



116 W Main  
PO Box 273  
Solomon KS 67480

Phone: 785-655-3311  
Fax: 785-655-3170

## Special Event Permit Application

1. Event Name : \_\_\_\_\_

2. Event Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

3. Name of Organization: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_

**First Contact Person:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Second Contact Person:** \_\_\_\_\_

Cell Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Promoter, if different from Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

4. Describe the purpose of the event: \_\_\_\_\_  
\_\_\_\_\_

5. Event location:  Park  Street  Park & Street  Parking Lot  
Other location (describe): \_\_\_\_\_

6. Name of Park and/or Street: \_\_\_\_\_

7. Event Type: (check all that apply):  Festival  Fundraiser  Concert  
 Block Party  Inflatibles  Run/Walk  Sporting Event  Parade  
 Tent Show  Other  
Explain: \_\_\_\_\_  
\_\_\_\_\_

8. Event Date(s): \_\_\_\_\_ Estimated attendance per day: \_\_\_\_\_

9. Event Operation Schedule: Set-Up and Teardown (day & time) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Is this a charity event?  Yes  No If yes, please complete:  
Organization / Contact / Name / Address / Phone Number / e-mail Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Will this event be open to the public \_\_\_\_\_ or invitation only? \_\_\_\_\_

12. Will admission be charged?  Yes  No

13. Will donations be taken?  Yes  No

14. List all the streets you propose to close:  
Street: \_\_\_\_\_ Cross Streets: \_\_\_\_\_  
Closing Date and Time: \_\_\_\_\_  
Opening Date and Time: \_\_\_\_\_  
Example: Main Street (Poplar to Walnut) 12-14-16 at 10 am / 12-14-17 at 9 pm

15. Will food be served \_\_\_\_\_, and/or prepared \_\_\_\_\_, at your event?  
How many food vendors do you anticipate having? \_\_\_\_\_  
How will food be prepared:  LP Gas  Charcoal  Electric  Grill  
Will any vendors be serving potentially hazardous food such as, but not limited to:  
Meat, poultry, fish, dairy, pasta, eggs or potato salad?  Yes  No  
If yes, how many vendors? \_\_\_\_\_  
Hours of operation for food vendors: \_\_\_\_\_  
Please list type of food each vendor will be serving: \_\_\_\_\_  
\_\_\_\_\_

(attached additional sheets if necessary)

**Alcoholic Beverages:**

City Code 12-313 prohibits the use, consumption or possession of alcoholic beverages and cereal malt beverages in the City Park.

16. Will there be any live entertainment or music at your event?  Yes  No  
If so, please answer all of the following:  
a. Will stage(s) be built or brought in?  Yes  No If yes, how many? \_\_\_\_\_  
b. Will amplified sound equipment be used?  Yes  No  
c. What time will the performance(s) take place each day?  
Date / Start Time / Finish Time:

\_\_\_\_\_  
\_\_\_\_\_

**Public Park Hours:**

City Code 12-303 states the City Park will be closed to the public between the hours of 12:00 midnight and 6:00 am daily. With written permission, organized recreation activities or other special events may be held in the City Park after closing.

17. Will there be any activities not listed that may produce noise that might disturb surrounding residents and businesses? If so, please describe \_\_\_\_\_  
\_\_\_\_\_
18. Will additional electrical wiring be installed for your event?  Yes  No
19. Will you be using generators  and/or utility power  ?
20. Will tents be erected for your event?  Yes  No If yes, how many? \_\_\_\_\_
21. Will you require access to water?  Yes  No
22. Will your event require restroom facilities?  Yes  No  
If so, what arrangement will be made: \_\_\_\_\_  
\_\_\_\_\_
23. Have you arranged for security at your event?  Yes  No  
If so, who will be providing security: \_\_\_\_\_
24. Any fencing required?  Yes  No
25. Any extra trash cans, barricades or bleachers being requested?  Yes  No  
If yes, please attach a plan or map indicating where the barricades and/or bleachers are being requested.
26. Describe your plan for Emergency Medical Services: \_\_\_\_\_  
\_\_\_\_\_
27. Describe your plan for trash removal, as well as any organizations or person directly involved with this aspect of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible to obtain any of these required upon the issuance of this use permit.*

*Applicant must check and agree to abide by the following conditions to obtain this permit:*

- CLEAN UP: Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken, the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred.
- INSURANCE: Applicant agrees to provide a policy of liability insurance in the amount of \$500,000 per occurrence, \$1,000,000 in the aggregate, naming the City of Solomon as an additional insured, with appropriate endorsements as required by the City. Different insurance limits may be required depending on the nature of the event.

- \_\_\_ INDEMNITY: Event sponsor shall indemnify, defend and hold harmless the City, its officers, officials, employees and agents from and against any liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with the events conducted hereunder, including, but not limited to, injuries or damages caused to participants, officials, and spectators, or damage to any property, or its failure to comply with any of its obligations contained in the application or this permit, except such loss or damage which was caused by the sole negligence or willful misconduct of the City.
  
- \_\_\_ DISTURBING THE PEACE: Applicant has received and read a copy of City Code 11-201 pertaining to Disturbing the Peace. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City staff determines necessary.
  
- \_\_\_ CONDUCT/NUISANCES: Applicant understand that if the outdoor activity is conducted in such a way as to create a nuisance for any resident or business of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

**PARADE SAFETY: If your event includes a parade, please be aware that due to safety concerns, no candy or other items may be thrown from floats or vehicles. These items may be handed out by parade participants walking the route.**

This application will not be processed unless a site map is included. Indicate location of tents, stages, portable restrooms, fencing, food booths, etc. Notify staff at City Hall if any changes to the information provided in this document or site map.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City Council action on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:  
Approved \_\_\_\_ Disapproved \_\_\_\_