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APPLICATION FOR OUTDOOR EVENT PERMIT

This Kansas City Outdoor Event Permit Application has been designed to assist event organizers in planning and to allow city departments to have complete access to information about your event in order to better serve you. Please be advised that there may be additional city permits needed for outdoor events, each with its own deadlines and fees. Refer to the Guidelines and FAQs to help you determine when other city permits might be needed. An Outdoor Event Permit, if issued, authorizes Applicant or Sponsor/Host Organization to conduct an outdoor event in Kansas City, Missouri. Submittal of this application in no way constitutes approval of the event. Permits are issued at the discretion of Kansas City, Missouri upon thorough application review.

INSTRUCTIONS:

1. 90 days prior to your event, submit completed application with all required documents to the address above.
2. Upon date and location review and approval, a tentative permit will be issued via email to the applicant.
3. Review the "General Requirements, Guidelines & Conditions". These will help you determine what additional city permits may be required.
4. Make contact with the related city departments and apply for necessary permits according to their deadlines.
5. Upon approval from all related city departments, final permit will be issued via email to the applicant.

~ Please contact Evenenergy with any questions about this application or process. We are here to help! ~

EVENT INFORMATION:

★ Event Name: Free Form

★ Purpose:

<input type="radio"/> Athletic/Recreation	<input type="radio"/> Parade/Procession/March/Rally <u>Parade</u>
<input type="radio"/> Art Fair/Museum/Special Attraction	<input type="radio"/> Promotion/Advertising
<input type="radio"/> Concert/Performance	<input type="radio"/> Race/Walk/Bicycle Ride <u>send to Race Day</u>
<input type="radio"/> Festival/Street Celebration/Carnival <u>Festival</u>	<input type="radio"/> Other: _____
<input type="radio"/> Film Production <u>Street Closure</u>	

★ Event Description: _____

★ Event Dates/Times:

Set up:	Date: _____	Times: _____	Day of Week: _____
Event Start: ★	Date: _____	★ Times: _____	Day of Week: _____
Event Ends: ★	Date: _____	★ Times: _____	Day of Week: _____
Breakdown:	Date: _____	Times: _____	Day of Week: _____

★ Attendance:

Est. Total: _____	Est. Pre-sale: _____	Est. Walk-Up: _____	Est. Daily: _____
Peak Attendance: _____	Times: _____	to _____	

★ Has this event been done in the past? ☐ Yes ☐ No Past event total attendance: _____

★ If yes, list past names, locations, and dates: _____

use for calendar

Free Form

tracking

Free Form

APPLICANT INFORMATION:

★ Sponsor/Host Organization Name: _____

★ Authorized official & title: _____

★ Address: _____

★ City: _____ State: _____ Zip: _____

★ Phone: _____ Fax: _____

★ Email: _____

★ Event Contact Name & Title: _____

★ Address: _____

★ City: _____ State: _____ Zip: _____

★ Phone: _____ Fax: _____

★ Email: _____

★ Event Production Company (if different than applicant): ★ will you use? — Yes — No _____

Contact Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

★ Day of Event Contact: To be published online Cell Phone ★ _____

DETAILED EVENT INFORMATION: DETAIL!

★ Describe event location in detail including any desired street and road closures: _____

Attached proposed layout of your event noting entrances, exits, road closures, tent locations, etc. ★ upload ★

★ Are you charging admission for your event? POLICE Yes _____ No _____ If yes, how much? _____

Have you applied for /received Neighborhood Tourism Development Funds (NTDF) for this event? tracking only

Applied _____ Received funds _____ Amount received: _____

★ Will there be food at your event? Temporary Food Permit Yes _____ No _____

★ Will alcoholic beverages be served? Temporary Catering & Police Off Duty Yes _____ No _____

& State of Mo Catering

If yes, how will it be served, and to whom? (deleted) _____

Free form

☆ Will there be music, a PA system or amplified sound at your event? Noise Yes _____ No _____

☆ Will there be dancing? Dance Hall Permit Yes _____ No _____

Will there be livestock animals, ponies, or a petting zoo at your event? Yes _____ No _____

Will there be drones or other airborne items present at your event? Animal show Yes _____ No N/A

Will you provide public restrooms? Yes _____ No _____

Do you have a cleanup/trash/waste plan? Yes _____ No _____

Submit on company letterhead a detailed clean up/waste removal plan 30 days prior to your event.

★ upload ★

PROMOTIONAL EFFORTS:

Will there be media coverage of this event? Yes _____ No _____

Describe media coverage and promotional efforts: _____

FREE FORM

PARKING/TRAFFIC

☆ Will your event require street/lane/sidewalk/road closure or blockage? Public Works Yes _____ No _____

☆ Are you closing a road and re-routing traffic for this event? Police Traffic Yes _____ No _____

Does your event have special parking considerations? Yes _____ No _____

Describe proposed parking plan: (i.e., "10th street garage", or "on street parking", etc.) _____

Free Form

POLICE AND SECURITY:

Any events that require a KC Police presence will need to contact the Kansas City Police Off Duty Coordinator and arrange an approved Police and security staffing plan for their event. Initial core staffing levels start at 1-3 officers per event. Additional police presence will be determined on a case-by-case basis using the guidelines below and other considerations. These guidelines are a starting point for determining appropriate police staffing levels.

- Reserved seating (family oriented) with no alcohol sales; (1) per 2,000-3,000 attendees
- Sporting events with alcohol sales; (1) per 1,000-1,500 attendees
- Reserved seating (family oriented) with alcohol sales; (1) per 1,000-1,500 attendees
- Reserved seating (adult events) with alcohol sales; (1) per 500-1,250 attendees
- Open air events with alcohol sales; (1) per 500-750 attendees
- Nightclubs and adult entertainment events; (1) per 150-500

Police and security staffing levels are also determined by factors including: crowd size, alcohol sales, presence of traffic officers, private security presence, event location and type, and other security concerns.

Will your event have additional private security services? Yes _____ No _____

If yes, provider: _____ # of Security Officers: _____

FIRE AND EMS SERVICES:

★ Will there be tents or canopies? _____ Yes _____ No

★ Will there be any of the following present at your event? _____ Yes _____ No

Fencing or enclosures
Open flames, including fire and propane
Portable heating devices, salamanders or burners
Electrical services
LPG compressed gas
Hay storage
Fireworks
Amusement rides

Name of company operating fireworks: _____

Name of company operating amusement rides: _____

Special Event EMS guidelines:

The number of rescue units and paramedics is determined according to attendance and other risk factors. For any public mass gathering or event that has an anticipated sustained attendance of 1,000 or more people, the KC Fire Department will complete a risk assessment of the event, regardless of other variables, size or scope of the event. Based on this assessment, the Kansas City Fire Department will contact the event organizer and arrange appropriate medical coverage as per the results of the comprehensive risk assessment of the event.

★ Based on the guidelines above, does your event require EMS medical standby services? _____ Yes _____ No

Onsite medical contact name: _____ Phone: _____

INSURANCE REQUIREMENTS:

A commercial general liability insurance policy may be required listing the city of Kansas City, Missouri as the additional insured. Need for insurance is determined on a case-by-case basis and will be addressed by individual city departments.

CERTIFICATION:

I certify that the information submitted in connection with this application is true and accurate, to the best of my knowledge. I agree to adhere to the "General Requirements & Conditions" contained herein, and understand that failure to do so will render the outdoor event permit, if issued, void. The City of Kansas City, Missouri shall be held harmless from any liability resulting from the conduct of this event. I acknowledge that in addition to this Application I certify that I will contact the appropriate city departments and complete the required department permits applications and event plans.

I further certify that if this event is cancelled or rescheduled, or the date of this proposed event or any permitted elements of the event are cancelled or rescheduled, I will notify the Outdoor Event Manager in writing no less than 48 hours in advance of the set-up times for my event. Should personnel or other resources be dispatched to support this proposed event or activity that has been cancelled, the Sponsor/Host Organization will be assessed the cost of the services provided.

★ Signature of Applicant: _____

Date: _____

Print Name: _____

Telephone: _____ Fax: _____

Email: _____