

# Special Event Permit Regulations

## Standards for Issuance

### Code of Ordinances of the City of Manhattan Sec. 31-159(a)(1)-(8)

- (1) The special event will be held between the hours of 7:00 a.m. and 11:00 p.m., or, between December 31 and January 1 and within the Aggieville Business District only, between the hours of 7:00 a.m. on December 31 and 2:00 a.m. on January 1. Provided that, upon the applicant's request, the city clerk or designee may extend a special event that does not involve alcoholic beverages to 2:00 a.m. the following day, and the governing body may extend a special event that involves alcoholic beverages to 2:00 a.m. the following day if the applicant shows, for the extended time period, that the special event is designed to meet other city ordinances and the standards of issuance set forth in this section;
- (2) The special event will not substantially interrupt or unreasonably delay the safe and orderly movement of vehicular and pedestrian traffic contiguous to its location or route;
- (3) The special event will comply with the requirements of the most recently adopted version of the International Fire Code relating to entrances and exits, occupancy, and fire safety control;
- (4) The special event is not to be held for the sole purpose of advertising any product or service;
- (5) If the special event includes the possession, service, or consumption of alcoholic liquor or cereal malt beverages, the special event shall be located only within:
  - (i) The Aggieville Business District; or
  - (ii) The Downtown Business District (including Manhattan Town Center Plaza); or
  - (iii) The public park known, for purposes of this article, as Blue Earth Plaza, and more particularly described as Lots 7 and 8 of the Downtown Entertainment District Commercial PUD; or
  - (iv) City Park, more particularly described as the city-owned land bordered by Fremont Street, 11th Street, Poyntz Avenue, and 14th Street; or
  - (v) Twin Oaks Sports Complex, more particularly described as that portion of the city-owned land known as Frank Anneberg Park designated by the Director of Parks and Recreation, including the baseball diamonds and adjacent grass areas, but not extending to any road or designated parking area.
- (6) If the special event includes the possession, service, or consumption of alcoholic beverages, such alcoholic beverages shall only be served by:
  - (i) A caterer, as defined by K.S.A. 41-2601, and amendments thereto, who holds a valid city and state license for such service, or
  - (ii) By a drinking establishment immediately adjacent to the special event which is granted a temporary extension of premises pursuant to K.S.A. 41-2608(c) and holds a valid city and state license, or
  - (iii) By a licensed farm winery or by a licensed microbrewery providing samples in compliance with applicable state statutes and regulations.
- (6) If the special event includes the presence, service, or consumption of alcoholic beverages, the plan for the event must include adequate provisions to control crowds and prevent off-premises consumption of alcohol and consumption of alcohol by minors.

## Special Event Regulations

### Code of Ordinances of the City of Manhattan Section 31-160(a)-(j)

- (a) The permit holder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

- (b) The permit holder shall keep the permit, with the site plan and other information attached, if applicable, at the location of the activity and shall promptly produce the permit upon the request of the city or the Riley County Police Department.
- (c) The permit holder shall be responsible for cleaning the street, parking lot, park, or other public area upon which the special event, block party, or assembly is held, within two hours following the conclusion of such activity. The city clerk may extend the deadline for clean-up, if warranted by the nature of the special event. If the city clerk grants a clean-up extension, such deadline shall be noted on the permit. Should the permit holder fail to do so within two 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.
- (d) No alcoholic beverages shall be located upon, or consumed by, persons who may have occasion to attend the special event except within the area of a special event designated and permitted for alcoholic beverage service and consumption.
- (e) The special event, block party, and assembly shall only be held during the hours specified on the permit. The permit holder shall ensure that the activity only occurs during such hours.
- (f) No permanent or semi-permanent markings shall be made on city streets, sidewalks, parking lots, or other city property.
- (g) Temporary signage may be installed within the permitted area, provided that it is posted no more than 30 minutes before the beginning of the special event, block party, or assembly, and removed within two hours after the conclusion of the activity.
- (h) Any beverages served, provided, or consumed within the permitted area shall not be served within glass containers.
- (i) In the case of any special event, the permit holder shall provide and maintain insurance for the special event that names the city as an additional insured, at the levels required by the city. The permit holder shall provide a certificate of insurance evidencing such coverage at least two business days prior to the special event.
- (j) In the case of any special event involving the presence, service, or consumption of alcoholic beverages, the following requirements shall be met:
  - (1) The alcoholic beverages shall be served in containers that are distinctly different than those provided for non-alcoholic beverages.
  - (2) The alcoholic beverages shall not be sold or served in pitchers, buckets, or carafes.
  - (3) No more than two alcoholic beverages may be sold or served to a person at the same time.
  - (4) Persons of all ages may enter the area designated for the presence, service or consumption of alcoholic beverages. Provided that, persons aged 21 and older shall be issued a wristband to indicate that such persons are of the legal drinking age and must wear the issued wristband in order to possess or consume alcoholic beverages within the special event boundary. It shall be unlawful for any person to possess or consume an alcoholic beverage within the special event area designated for the presence, service or consumption of alcoholic beverages without wearing such wristband or identifying mark.
  - (5) All laws, rules and regulations relating to the presence, sale, consumption, or service of alcoholic beverages shall be followed.

#### Permit Revocation

#### Code of Ordinances of the City of Manhattan Section 31-161

- (a) The city clerk may deny, suspend or revoke a permit for any of the following reasons:
  - (1) Failure to submit a complete application and/or the permit fee.

- (2) In the case of a special event, failure to provide proof of insurance meeting the city's coverage requirements at least two (2) business days prior to the special event.
  - (3) Fraud, misrepresentation, or false statement in the permit application or its attachments.
  - (4) Failure to comply with the standards for issuance, the conditions of the permit, or any of the provisions of this chapter.
- (b) An officer of the Riley County Police Department may revoke a permit, during the special event, in the following circumstances:
- (1) Failure to comply with the standards for issuance, the conditions of the permit, or any of the provisions of this chapter.
  - (2) If criminal activity occurs during the special event, for which a citation is issued or an arrest made, that is reasonably likely to cause injury or threat to persons or property or to create an unreasonable disturbance.