

**Special Event Permit  
September 16, 2014  
City Commission  
Consent Agenda**

**SE-14-00375:** Special Event request for the City of Lawrence Employee Appreciation Party at Sports Pavilion Lawrence at Rock Chalk Park, 100 Rock Chalk Lane, on October 3, 2014. Submitted by the City of Lawrence Employee Relations Committee.

**GENERAL INFORMATION**

Current Zoning and Land Use:

GPI (General Public and Institutional) District; Sports Pavilion Lawrence

Surrounding Zoning and Land Use:

GPI (General Public and Institutional) District to the south and west; Rock Chalk Park.

OS-FP (Open Space-Floodplain) District to the north and west.

A (Agricultural—County) District to the east; Undeveloped wooded land.

RM12-PD (Multi-Dwelling Residential-Planned Development) District to the east; undeveloped land.

**STAFF REVIEW**

A Special Event Permit has been requested to allow the City of Lawrence Employee Relations Committee to host a private City employee appreciation party event inside the new Sports Pavilion Lawrence on October 3, 2014 from 4:00pm to 8:30pm. An estimated 500-600 employees and family members are expected to attend.

The event activities occur primarily indoors at the Sports Pavilion Lawrence, with some activities occurring at an outdoor fire pit located to the east of the building.

Chapter 6 of Article 15 of the City Code regulates Special Events. Per Code, a Type 5 Special Event Permit [Public events intended primarily for entertainment or amusement, such as concerts or festivals] requires City Commission approval. All non-athletic events at Rock Chalk Park are also subject to City Commission Approval through the Special Event Permit process, according to the Special Use Permit: SUP-12-00225.

City of Lawrence Parks and Recreation staff will be responsible for maintenance and setup of the event.

The City Fire Prevention Division has reviewed the request to determine if the proposed fire pit

Hours of operation for the event are as follows:	
<b>Friday, October 3rd</b>	4:00pm to 8:30pm

1. Property shall be restored to pre-event condition immediately following the event.
2. The Special Event Permit must be displayed on site during hours of operation.
3. Provision of appropriate documents demonstrating liability insurance for the event.
4. Fire Prevention Conditions be set by Fire Prevention and Planning staff prior to approval of the event.



