



## SPECIAL EVENTS APPLICATION

*Submit completed application to City Clerk Office thirty (30) days prior to event*

**Date:** \_\_\_\_\_

**Name of contact person** \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Name of Sponsoring Business or Organization** *(if different than above)*

**Address** or location of event \_\_\_\_\_

Describe the **type of event** proposed \_\_\_\_\_

**Date(s)** of proposed event: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Please describe the **details** of your event in the space provided below. Attach additional sheets if necessary

**Attendance:** Total anticipated attendance: Persons \_\_\_\_\_ Vehicles \_\_\_\_\_

**Electrical** - does your event require electricity?    No    Yes (if yes, show location(s) on map)

**Barricades** – does your event require street closure?    No    Yes (if yes, show location(s) on map)

**Trash:** How will trash be managed?    Provide Own Trash Receptacles

Request City Services (show location(s) on map)

**Restrooms:** Number of Portable Restrooms \_\_\_\_\_

Company to place/remove \_\_\_\_\_

Company contact info \_\_\_\_\_

**Structures:** Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request?      No      Yes

*If yes, please describe:*

**Signs:** Are signs or attention attracting devices proposed with this event?      No      Yes (if yes, show on map)

**Publicizing Event:** Will the proposed event be advertised to the public?

No      Yes – Flyers      Yes – Newspapers      Yes – Radio/TV (*Please attach copy*)

**REQUIRED DOCUMENTS CHECK LIST:**

**Completed Application**

**Map** - Attach a map showing street(s) and location of the event as described above.

**Insurance coverage** – Applications for all events *held on public property and/or assisted by the City of Baldwin City* **must** be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." Proof of liability and bodily injury insurance coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event. **Contact City Clerk, Laura Hartman at [lhartman@baldwincity.org](mailto:lhartman@baldwincity.org) or call 785.594.6427 to confirm if applicable to your event.**

**Non-Profit:** Fee's may be waived by the City Administrator if a letter showing non-profit status is included with application.

**Application fees:** \$100.00

**Utility fees:** If electric service is requested, a fee of \$25.00 plus the cost of electricity used will be assessed. Applicants must complete a utility card in advance and include with the application.

**Alcohol:** If alcohol is to be served or sold a copy of the *approved KSDR Form ABC-830 Temporary Permit Application and Agreement* on file with the City Clerk.

*I certify that the information contained in and attached to this application is correct, and I agree to abide by the terms of the Code of the City of Baldwin City, Kansas, which regulate special events, and by the specific terms and stipulations of this permit.*

*By signing this application, the applicants for a Special Event Permit agree to hold the City of Baldwin City and its employees harmless for any and all claims, lawsuits, or liability including attorney fees, costs allegedly arising out of loss, damages, or injury to person or person's property occurring during the course of or pertaining to the Special Event caused by the conduct of employees or agents of applicants.*

**Applicants Signature:** \_\_\_\_\_

**Applications for a special event filed after thirty (30) days prior to the event may not be considered**

**CITY CLERK OFFICE USE**

Event Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Cash \_\_\_\_\_ or Check # \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Fee Waived \_\_\_\_\_, City Administrator

Permit issued Council Approved \_\_\_\_\_  
Date approved

Permit denied:

Reason for denial: \_\_\_\_\_

Application and map sent to and response received from appropriate Department(s) where applicable:

Emailed Police  
 Response received

Emailed Inspection  
 Response received

Emailed Fire  
 Response received

Emailed Electric  
 Response received

Emailed Public Works  
 Response received

Additional Notes: