

Will food be offered for sale? Yes No

If 'Yes', reference Zoning, Section 33, Division 2 for potential vendor permits required.

List vendors to be included as part of this permit (All other vendors will be required to obtain their own permit)

Location of vendors/booths/stalls/tents

SIGNAGE

Will public advertising be used? Yes No
What type of public advertising? Street banner Sandwich Signs Other

Where will these signs be displayed?

When will the signs be displayed? (Beginning and ending date)

The name and phone number of the person responsible for removal of the signs

Name: _____
Number: _____

Attach sample sign copy to this application for approval. Include sign materials, dimensions, lighting, and attachment details as appropriate.

TEMPORARY FACILITIES

Number and location of any temporary toilets

Number and location of any temporary water facilities

CONTACT INFORMATION

Primary Event Contact Name _____
Address _____
Primary Phone _____ Secondary Phone _____

Secondary Event Contact Name _____
Address _____
Primary Phone _____ Secondary Phone _____

I certify by my signature that the city is indemnified for this event and that public property will be protected and/or cleaned and restored to its condition prior to the Special Event. I further agree that the standards set forth in the ordinance, as provided to me, have or will be satisfied upon the completion of this event.

Signature of Applicant

Date

Required materials needed to file this application:

- Application and fee (as applicable)
- A signed affidavit by any property owner whose property will be used for this event, if applicant is not the property owner.
- A site plan depicting the location of event, identified buildings that will be used, proposed parking areas, outdoor display areas, signs, temporary toilets, temporary water supplies streets, and property lines, or other information that may be required by the City Administrator or his designee.
- Proof of Liability Insurance, if required by the City Administrator.
- Any other information as required by the City Administrator or his designee that is necessary to evaluate this application.
- If on private property, a fully signed and notarized Affidavit permission from the property owner(s).





AFFIDAVIT

CITY OF TONGANOXIE

COUNTY OF LEAVENWORTH
STATE OF KANSAS

I (We), _____ AND _____
(Print)

AND _____ AND _____
(Print)

being duly sworn, depose and say that we are the owners of said property involved in this petition for a Special Event and/or Vendor Permit and that the foregoing signatures, statements, and answers herein contained in the information herewith submitted are in all respects true and correct to the best of our knowledge and belief.

Property owner(s) further agrees that their property as identified below may be used as described in the attached application for this event.

Property Address _____

Signed and entered this _____ day of _____, 2013

Owner Signature

Owner Signature

Owner Signature

Owner Signature

Subscribed and sworn to before me on this _____ day of _____, 2013
Notary Public in and for the County of Leavenworth, Kansas

My Commission Expires: _____

Special Event & Parade Application

General Requirements and Conditions

A Special Event shall be defined as, but not limited to, any short-term use of land or temporary structure(s) activity held on the public ways such as athletic events, auction/estate sales, street exhibitions, block parties, carnivals, multiple store sidewalk sales, circuses, fairs, animal shows, promotional activities, parades, fun runs, stands or concessions, wild west shows, etc.

A Parade shall be defined as any procession of 15 or more persons and/or three or more vehicles, except funeral processions, students participating in education activities-provided such conduct is under the direction and supervision of school authorities, or any governmental agency acting within the scope of its function.

A Permit, if issued, authorizes Applicant and Sponsor Organization to conduct a special event, parade or procession with the assistance of the Police Department.

Application review process – We will send a copy of your application to the following departments for review and comment: Police Department, Street Department, Recreation Commission, Chamber of Commerce and City Engineer. The application and comments will be reviewed and approved by the Chief of Police, 913-369-3754.

Certificate of Insurance – Submit with the application, a Certificate of Insurance as evidence that the Sponsor Organization has and will maintain during this event, General Liability insurance in an amount not less than one million dollars (\$1,000,000.00) combined single limit per occurrence, issued by a surety which is licensed to do business in the State of Kansas. The name of the Sponsor Organization which you list on the application must be either identical to or include the name of the Insured Organization listed on the Certificate of Insurance. The Certificate of Insurance must:

- Name as both an Additional Insured and Certificate Holder the “City of Tonganoxie, 321 S. Delaware Tonganoxie KS
- Contain a cancellation clause stating that the issuing company will provide written notice to the City of Tonganoxie at least 30 days in advance if the policy is cancelled before the expiration date;
- Include the name of the event in the “Description of Operation” section or similar sections;
- Be original documents (no photocopies or faxes).

Proof of Clean-Up Agreement –submit with the Application proof that a cleanup agreement exists. Applicant and Sponsor Organization are responsible for cleanup and shall remove all trash and litter resulting from this event from the streets, sidewalks and public ways. Failure to properly cleanup will jeopardize future permit privileges.

Police Department – applicant must contact the Police Department at 369-3754 to schedule for law enforcement officers for security, parade escort and traffic control assistance.

Possession and Exhibition Permit – The Permit for the procession or parade shall be in the possession of the applicant or a representative of the applicant during the parade or procession and shall be presented, on request of any city official.

Mail all correspondence to City of Tonganoxie, 321 S. Delaware, PO Box 326, Tonganoxie KS 66086 or call City Hall at 913-845-2620 if you have any questions.

I have read and understood the above General Requirements and Conditions. I understand the Applicant and Sponsor Organization are responsible for cleanup and shall remove all trash and litter resulting from this event from the streets, sidewalks and public ways.

Signature of Applicant

Date