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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: _____

Purpose:

- | | |
|--|---|
| <input type="radio"/> Athletic/Recreation | <input type="radio"/> Parade/Procession/March/Rally |
| <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 |
| <input type="radio"/> Festival/Street Celebration/Carnival | <input type="radio"/> Other: _____ |
| <input type="radio"/> Film Production/Photo Shoot | |

Event Description: _____

Event Dates/Times:

Set up: Date: _____ Times: _____ Day of Week: _____

Event Start: Date: _____ Times: _____ Day of Week: _____

Event End: Date: _____ Times: _____ Day of Week: _____

Breakdown: Date: _____ Times: _____ Day of Week: _____

Estimated Total Attendance: _____ Estimated Daily attendance: _____

Estimated Pre-sale Attendance: _____ Estimated Walk-Up Attendance: _____

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

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

APPLICANT INFORMATION:

Sponsor/Host Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Authorized official & title: _____

Event Contact Name, Title, Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Event Production Company (if different than applicant): _____

Contact Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Day of Event Contact: _____ **Cell Phone:** _____**DETAILED EVENT INFORMATION:**

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.

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

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

Applied _____ Received funds _____ Amount received: _____

Will there be food at your event? _____ Yes _____ No

Will alcoholic beverages be served? _____ Yes _____ No

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

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

Will there be dancing? _____ 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? _____ Yes _____ No

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.

PARKING/TRAFFIC

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

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

Explain the parking plan: _____

PROMOTIONAL EFFORTS:

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

Describe media coverage and promotional efforts: _____

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 fencing or enclosures? _____ Yes _____ No

Will there be tents or canopies? _____ Yes _____ No

Will there be any open flame present including fire, propane? _____ Yes _____ No

Will there be portable heating devices, salamanders or burners? _____ Yes _____ No

Will you require electrical services? _____ Yes _____ No

Will there be LPG compressed gas? _____ Yes _____ No

Will there be hay storage? _____ Yes _____ No

Will there be fireworks? _____ Yes _____ No

Name of company operating fireworks: _____

Will there be amusement rides? _____ Yes _____ No

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: _____