

Supplemental Questions for Special Events

Name of Event _____

Date of Event _____

		YES	NO
Additional Licensing, Permitting and Information			
1.	Is your event a parade? Yes? An approved staging plan/permission slip will be required to be submitted with your application. Please be sure you have the required documents for staging in either the mall parking lot or the City Park.		
2.	Is your event a race/walk/run-fun? Yes? Please contact Ben Sigle for review of your route. His initials will be required on your site plan prior to submittal.		
3.	Will you have any fireworks or pyrotechnics? Yes? You will need to fill out a fireworks display permit application.		
	Will your event include tents or canopies? If so, please indicate the locations and sizes on your site plan.		
4.	Will there be vendors selling or distributing food and/or non-alcoholic beverages? Yes? Please be sure all of these vendors are listed on the Vendor List and that each vendor is properly licensed through the State.		
5.	Will there be alcoholic beverages available for purchase or consumption? Yes? Please fill out the Special Event with Alcohol Attachment.		
6.	Will you have amplified sound?		
7.	Will there be vendors selling merchandise (t-shirts, glow sticks etc.)? Yes? Please list each vendor on the Vendor List.		
8.	Are you requesting that the event be held in Triangle Park? If yes, please contact our Park and Rec Department prior to submitting your Special Event Application.		
9.	Are you requesting that the event be held in any City Park or Park Facility? If yes, please contact our Park and Rec Department prior to submitting your Special Event Application.		
Insurance Requirements (The minimum commercial general liability required amount is \$1,000,000.)		YES	NO
1.	Will you be using vehicles for your special event other than for nominal and standard commute purposes? Yes? You will need a minimum of \$500,000 combined single limit per occurrence Auto Liability Insurance.		
2.	Will you have inflatables, pony rides, petting zoos and other animal related activities with non-standard household pets? Yes? You will need to increase your Commercial General Liability limits to \$2,000,000 combined single limit (per occurrence) \$2,000,000 aggregate.		

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3.	<p>Will you have motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival? Yes? You will need to increase your Commercial General Liability limits to \$5,000,000 combined single limit (per occurrence) \$5,000,000 aggregate.</p>		
4.	<p>Are you applying for a Special Event with Alcohol? Yes? You will need to have a minimum of \$1,000,000 combined single limit (per occurrence) Liquor Liability Insurance in addition to the required Commercial General Liability Insurance. This may be provided by your vendor/caterer.</p>		
		YES	NO
5.	<p>Are you requesting a Fireworks Display Permit? Yes? You will need to increase your Commercial General Liability limits to \$1,000,000 combined single limit (per occurrence) \$2,000,000 aggregate.</p>		
6.	<p>Will you have motorized and/or power supported tool and equipemnt activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts and other similar items? Yes? You will need to increase your Commercial General Liability limits to \$5,000,000 combined single limit (per occurrence) \$5,000,000 aggregate.</p>		
7.	<p>Will you have motorized individual participant activities including motorcycles, jet skis, powered model cars, boats and planes and non-standard personal car activities? Yes? You will need to increase your Commercial General Liability limits to \$2,000,000 combined single limit (per occurrence) \$2,000,000 aggregate. Plus, you will need to add Auto Liability Insurance with a combined single limit of \$1,000,000 coverage to apply to all woned, non-owned and hired autos used in connection with the permitted event.</p>		
8.	<p>Is your event a Kansas State University sponsored and approved activity? Yes? 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.</p>		

updates August 2020