



## REQUEST FOR EVENT PERMIT & PARK APPLICATION

This form should be used any time you would like to hold an event in Great Bend that requires the assistance or permission of the city. For Example, this form should be complete for any closing of a street, police escort of large even ton city property (including parks). After this form is completed, it will be reviewed by City staff to determine whether your request can be fulfilled. Depending on the circumstance and the complexity of your event, approval may need to be obtained from the City Council. If this is the case, we will make sure to inform you of the process for doing this. Either way, you will likely be contacted by an employee from the appropriate city department to further discuss your needs. This form must be submitted to the City at least two weeks in advance. However, it is advisable to submit the form even earlier if your event may require a great deal of planning and coordinating.

The hereinafter name organization, or person requests Administrative permission, as provided in Ordinance No. 4308 Sec. 12.46.010 to 12.46.140 in Great Bend Code of Ordinances, to render a program or function in a Great Bend, Kansas park within the following specified limits.

### PLEASE PRINT:

Group or Event Name: \_\_\_\_\_

Name of Group Hosting Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

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

I hereby affirm that the proposed program or function is "consistent with the rights of persons to assemble for their mutual welfare and shall not be inimical to or subversive of the objective and purposes of the governments of the United States, State of Kansas, or City of Great Bend"

Signature of Applicant

Date of Application

Authority must be granted by the Director of Public Lands and/or other Department Head in connection to needs. If concession or souvenir stands are to be operated at your event, program or function, please be sure vendors collect local sales tax and report it to the Kansas Department of Commerce. If permission is granted for the aforementioned program, this applicant will serve as your license and any special requests shall be outlined below.

Please remember to list items such as: Need for Barricades, Detour, Street Closures, Parking Closures, Park Closures, Extended Park Hours, Security Needed, Trash Clean up, Electrical Access, Street, Lighting, Promotion of Event, Ambulance/EMS Service, Placing Tents on Grounds, etc. (PLEASE PUT ALL DETAILS BELOW OR IN SPACE ON BACK!)

Director Of Public Lands Review:

Approved       Denied

Signature

Date



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Please remember to list items on first page such as: Need for Barricades, Detour, Street Closures, Parking Closures, Park Closures, Extended Park Hours, Security Needed, Trash Clean up, Electrical Access, Street/Lighting/Use of Sound, Promotion of Event, Ambulance/EMS Service, Placing Tents on Grounds, etc.

**CITY USE ONLY BELOW**

Department Head Review      Initials      Date      Notes or Comments:

Community Coordinator			
Chief of Police			
Chief of Fire/EMS			
Public Works Director			
Public Lands Director			
City Attorney			

## Cost to City Financial Review: