



8. Will alcohol or cereal malt beverages be sold, consumed, or present at the event;

Yes  No

By Checking “No” you are confirming that alcohol will not be sold, consumed, or present, and that presence of such may be cited as a permit violation, a fine, or both.

Required Attachments:

- The applicant shall submit a **site plan** that includes:
- a. Any plans for fencing or barriers, and the size and location of the gates and emergency exits contained in such fence / barrier;
  - b. The plans for supplying potable water, including the source, amount available and location of outlets;
  - c. The placement, type and description of any stages;
  - d. A map of the event identifying any and all 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 handwashing facilities, including the source, number and location, type, and the means of disposing of waste deposited;
  - f. The location and quantity of solid waste collection and disposal receptacles and the plan for hauling away of solid waste material;
  - g. The plans, if any, to illuminate the location of the event, including the source and amount of power and the location of lamps;
  - h. The plans and signage for parking vehicles, including size and location of lots, points of highway access, ingress/egress for emergency vehicles, 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 (may require additional special event sign permit);
  - k. The plans for seating, tables, bleachers or seating facilities;
  - l. The plans for electrical power and generators, if applicable;
  - m. The plans and location of any tents or canopies and the size of any such tent or canopy;
  - n. The plans and location of any portable amusement park or inflatable rides;
  - o. The range of sound amplification and/or lighting.

The list of items above will be reviewed and are subject to approval by staff as part of this application process.

- Security and Logistics.** All security must be provided by certified law enforcement officers and/or approved private security. Determination for level of security will be based on multiple factors including, but not limited to, number of attendees, presence of alcohol, time and duration of event, location of venue, number of street closures, size of area where alcohol will be present, and ingress/egress. The applicant shall be responsible for all costs incurred in providing security for the event. The fee for use of City of Louisburg law enforcement officers is a minimum of \$50/hour/officer if officers are available for this purpose.

- Concessions, Vendors, Amusement/Entertainment Providers.** The plans and specific description for all **food and beverage concessionaires, any other type of vendors, or other amusement or entertainment providers** who will be allowed to operate at the event, including the names, addresses, and phone numbers, and their state or local license or permit numbers, and state sales tax ID numbers, as applicable;
- Proof of liability insurance** for the event as required by Section 12-412 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 Louisburg, 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 \$250,000.00 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.
- If the event requires street closure, signed acknowledgement from area businesses and property owners/occupants that they are aware of event and have no issues with intended street closures.
- If the event requires state highway closure, organizer must provide approval or permit from controlling authority of the highway intending to be closed and the duration allowed for the closure.
- Receipt for payment of the nonrefundable **application fee** of \$75.



Required Attachments:

- For temporary entertainment districts, a copy of the temporary permit issued by the State of Kansas, pursuant to K.S.A. 41-1201 et seq. and the City of Louisburg, pursuant to Section 3-104 of the Code of the City of Louisburg for the sale of alcohol at such event, or written documentation that an application is pending for such temporary permit;
- A copy of the caterer or business license issued by the State of Kansas for any individual responsible for the sale or distribution of alcohol at such event (if any);
- A detailed security plan including:
  - a. A plan as to how the event promoter will prevent the off-premises consumption of alcohol and any consumption of alcohol by minors;
  - b. Entry and exit points to the event venue(s);
  - c. Description of the signage, barriers or maps which will be used to designate the area in which alcohol may be consumed;
  - d. The number and exact locations of all alcohol sale/distribution points;
  - e. The location of any licensed drinking establishments that desires to participate in the temporary entertainment district, and a designation of the area of the licensed premises of such drinking establishment(s) which have been extended into the temporary entertainment district;
  - f. A diagram showing the number, size and location of all signs designating areas where alcohol may be consumed.
- A list of streets and or street rights-of-way to be closed to motor vehicle traffic for such event or temporary entertainment district and the dates and times for such street closures.

**Statement of Applicant:** I have reviewed this application completely and everything contained herein is true and correct. I agree to hold the City of Louisburg harmless from and against any loss, cost, or damage of any nature arising out of any action or claim against the City of Louisburg or its agents or employees, in connection with this event. I acknowledge that I have received a copy of Chapter 12. Public Property, Article 4. Special Events of the Municipal Code of the City of Louisburg and I fully understand that I will be held responsible for any violations of State Laws and City of Louisburg Ordinances at the location and time specified on this permit. I further acknowledge that failure to comply with laws/ordinances or uphold any requirement for the special event may result in revocation of a permit issued pursuant to this application before or at the event by the Special Events Coordinator, Fire Chief, Police Chief, or any designee thereof, and/or may result in denial of future special event application(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approve Request  Deny Request  
By: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Date Fees/Deposit Paid: \_\_\_\_\_

Review Criteria:

- A. The proposed event does not present a safety, noise, or traffic hazard.
- B. Whether the event, sound amplification and/or lighting requires area notification; determine list.
- C. The event will not obstruct the operation of emergency vehicles or equipment in or through the particular permit area.
- 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 Louisburg, the laws of the State of Kansas or the laws of the United States.
- E. If the proposed event is to occur on park or other city-owned property, the event conforms to regulations of the City of Louisburg.
- F. If the event requires the closure of public streets, such street closures must be separately approved by the Louisburg Governing Body.
- G. Determine if food trucks or other permits are required for this event.

City Hall \_\_\_\_\_ FD \_\_\_\_\_ PD \_\_\_\_\_ PW \_\_\_\_\_ B/Z \_\_\_\_\_