



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

Fee \$50.00 (Non-Alcohol)

Fee \$250.00 (Alcohol on Premises)

Not-for-profit organizations or individuals exempt from fees. (Attach certification form or 501c status)

Date: _____

Date/Time of Requested Event: _____

Applicant Name: _____

Business or Organization: _____

Street Address/Mailing Address: _____ City/State/Zip: _____

Phone: Home: _____ Work/Cell: _____ Email: _____

Public Parking Lot(s) Requested: _____

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? _____

Background check forms for security personnel for police chief approval attached.

Certificate of insurance that names the city as an additional insured attached.

Tent will be Used: Yes No (Tent permit form required, if applicable)

Provide full, detailed explanation of purpose of event; include if admissions or space rental will be charged:

List of vendors that will participate in event attached.

List of planned activities attached

Statement that the public property used and adjacent areas will be cleaned immediately after the event attached.

Statement detailing how applicant will notify all affected property owners and tenants attached. If the applicant does not notify affected tenants, future requests may be denied.

Event to Raise Funds for Charitable Purposes: Yes No If yes, what Charitable Purpose? _____

Organization Status Proof attached

Application Requirements:

- A. Submit this application and all required forms and information to the City Clerk’s Office at least 30 days prior to the date of the event for City Council approval, but no more than one year in advance.
- B. 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.
- C. Unincorporated associations, organizations or individuals not registered with the Kansas Secretary of State must provide certification of their not-for-profit status.
- D. 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.

Restrictions:

- A. Unless otherwise allowed by ordinance, no more than four special event permits will be issued 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. Unless otherwise allowed by ordinance, no permit will be issued for more than three consecutive days, except for the carnival for Tiblow Days.
- D. No permit will be issued which conflicts with the Annual Chamber of Commerce Tiblow Days, or any other city approved celebration.
- E. Approved event shall not take place between the hours of 12 a.m. midnight and 6 a.m. of any day.
- F. No permit will be issued in conflict with any other approved event, Zoning Ordinance, City Ordinance, policy, or regulation.
- G. 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 of 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.

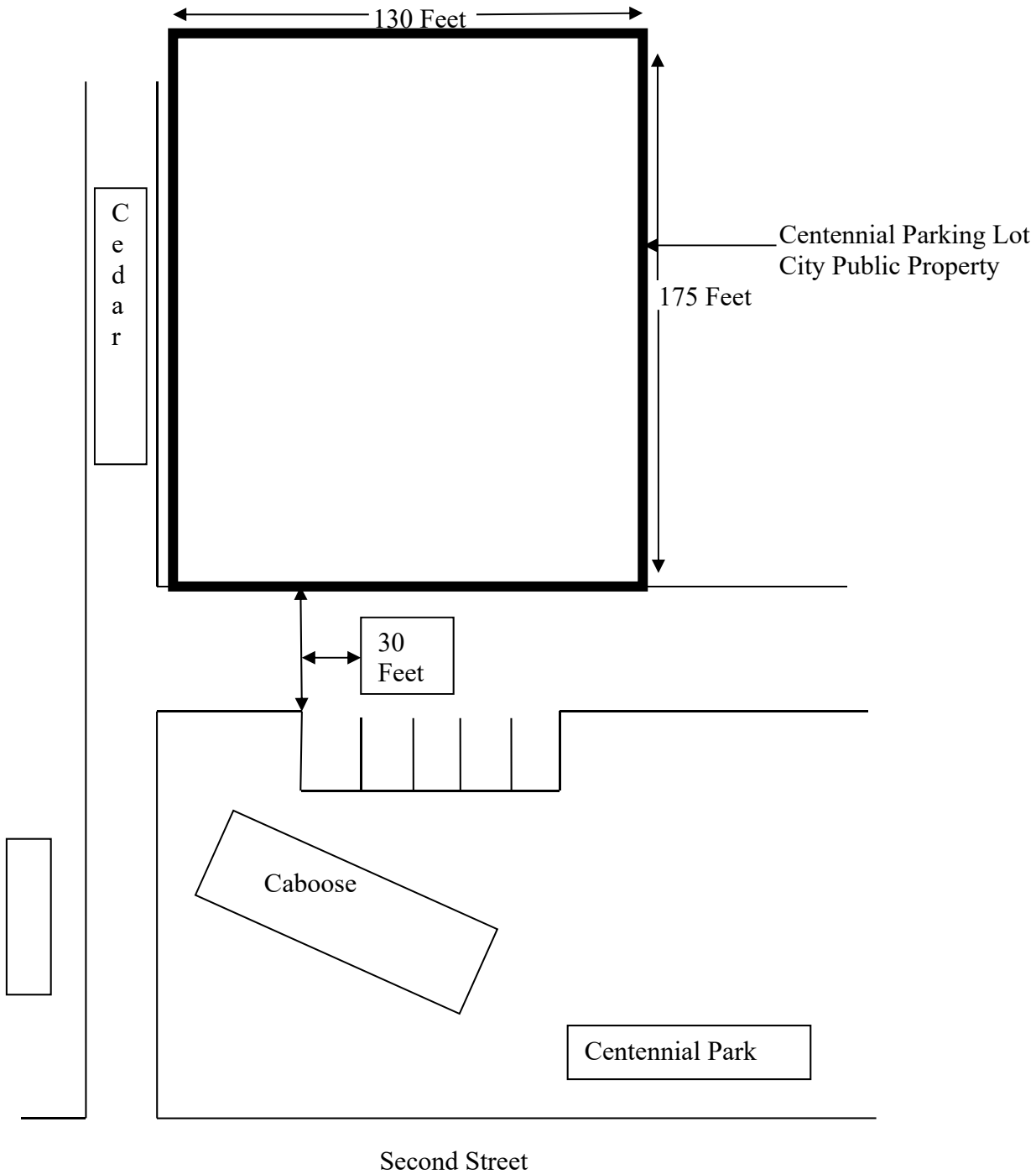
I hereby confirm by signing this application that I understand the regulations and will comply with all regulations and ordinances of the City of Bonner Springs, as outlined above.

Signature of Applicant

City Receipt Number

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