

EVENT REQUEST APPLICATION/PERMIT for PUBLIC PROPERTY

An application is required for all uses of municipal parks, except those sponsored by the City. All applications must be submitted at least two (2) weeks in advance of the scheduled event as some *Event Request Applications* may need to be referred to the City Council for approval. City events will have scheduling priority. Any event may be denied based on its potential overload of any park, or the negative effect it may have on the adjacent property owners or citizens at large. If the application is accepted, the applicant must adhere to all rules and regulations of the City of Ellis and State of Kansas. The applicant shall have a copy of the approved *Event Request Application/Permit* onsite at the time of the activity. An approved application gives the applicant priority use of said public space for the stated times only. Please understand that the City of Ellis cannot guarantee unauthorized public use in some areas during the scheduled event. The applicant shall, at the expiration of the scheduled event, surrender the public space in as good of state and condition as received, with reasonable wear and tear by normal use expected. The applicant will be held responsible for any damage that may occur at this event and is responsible to see that all litter is placed in proper containers. Nothing in this application should be construed to create a joint venture, partnership, or any relationship between the City of Ellis and the applicant. Both parties affirmatively acknowledge that no such relationship exists with the exception of lessor-lessee. The City of Ellis is not responsible for accidents.

Location Requested: ☐ Playworld Park ☐ Memorial Park ☐ Creekside Park ☐ Chrysler Park

☐ South Side Kids Zone ☐ Lakeside Campground (tenting / lakeshore area only)

☐ Sky Vu Disc Golf Course

Prior written consent from the Ellis Fairground Board must accompany this application before it shall be considered by Council. Fair Board Contacts - Chandra Pfeifer – 785-726-1410 or D.J. Fischer – 785-726-3411

☐ Street(s) _____

If traffic control is needed, please complete the *Traffic Control Event Request Application*.

☐ OTHER (specify): _____

Organization: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ E-mail: _____

☐ Commercial ☐ Non-commercial ☐ Non-profit ☐ Tax Exempt Tax ID # _____

Date of Event: _____ Time of Event (include set-up and take down): from _____ to _____

Type of Event (Describe your event with as much detail as possible. Attach layouts, maps, or additional sheets if necessary): _____

Estimated size of group/crowd: _____

A *Certificate of Insurance* may be required depending on the type of activity, naming the City of Ellis as additionally insured in the minimum of \$500,000 combined single limits for property damage and bodily injury. The required certificate must be provided at least one (1) week prior to the scheduled event. Failure to provide such insurance or certificate shall be grounds for immediate termination of event approval by the City.

Will you be providing a *Certificate of Insurance*? ☐ YES ☐ NO

Will you be charging fees for your event? ☐ YES ☐ NO If yes, how much? _____

Will you need electricity? ☐ YES ☐ NO

Will you need extra sanitation services? ☐ YES ☐ NO

If YES, please describe: # polycarts _____ # dumpster's _____ other _____

The City park(s) have limited restroom facilities. If more restrooms are needed, the APPLICANT is responsible for contracting with a provider for portable facilities.

Will you be providing portable restrooms? ☐ YES ☐ NO Name of Contractor _____

City Ordinances prohibit any loud, unnecessary noise within the city limits before 7:00 a.m. or after 10:00 p.m., which creates a nuisance or affects the comfort of others, unless special permission is granted by the City Clerk's Office.

Will you be providing music or other auditory entertainment? ☐ YES ☐ NO

If YES, a **Noise Permit Application** may be required to be completed and attached to this application

Will alcoholic drinks be consumed? ☐ YES ☐ NO

Will alcohol be SERVED? ☐ YES ☐ NO

If YES, an **Application for License to Sell Cereal Malt Beverages** must be completed and attached to this application

Will you be requesting a permit to SELL alcohol? ☐ YES ☐ NO

If YES, an **Application for License to Sell Cereal Malt Beverages** must be completed and attached to this application

I will abide by the abovementioned rules, regulations, and conditions, and recognize that failure to abide by these rules, regulations, and conditions is a violation and may result in penalties, including but not limited to additional charges to cover damages and/or denial for any further use of the City of Ellis Park facilities.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

☐ Approved ☐ Disapproved on this _____ day of _____ 20 _____

Mayor

Police Chief

City Clerk

Certificate of Insurance Required: ☐ YES ☐ NO

Alcohol Permit Required: ☐ YES ☐ NO

Noise Permit Required: ☐ YES ☐ NO

Valid Certificated Received: _____

Approved Permit Received: _____

Approved Permit Received: _____

Copies to: ☐ Public Works ☐ Police Department ☐ Fire Department

☐ Notified Union Pacific Railroad (if applicable) _____

Signature

Date