

HUTCHINSON CITY COUNCIL POLICY – 8

SUBJECT: COMMUNITY EVENTS

DATE: May 15, 1997

Revised: July 12, 2004

Revised August 17, 2019

PURPOSE: Fun runs/walks and temporary sales are rapidly growing as a fund raising activity for organizations and groups. Participation in these events on public streets, parks and the trails have increased substantially, making it necessary to provide a safe, well coordinated and controlled environment for the conducting of these events.

POLICY:

Participation in fun runs/walks, biking events, etc. on public streets, parks and trails has increased substantially, making it necessary to provide a safe, well-coordinated and controlled environment for these events. Any organization or group wishing to sponsor or conduct a community event (e.g., parade, fun run/walk, bike race, cultural event, dance, etc.) on City property must comply with the following rules and regulations. Event sponsors or organizer must be at least 18 years of age.

APPLICATION

The City Manager's Office will consider requests for events on public streets, parks, parking lots, trails and other City property after receipt of a completed application form. The application form must be submitted to the City Manager's Office 60 days prior to the event. All applications must be accompanied by the application fee (if required), insurance certificate, course layout and/or event site plan, and a flyer or letter describing the event. Applications submitted less than 45 days prior to the event will be subject to a late application fee. No application will be accepted less than 30 days prior to the event, unless approved by the City Manager. Upon final approval of the application, all other event fees must be paid prior to a Community Event Permit being issued. No fees will be assessed for community events sponsored by the City or for parades. The City Manager has the discretion to waive any or all fees.

All applications will be reviewed by the Police, Fire, Public Works, Parks, Engineering, Law and Planning Departments prior to final approval by the City Manager.

INSURANCE

The event sponsor or organizer shall secure and maintain, in force, a policy of comprehensive general liability insurance with a combined single limit of \$1,000,000.00. A certificate evidencing such insurance and naming the City of

Hutchinson as a certificate holder shall be submitted along with the application. There is no insurance requirement for block parties.

INDEMNITY

The event sponsor shall hold harmless the City, its officers, officials, employees and agents from and against any liability, loss, damage, expense, costs of every nature arising out of or in connection with the event conducted, including, but not limited to, injuries or damages caused to participants, officials and spectators, or damage to any property, arising in any way, from the use of City streets, parks, parking lots or trails.

FEES

The Fee Schedule attached to this policy sets out all applicable fees for a Community Event. There is no fee associated with a block party. The City Manager has the discretion to waive any or all fees. In addition, the Fee Schedule may be amended at the discretion of the City Manager.

SPECIAL EVENT IN A DESIGNATED ENTERTAINMENT DISTRICT

If a Special Event in a Designated Entertainment District is required, the application must be submitted to the City Manager's Office no less than 60 days prior to the event; and must be approved by resolution of the Governing Body prior to the event. If alcoholic beverages are to be served, permission is needed from the Kansas Alcohol Beverage Control Agency. The applicant for a Special Event in a Designated Entertainment District must obtain a temporary alcoholic liquor license from the State of Kansas and the City pursuant to Chapter 18 of City Code.

STREETS AND TRAILS

All pavement markings shall be done only after consultation with the street or park superintendent or their designated representative. No permanent or semi-permanent markings shall be made on City streets, trails, parking lots, or other City property.

Installation of fenceposts, stakes, anchors, etc., in street/parking surfaces is prohibited. Staking for tents and/or inflatables must be coordinated with the Parks Department as shown on the Contact List attached.

STREET CLOSURES

In the event street closures are requested, all affected property owners and residents are required to be notified of the intended street closure in writing. Notifications must be mailed or made in person approximately six (6) weeks prior to the event. Written notifications should include the name of the event, the sponsoring organization, date and time of the event, contact information for the event organizer, and a list of streets that will be closed. Heavily traveled streets (i.e. Main Street, Plum Street, Avenue A, etc.) will be required to use water filled barricades to ensure the safety of those attending the event. A limited number of water-filled barricades are available from the City. Wooden/plastic barricades provided by the City Street

Department may be used for other street closures. The City will advise the event organizer of the type of barricade that will be required.

PARADE SAFETY

If your event includes a parade, please be aware that due to safety concerns no candy or other items may be thrown from floats or vehicles. These items may be handed out by parade participants walking the route.

ACCESS TO PUBLIC FACILITIES

Event organizers must be aware that continued access to public facilities (golf course, ball fields, water spray parks and swimming pool) in City Parks during events will be a requirement and may require additional manpower to ensure continued access to these facilities. Event organizers must be aware that approval to use public property for an event is not an exclusive privilege and public access to these areas must be maintained.

AMUSEMENT RIDES

Any event which includes "amusement rides" as defined by K.S.A. 44-1601, must comply with the requirements set out in Article 16 of the Kansas Statutes Annotated; and provide copies of all required permits, inspections and insurance to the City of Hutchinson.

FIREWORKS

Any event which includes a fireworks display requires a permit from the Hutchinson City Clerk, as well as the approval of the Hutchinson Fire Department. An application form may be obtained from the Hutchinson City Clerk by calling 620-694-2614 or by coming to City Hall at 125 East Avenue B.

LIVESTOCK/HOOVED ANIMALS

If livestock/hooved animals are used in parades or in any event on City streets, the event coordinator is responsible for seeing that animal waste is contained in an appropriate diaper or otherwise removed from City streets by the event organizer immediately following the event.

SOUND AMPLIFICATION

Pursuant to Section 24-601 of Chapter 24 of the Hutchinson City Code, "it shall be unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the city any instrument known as a loudspeaker or sound amplifier, without first procuring a permit therefore from the City Manager." Such permit shall be granted or refused at the discretion of the City Manager; and shall not be used past 11:00 p.m.

POLICE SECURITY

All events which require police security, as determined by the Police Chief, shall be assessed for such costs and shall be paid prior to the permit being issued. The City will charge event organizers for police officers at a flat hourly rate per officer, as shown on the Fee Schedule.

CLEAN UP

The permit holder shall be responsible for cleaning the street, parking lot, park, trail, or other public area upon which the event is held, within two (2) hours following the conclusion of such event. The City Manager's Office may extend the deadline for clean-up, if warranted by the nature of the event. If such extension is granted, the deadline shall be noted on the permit. Should the permit holder fail to do so within two (2) hours following the conclusion of the event, or within the time specified on the permit, the City shall clean the area and collect the costs thereof from the permit holder.

MISCELLANEOUS PROVISIONS

Depending on the special event and expected attendance, the City may require portable restrooms and service; and appropriate licensing for cereal malt beverage or alcoholic liquor sales at the event.

At least one person responsible for the event shall be on site at all times during the event.

It shall be the responsibility of the event organizer to contact the necessary departments listed on the Community Event Contact List not less than thirty (30) days prior to the event.

TRAIL RESTRICTIONS

- No hoofed animals are permitted on the trail or in City parks; and no unauthorized motorized vehicles are permitted on the trail.
- No dance events are allowed on the trail.
- Use of the levee and drainage canals is strictly prohibited. Water stations, vendor stations, etc. may not be placed directly on the trail; and shall be located not less than five feet (5') from the trail or levee. All locations must be approved by the Flood/Stormwater Supervisor.
- Cereal malt beverages and alcoholic beverages are prohibited on all City trails.
- Activities are not permitted one-half hour before sunrise or one-half hour after sunset.

- Placement of temporary facilities (i.e. portable toilets, concessions stands, water stops, etc.) must be submitted with the application and approved by the Parks Director or his designee.
- For any event that crosses a public roadway, the event sponsor shall be responsible for contacting the Hutchinson Police Department for traffic/pedestrian control. Additional sites for traffic control may be required as determined by the Police Chief. All expenses are to be paid by the sponsor subject to the section entitled "Police Security".
- The trail system must be accessible to the general public for the duration of the scheduled event.
- Portions of the trail system are subject to flooding. Therefore, the City cannot guarantee accessibility along the entire length of the system.

REVOCATION

The Community Event Permit may be revoked by the City Manager or his/her designee, the Police Chief or his/her Designee, Fire Chief or his/her designee, or the City Attorney for failing to comply with the standards for issuance or conditions of the permit, unsafe weather conditions, or other safety concerns.

DISPUTE RESOLUTION

All disputes concerning the proper interpretation of this policy shall be resolved by the City Manager whose decision shall be final and conclusive.



125 E. Avenue B
Hutchinson KS 67501

PERMIT APPLICATION FOR COMMUNITY EVENT

GENERAL INFORMATION

- | | |
|---------------|--------------------|
| _____ | _____ |
| Name of Event | Date of Event |
| | _____ |
| | Time (From - - To) |
- | | |
|---|------------------|
| _____ | _____ |
| Name and address of sponsoring organization | Telephone Number |
- | | |
|-----------------------------|-------------------|
| _____ | _____ |
| First Event Contact Person | Email |
| Home Address: _____ | |
| Home Phone: _____ | Cell Phone: _____ |
| _____ | _____ |
| Second Event Contact Person | Email |
| Home Address: _____ | |
| Home Phone: _____ | Cell Phone: _____ |
- _____
Proposed Event Location and Route (ATTACH A BRIEF LETTER DESCRIBING THE EVENT, ALONG WITH AN EVENT SITE PLAN OR ROUTE MAP)

5. Event Type (check all that apply)

Carnival _____	Filming _____	Festival _____
Circus _____	Parade _____	Sporting Event _____
Tent Show _____	Block Party _____	Fundraiser _____
Concert _____	Run/Walk _____	Bike Race _____
Other (explain) _____		

6. Estimated Number of Participants _____

7. Will this event be open to the public _____ or invitation only _____

STREET CLOSURES

8. List all streets you wish to close: _____

9. Are additional traffic control devices needed (i.e. barricades, cones)?

Yes _____ No _____ Explain _____

The types of cones and barricades necessary shall be determined by the Police and/or Street Department.

CMB AND/OR ALCOHOLIC LIQUOR

Cereal Malt Beverage (CMB) has alcohol content of 3.2% or less. Alcoholic Liquor has alcohol content above 3.2%. Cereal Malt Beverage (CMB) licenses allow sale and/or service of CMB products of no more than 3.2% (ABW) alcohol and beer of no more than 6% (ABV) alcohol. Alcoholic liquor licenses allow sale and/or service of both CMB and other alcoholic liquor beverages.

10. Will alcoholic beverages and/or Cereal Malt Beverages be sold or served:

Yes _____ No _____

If so, please answer all the following:

a) What type of alcoholic beverages will be available:

Beer _____ Wine _____ Alcoholic Liquor _____

b) Will such beverages be sold by the drink _____ or given away _____

c) Note what days, dates and times alcoholic beverages will be available:

d) Temporary permit from Alcohol Beverage Control? Yes _____ No _____

Show locations of cereal malt beverage/alcohol sales on the event site plan.

If alcoholic beverages are to be served, permission is needed from the Kansas Alcohol Beverage Control Agency and/or the City of Hutchinson. Please attach a copy of the approval letter from the Kansas Alcohol Beverage Control Agency.

ADDITIONAL INFORMATION

11. Will portable fencing be needed? Yes _____ No _____
(The City does not provide portable fencing.)

12. Will livestock/hooved animals be used in a parade or any event on City streets?
Yes _____ No _____

If yes, the event coordinator is responsible for seeing that animal waste is contained in an appropriate diaper or otherwise removed from City streets following the event.

13. Will the event include any animal exhibitions, petting zoo, or animal rides?
Yes _____ No _____

Completed application must include USDA animal documentation. What is the name and address of licensed veterinarian responsible for the care of the animals? _____

14. Will there be any live entertainment or music at your event? Yes ___ No _____

If so, please answer the following:

a) Will stages be built or brought in? Yes _____ No ___ If yes, how many? _____

b) Will amplified sound equipment be used? Yes _____ No _____

c) Live band _____ DJ _____ Stereo _____ Loudspeaker _____

d) What types of music will be played? _____

e) What time will the performance take place each day? (Date/Start/Finish)

Show locations of entertainment on the event site plan.

Sound amplification shall not be used past 11:00 p.m.

15. Will additional electrical wiring be installed for your event? Yes _____ No ___

16. Will you be using generators _____ and/or utility power _____

17. Will tents and/or inflatables be erected for your event? Yes ___ No ___
If so, how many? _____

18. Will you require access to water? Yes ___ No ___

19. Will the event require restroom facilities? Yes No
If so, what arrangement will be made? _____

20. Have you arranged for security at the event? Yes No
If so, who will be providing security? _____
Your security plan MUST be approved by the Hutchinson Police Department.
21. Will the event include a fireworks display? Yes No
If yes, have you applied for a Fireworks Display Permit with the Hutchinson City Clerk? Yes No

REQUIRED DOCUMENTS

22. **Site Plans** illustrate the set up of the event and the traffic flow to and around the defined area. **Route Maps** must be submitted for walk/run/bike events. Site plans may be made by using Google Maps, etc. All site plans and route maps must be legible and should contain:
- Clearly identify streets requested for closure
 - Clearly identify the streets or trail segments to be used for walk/run/bike events, start/finish lines, direction of walk/run/bike flow, and any road crossings.
 - Parade route map should show formation area, starting/ending points.
 - Location of any animal exhibitions, petting zoos or animal rides.
 - Locate and label the location of:
 - Food/merchandise vendors
 - Barricades
 - Tents
 - Stages/risers
 - Fencing
 - Portable restrooms
 - Benches, Tables, Chairs
 - Trash receptacles/dumpsters
 - Temporary amusement park or inflatable rides
 - Define the gated area where Alcoholic Liquor or Cereal Malt Beverage will be sold, served and consumed (if applicable):
 - Locate and label location of “No Alcohol Beyond This Point” signs
 - Locate and label point of sale for Alcoholic Liquor/CMB
 - Mark all areas where attendees can enter or exit the gated area

23. **INSURANCE IS REQUIRED:** Name of Insurance Company _____
(ATTACH COPY OF CERTIFICATE OF INSURANCE)

NOTE: Without insurance documentation naming the City of Hutchinson as a certificate holder, no permit will be issued by the City of Hutchinson. No insurance certificate is required for block parties or play streets.

24. A copy of a signed letter or event flyer providing residential neighborhood notification describing the event, date, times, street closures, location of barricades, routes, and any expected sound amplification.

SIGNATURE

I, _____, the event applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are completed and true. In addition, 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 Hutchinson.

Event Applicant - Printed Name

Event Applicant - Signature

Date

PLEASE REMEMBER TO SUBMIT YOUR APPLICATION FEE, INSURANCE CERTIFICATE, COURSE LAYOUT AND/OR EVENT SITE PLAN, AND LETTER OR FLYER DESCRIBING THE EVENT ALONG WITH YOUR APPLICATION.