilities, including the source, number and location, type, and the means of disposing of waste deposited;
 - f. The plans for collection and disposing of solid waste material;
 - g. The plans, if any, to illuminate the location of the community event, including the source and amount of power and the location of lamps;
 - h. The plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots and any shuttle service;
 - i. The plans for sound and sound amplification, if any, including number, location and power of amplifiers and speakers;
 - j. The placement and size of any signage for the event;
 - k. The plans for seating, tables, bleachers or seating facilities;
 - l. The plans and locations, if any, where alcohol or cereal malt beverage will be sold or consumed.
 - m. The plans for electrical power and generators, if applicable;
 - n. The plans and location of any tents or canopies and the size of any such tent or canopy.
 - o. The plans and location of any portable amusement park or inflatable rides. (**Requires separate insurance specifically for inflatables**)
- ☐ **Security.** All security must be provided by certified law enforcement officers and/or approved private security. The applicant shall be responsible for all costs incurred in providing security for the event;
- ☐ The plans for **food and beverage concessions** and/or food trucks who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers, if applicable;
- ☐ The plans and specific description for each of **any other type of vendor or amusement or entertainment provider** who will be allowed to operate on the grounds, including the names and addresses of such vendors and their license or permit numbers (if any) and their State sales tax ID number;
- ☐ **Proof of liability insurance** for the event as required by Section 12-712 as follows: The permit holder for events occurring on public or park property shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of Kansas, which policy includes the City of Paola, its officers and agents, as named insured and which provides general liability coverage in an amount not less than \$1,000,000.00 per occurrence and a minimum of \$50,000.00 property damage coverage. Proof of insurance shall be submitted to the City prior to issuance of the permit and maintenance of this insurance shall be a condition of the permit.
- ☐ Receipt for payment of the **application fee** as set forth in Section 12-708.

Statement of Applicant: I have reviewed this application completely and everything contained herein is true and correct. I agree to hold the City of Paola harmless from and against any loss, cost, or damage of any nature arising out of any action or claim against the City of Paola or its agents or employees, in connection with this event. I acknowledge that I have received a copy of Chapter 12 Article 7 of the Municipal Code of the City of Paola and I fully understand that I will be held responsible for any violations of State Laws and City of Paola Ordinances at the location and time specified on this permit.

Applicant Signature

Date

☐ Approve Request ☐ Deny Request

By: _____

Date of Decision: _____

Date Fees/Deposit Paid: _____

Review Criteria:

- A. The event will not obstruct the operation of emergency vehicles or equipment in or through the permit area;
- B. The proposed event does not present a safety, noise, or traffic hazard;
- C. The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location, or site; and
- D. The proposed event does not violate any provisions of the Code of the City of Paola, the laws of the State of Kansas or the laws of the United States.
- E. If the proposed event is to occur on park property, the event conforms to regulations of the City of Paola.
- F. If the event requires the closure of public streets, such street closures have been approved by the City Manager.

Comments:

