

# Special Event Permit Application

Code of Ordinance Section 31-141 through 31-145 and 31-156 through 31-162

**Note: This application must be submitted at least 14 calendar days before the date of the event. For a special event permit that includes alcoholic beverages, this application must be submitted at least 60 calendar days before the date of the event.**

**\*\*Important – If your event is a race/walk/fun-run, your route must be reviewed by the City’s Race Coordinator - Ben Sigle. Please contact him at 785-477-3389 prior to submitting your application \*\***

**\*\*Important – If your event is a parade, your staging plan must be pre-approved by either Mall Administration or Parks and Recreation and submitted with this application. \*\***

Name of Event \_\_\_\_\_

Purpose/Description of Event \_\_\_\_\_

Applicant’s Name \_\_\_\_\_

Applicant’s Address \_\_\_\_\_

Applicant’s Phone # \_\_\_\_\_

Applicant’s E-Mail \_\_\_\_\_

On Site Contact Person \_\_\_\_\_

On Site Contact Person Phone # \_\_\_\_\_

Special Event Location/Route \_\_\_\_\_

*A site plan for your event must be attached to this application. If the event is a parade, an approved staging plan/permission slip must be attached in addition to your site plan. If your event is a race/walk/fun-run your site plan must be “initialed” by Ben Sigle as proof that it has been reviewed.*

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Alternate/Inclement Weather Date \_\_\_\_\_

Number of Participants \_\_\_\_\_

Number of Vehicles \_\_\_\_\_

Number of Animals \_\_\_\_\_

Is form, Supplemental Questions for Special Events completed and attached? Yes  No

The applicant(s) named above shall be responsible for cleaning up the street or other public way within 2 hours following the conclusion of the activity. Should the permit holder(s) fail to do so within 2 hours following the conclusion of the activity, or within the period specified by the city clerk, the city shall clean the area and collect the costs thereof from the permit holder(s).

Additional Clean-up Time Requested \_\_\_\_\_

Reason for Additional Clean-up Time \_\_\_\_\_

Will alcohol be served at your event? Yes  No

*If yes, please fill out the Special Event with Alcohol attachment.*

**Required Attachments**

- **Site Plan**
- **If your event is a parade, approved staging plan/permission slip**
- **Completed Supplemental Questions for Special Events**
- **If serving alcohol, completed Special Event with Alcohol attachment**
- **Proof of insurance meeting the requirements specified for your event submitted no less than two business days prior to the event.**
- **If serving alcohol, copies of applicable State and City licenses.**

**Please Note: In the event your special event permit request is for a Kansas State University sponsored and approved activity, the approving University official must sign the request and must obtain and provide the appropriate liability coverage letter from the Office of General Counsel.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Riley County Police Dept Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Public Works Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Barricade Deposit Required? \_\_\_\_\_

Fire Dept Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Comments \_\_\_\_\_

***Park and Recreation Approval is only required only if the special event is adjacent to a park or facility operated by Parks and Recreation.***

**FOR OFFICE USE ONLY**

Date of application \_\_\_\_\_

Permit Number \_\_\_\_\_

Site Plan Attached Yes  No  reason \_\_\_\_\_

Staging Plan/Permission Slip Attached Yes  No  reason \_\_\_\_\_

Supplemental Questions Completed and Attached Yes  No  reason \_\_\_\_\_

Alcohol Attachment Completed and Attached Yes  No  reason \_\_\_\_\_

State and/or City Alcohol Licenses Attached Yes  No  reason \_\_\_\_\_

Receipt Number \_\_\_\_\_ Date to Commission \_\_\_\_\_

Fee (Section 13-158) Approved Yes  No

\$50.00 Special Event \_\_\_\_\_

\$250.00 Special Event with Alcohol \_\_\_\_\_

Check  # \_\_\_\_\_ Cash  Credit Card

**Required Insurance Amounts based on planned activities (see attached City of Manhattan Insurance Requirements):**

Commercial General Liability \_\_\_\_\_

Auto Liability \_\_\_\_\_

Liquor Liability \_\_\_\_\_

Date Proof of Insurance was Submitted \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

**\* (Written by an insurance carrier licensed to do business in Kansas) \***

Barricade Deposit  
\$50.00 \_\_\_\_\_

Check # \_\_\_\_\_

***Barricade deposits will be held 5 business days after the event.***



It is our policy to provide individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of our services, programs, and activities. In order for us to provide a suitable accommodation, we ask that you request what assistance is desired by contacting the Customer Service Office, 1101 Poyntz Avenue, or call 587-2480 or the TDD Kansas Relay Center at 1-800-766-3777. We are here to assist you in the registration/application process as well.