

Department of Planning and Development Services
 6 East 6th Street, PO Box 708 Lawrence KS 66044
 (785) 832-3150
 Fax (785)832-3160
www.lawrenceks.org/pds

FEE:	
Type 1-4 Events -----	\$50
Type 5 Events-----	\$100
Events that require	
City Commission approval -----	\$100

SPECIAL EVENT PERMIT APPLICATION FORM

A complete application and fee must be submitted a minimum of 5 days prior to the event date for an administrative permit.

Permits which require City Commission approval will require additional processing time.

EVENT NAME: ~~Live on Mass~~ Live on Mass

APPLICANT INFORMATION:

Date: 6/4/16
 Name: Mike Logan
 Company or Group: The Granada
 Address: 1020 Massachusetts St
 Phone Number: (785) 842-1390
 Mobile or Cell Phone Number: (785) 800-550-5693
 Fax Number: ()
 E-mail Address: mike@thegradana.com

RECEIVED
JUL 08 2016
City County Planning Office Lawrence, Kansas

EVENT INFORMATION:

Address: 1016, 1020 Massachusetts of the sidewalk in front of these addresses all the way down to 11th St
 Property Owner: City of Lawrence owns sidewalks (ROW Permit has been submitted)

Property owner's written permission must be provided by mail, fax, or e-mail to the Planning Office (fax number: 785-832-3160) before a permit can be approved.

R.O.W. permit #

SE-16-00274

Please check the type of event:

___ Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code.)

___ Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths

___ Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]

___ Type 4: Christmas tree sales

Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

Permits for Type 5 events require City Commission approval.

Please describe the proposed Special Event: Free concert event
with a large stage, concessions & entertainment.

Proposed dates: 8-19-16 to 8-19-16

- Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.

If application applies to **non-consecutive** events provide the dates for each event. (Each 14 day period will require a permit.)

From 8-19-16 to 8-19-16
From _____ to _____
From _____ to _____
From _____ to _____

Number of permits that have been administratively approved for this location this calendar year. _____

- Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.

4 permits may be administratively approved for a property per year.

Any additional permits require City Commission approval.

Christmas Tree Sales are not subject to this requirement.

Sidewalk
Street Closed for setup: ~~10:00 am~~ 5:00 pm.

Proposed hours of operation: 6:30 to 12pm

Will a tent be used for this event? Yes _____ No X

If yes:

- Note the dimensions of the tent: _____ ft X _____ ft
- Note the type of tent: Open/Canopy Enclosed _____

Will event include mobile food vendors? Yes _____ No _____

- **If yes**, how many? 1 _____ 2 X 3 or more _____

Will temporary signage be used? Yes X No _____

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044)

Does the event involve sales? X

- **If yes**, provide your Kansas Sales Tax ID Number 004472549811F01
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

Contact the Kansas Department of Revenue, Kansas Tax Assistance, (785) 368-8222, for information regarding the Kansas Sales Tax ID Number and Sales Tax Requirements.

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11th and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling *KU Licensed Merchandise* or items with the *KU logo*? Yes _____ No X

- **If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling *alcohol*? Yes X No _____

- **If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3308; (City Hall, 6 East 6th Street, Lawrence, KS 66044) *(Additional time may be needed to process this request.)*

Temp Ext of Permits

Section 6-1504 of the City Code contains requirements for an administrative permit. If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.



E10

New Hampshire St

Stage

Event Access Point

Massachusetts St

PORTA JOHNS

Sidewalk Closed

Japanese Friendship Garden

W 10th St

Vermont St

W 11th St

Event Description: Special Event Request 08-19-16

Description of Event:

Special event to hold a FREE concert and sidewalk event on the east side sidewalk of the 1000 block of Massachusetts St. from 1016 Massachusetts to the south. Estimated attendance is 2000.

Pedestrian Traffic:

The event organizers will post signage at 10th and 11th St intersections warning of the closed crosswalk

Security:

Security for all entrances/exits and within venue will be hired by The Granada.

Parking:

The presented of the event will distribute information digitally about available parking in the city garages located on Vermont & New Hampshire Streets. Angled parking on Massachusetts St in the 1000 block will be available.

Maintenance:

The event area will be cleaned and maintenance by the hired staff for the event and volunteers

**Event does request 10 Blue Trash Cans be provided by Lawrence Parks & Rec. (Delivered on 8/19/16 at 10am and picked up from Granada parking lot on 8/20/16)

Attendance:

Event organizers anticipate an attendance of 2000 people. (1500 Lawrencians, 500 out of towners)

Portijohns:

8 Portijohns will be on-site (Provided by Anderson Rentals) and located on the map.

City Services:

There no request for city services.