

**City of Bonner Springs**

**Private Use of Parks, Streets, or Public Parking Lot Application**

**Fee \$50.00 (Non-Alcohol) - Fee \$250.00 (Alcohol on Premises) – Per Ordinance No. 2304**

**Not-for-profit associations, organizations or individuals exempt from payment of established fees.**

**GB Policy GB-11-01R Provides Administrative Approval for Annual Uses with no Significant Changes.**

Date: \_\_\_\_\_ Applicant/Sponsor Name: \_\_\_\_\_

Business or Organization: \_\_\_\_\_

Street Address/Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Date/Time/of Requested Event:** \_\_\_\_\_

**Public Parking Lot(s) Requested:** \_\_\_\_\_

City Receipt Number

Clear diagram of the Parking Lot area to be used attached.  (Events with Alcohol or Cereal Malt Beverages must be fenced and be at least 30 feet from Centennial Park).

**Park Requested:**  Centennial Park  Dog Park  Lion’s Park  Kelly Murphy Memorial Park  
 Kerry Roberts Memorial Park  North Park  South Park  Trails: \_\_\_\_\_

**Street(s) Requested:** \_\_\_\_\_

Route Attached:

**Police, Fire, EMS or Other Municipal Services Needed:** Yes  No  If yes, what services? \_\_\_\_\_

Names of Security Personnel for Chief Police Approval: \_\_\_\_\_

Certificate of Insurance that Names the City as an Additional Insured Attached.

Tent will be Used: Yes  No  If yes, you must submit an application for a tent permit.

Event to Raise Funds for Charitable Purposes: Yes \_\_\_\_\_ No \_\_\_\_\_

Organization Status Proof Attached:

If yes, what Charitable Purpose? \_\_\_\_\_

Provide Full Explanation of Purpose of Event to Include Details if there will be admissions charged or rental of booth spaces charged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach List of Vendors that will participate in event.  Attach a list of planned activities.

**Application Requirements:**

- A. Submit this application to the City Clerk’s Office Two (2) Weeks Prior to the City Council Meeting prior to the date of the Event for City Council Approval
- B. The applicant shall bag the signs that state alcohol is prohibited before an event for alcohol, remove the bags after the event and clean the entire parking lot and adjacent area immediately following the end of the event.
- C. Attach sketch/diagram (Exhibit A) of area of the parking lot. Define Fenced Area for Sale/Consumption & Possession of Alcoholic Beverages on the diagram if applicable. Area requires Building Official approval for type of fence material, size and egress. Must keep a twenty foot minimum fire lane open from Second Street to the south end of the parking lot. Must provide access for DeGoler Pharmacy.

- D. Submit two copies of the State Temporary Alcoholic Beverage License (**limited to four permits per year per KSA 41-2645**) if applicable. One copy to be attached to the application for a City Temporary Alcoholic Beverage Permit and the other copy attached to this application for an Alcoholic Beverage Consumption/Possession Permit.
- E. Not-for-profit organizations, **as defined by the IRS**, must provide proof of their non-profit status. Applicants of for-profit businesses or organizations must have or obtain an occupational license and ensure vendors that participate in the event have or obtain an occupational license from the City.
- F. Not-for-profit organizations, association or individuals must provide proof of their non-profit status. A not-for-profit certificate of good standing from the Kansas Secretary of State is an acceptable proof for purposes of this subsection.
- G. Unincorporated associations, organizations or individuals not registered with the Kansas Secretary of State Who requests use of a parking lot for a not-for-profit event or activity must provide certification of their not-for-profit status.
- H. All applicants must have or obtain all applicable business licenses and ensure vendors that participate in the event have or obtain an occupational license from the City.
- I. A late or incomplete application will not be placed on the agenda for City Council consideration on the date requested.

**Restrictions:**

- A. No more than four special event permits will be approved per calendar year to any individual, business, association, or organization for the use of a public parking lot.
- B. Any event or activity that a for-profit individual, business, association or organization co-sponsors, promotes or participates in any way with any not-for-profit qualified individual, business, association or organization as defined in Section 12-703, paragraph J or K of this ordinance, will count as an event for the for-profit entity.
- C. No permit will be approved for more than three consecutive days, except for the carnival for Tiblow Days.
- D. No permit will be issued for use of the Centennial Park Parking Lot that is within thirty (30) feet of Centennial Park.
- E. No permit will be approved that will conflict with the Annual Chamber of Commerce Tiblow Days, Marble Days or any other city approved celebration.
- F. Activities for any approved event shall not take place between the hours of 12 a.m. midnight and 6 a.m. of any day of the permitted event.
- G. No permit will be issued in conflict with any Zoning Ordinance, or other City Ordinance or regulation.
- H. Sale, possession and/or consumption of alcoholic beverages or cereal malt beverages require separate permits per Chapter III Beverages, Article 1 General Provisions, Sections 3-104 and 3-105 and Chapter 8 Temporary Permits of this Code. Applications for these permits shall be submitted at the same time as the permit required in this Article.

**Display of Permit:** A permit issued shall prominently display the permit at the special event site or have the permit available to display to any officer or employee of the City upon demand.

**Revocation of Permit:** The City Manager or designee may suspend or revoke a permit issued if: The permittee fails to meet the conditions imposed on the issuance of the permit; violates any provision of this Code or other ordinance of the City governing the activities permitted by the permit or if the permit was obtained by fraud or misrepresentation.

**Hazard Prohibited:** No person shall make any use of the public parking lot that constitutes an immediate hazard requiring immediate action to protect the public.

**Penalty:** Any person who violates the requirements of Ordinance No. 2304, upon conviction, shall be fined not less than \$20.00 nor more than \$500.00 or be imprisoned for not more than thirty (30) days, or be both so fined and imprisoned. Each day that a person violates the requirements of this Article shall constitute a separate offense.

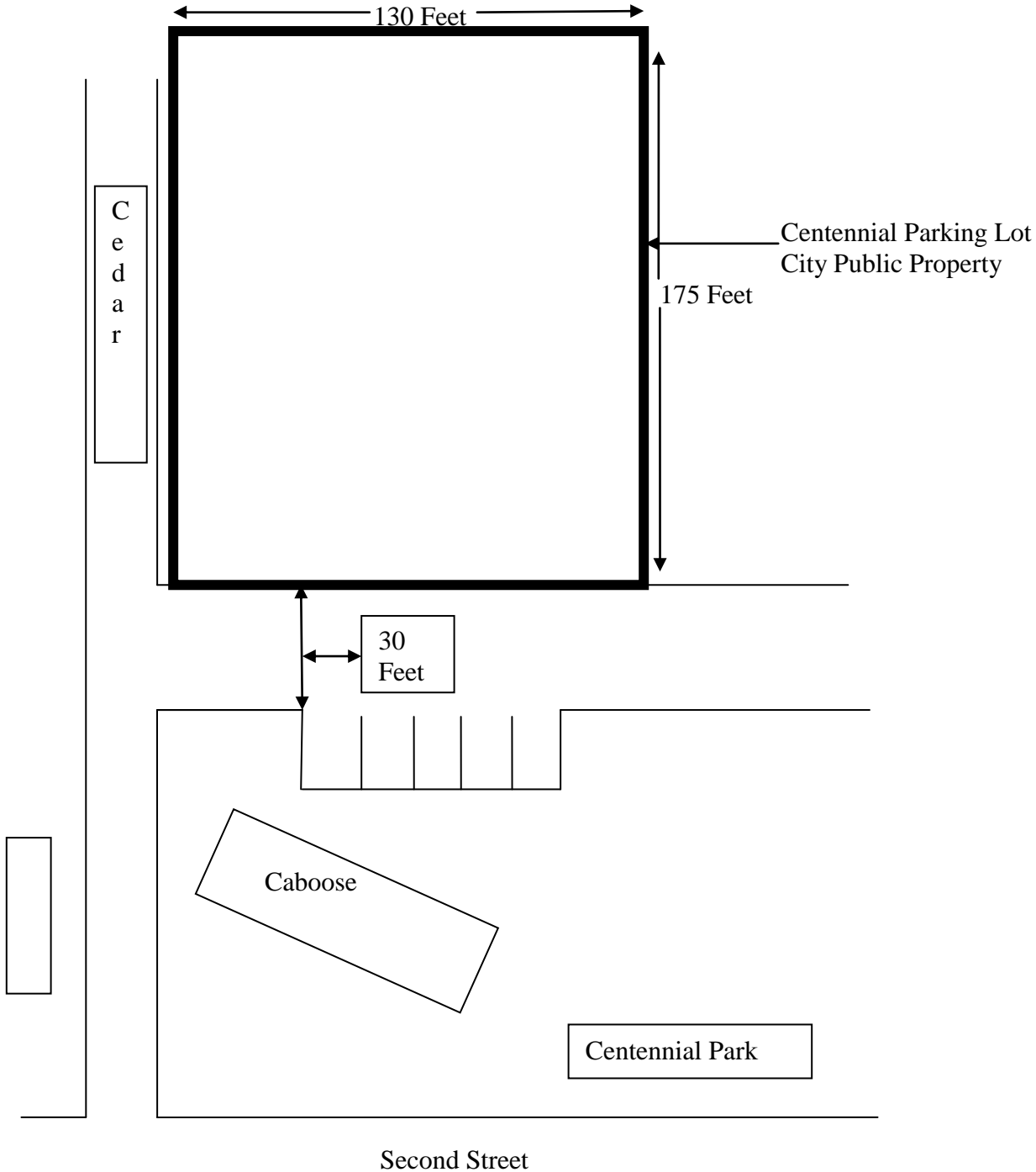
**I hereby confirm by signing this application that I understand the regulations and will comply with all regulations and ordinances of the City of Bonner Springs, as outlined above.**

---

Date Approved by the Governing Body: \_\_\_\_\_

### Parking Lot Diagram Public Parking Lot Use Special Event Application

Draw in the diagram below (or attach a separate sheet) the area of the parking lot to be used for the requested event. Draw in area for access that will be available for emergency access. The area outlined in black is the parking lot area available for use. Describe the type of fence material to be used:



Email Copy to: Police Department, Fire Department, EMS Department, Public Works Department