



City Of Coffeyville	City Clerk's Office
P.O. Box 1629	620-252-6108 Phone
Coffeyville, Kansas 67337	620-252-6175 Fax
<a href="mailto:mcarter@coffeyville.com">mcarter@coffeyville.com</a>	

# Special Event Application

**Applications must be submitted 14 days before event date.**

## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/ Organization: \_\_\_\_\_

Street Address	City	State	ZIP Code
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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_

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

Event Description: \_\_\_\_\_

Set-up day/time: \_\_\_\_\_ Take-down day/time: \_\_\_\_\_

## Location Information

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

City Properties Using:

- WALTER JOHNSON PARK: \_\_\_\_\_ PARK GROUNDS / LIVESTOCK BARNs / SHOW ARENA - \$50 rental per day; \$200 cleaning deposit
- \_\_\_\_\_ STADIUM / RODEO ARENA - \$250 rental per day; \$50 utilities; \$200 deposit
- \_\_\_\_\_ RON STEVENSON BUILDING - \$75 rental per day; \$75 cleaning deposit

PFISTER PARK \_\_\_\_\_ OAKCREST - \$35 rental per day; \$35 cleaning deposit

CITY STREETS, SIDEWALKS OR LOTS - List proposed street closures or requested blockades:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OUTDOOR EVENTS PLEASE SUBMIT A SITE MAP OF LOCATION SET-UP**

**Vendor Information**

Will you have Vendors at the Special Event? YES NO

**If Yes** - Coordinators must provide the Kansas Department of Revenue with notification of their event and participating vendors. To request sales tax packets: Email: KDOR\_special.events@ks.gov or Phone: # 785-207-1572.

Vendor Organizer

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Insurance Information**

Will your Special Event be advertised to the public? YES NO

**If Yes** - A certificate of liability insurance in the minimum amount of \$500,000 with the City of Coffeyville listed as an additional insured for the event date is required.

**Applicant Checklist and Signature**

Access must be granted to authorized emergency vehicles and residents within the special event area.

Applicant is responsible for clean-up and removal of all trash from the streets, sidewalks and public areas. Trash dumpsters must be provided if existing public receptacles are not able to handle the volume of waste created at the event. If public receptacles are utilized, the applicant is responsible for scheduling trash pick-up. Republic Trash Services 620-336-3678

Applicant and participants must comply with City ordinances governing noise, alcohol and fireworks. Required permits must be obtained and displayed for food preparation, handling and distribution.

Expenses related to barricades, traffic control devices, portable toilets and trash dumpsters are the responsibility of the event organizer.

Will you need traffic cones or barricades to block streets, parking lots, sidewalks, etc?

If YES, contact the Public Works Department at 620-252-6153

NOTE – the applicant will be responsible for picking up and returning items used. YES NO

Will you need electrical assistance from the City for your event?

If YES, contact the Municipal Light and Power Department at 620-252-6186

YES NO

Will you need law enforcement assistance such as a Police Escort?

If YES, contact the Non-Emergency Police Department at 620-252-6160

YES NO

I agree to all the above terms including vendor and insurance requirements.

YES NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval Signatures and Notes**

Approved Coffeyville Police Department YES NO  
  Signature: \_\_\_\_\_

Approved Coffeyville Public Works YES NO  
  Signature: \_\_\_\_\_

NOTES: \_\_\_\_\_