

Date of application: _____

EVENT INFORMATION (please print)

Date(s) of event: _____
Name of event: _____
Description of event (brief): _____
Location of event: _____
Hours of event (start & end time): _____
Hours of set up and tear down: _____
Number of participants: _____ Number of spectators: _____

CONTACT INFORMATION

Name: _____ Organization: _____
Address: _____
Phone: Work _____ Home/Cell _____ Email _____

TYPE OF EVENT (check one)


<input type="checkbox"/>	Parade (long or short KDOT approved route)
<input type="checkbox"/>	Race (foot, bike or other; i.e. triathlon)
<input type="checkbox"/>	Block Party
<input type="checkbox"/>	Festival
<input type="checkbox"/>	Sport
<input type="checkbox"/>	Other: _____

STREET or SIDEWALK CLOSURE

*KDOT requires 90 days notice
*Parades must follow KDOT approved routes

 Attach map of requested closure route

EVENT SITE PLAN

 Attach detailed map/diagram

EVENT DETAILS (check all that apply)

<input type="checkbox"/>	Loudspeaker/Amplified Sound <i>*permit required</i>
<input type="checkbox"/>	Signs/Banners <i>*permit and fee required (30 days or less)</i>
<input type="checkbox"/>	Park <i>*rental agreement and fee may be required</i>
<input type="checkbox"/>	Barricades <i>*\$25 fee due at time of application approval</i>
<input type="checkbox"/>	Alcohol Special Permit <i>*required 30 days prior to event</i>
<input type="checkbox"/>	Fireworks <i>*Fire Department approval required</i>
<input type="checkbox"/>	Inflatables <i>*Only allowed at North Main Park and East Park; Certificate of \$1,000,000 liability insurance required naming the City of El Dorado as an additional insured</i>

ADDITIONAL NOTES

EQUIPMENT REQUESTED FROM THE CITY OF EL DORADO:

REQUESTED LOCATION OF SERVICES AND/OR EQUIPMENT (delivery location)

ADDRESS: _____

DELIVERY DATE & TIME FOR REQUESTED SERVICES AND/OR EQUIPMENT

DATE: _____

TIME: _____

**All fees are non-refundable and are required to cover the expense of each department within the City for their efforts and responsibilities in assisting with the preparation of your event as well as providing requested use of equipment.*

If approved, the City of El Dorado will deliver requested items the day of your event by the requested time and address listed above. The items will be picked up the following business day. For Block Parties, after your event, please move barricades to the closest street corner so they are not obstructing the street as well as sidewalks or driveways. The on-duty watch commander may terminate this permit during the event if any complaints of noise pollution, disorderly conduct or other violations of City Ordinances are received and found valid. Emergency vehicles shall have priority use. Alcohol is not permitted on City property without approval of the City Manager or without proper special permit license.

APPLICANT CERTIFICATION

I _____, the above-named applicant, have read the contents of this application and certify that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of El Dorado. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of El Dorado, and I consent to the immediate revocation of my permit, by the proper officials, for any violation of such laws, rules, or regulations.

Signed: _____

Date: _____

Signature of applicant

(Applicant must be 18 years of age or older)

Please contact Kate Bosserman at the City of El Dorado for any questions.

316-321-9100, ext. 126

events@eldoks.com

Upon completion, please return to the following:

City of El Dorado, Attn: Events

220 E. First Ave

El Dorado, KS 67042

For City use only:

Special Event Approved

Special Event Not Approved

Notes:

