City of El Dorado, Kansas
APPLICATION FOR SPECIAL EVENT
(When completed return to City Hall, 220 E First, El Dorado, KS)

EVENT INFORMATION: (Please print)

Name of Event:________________________
Date of Application:_______________________

Date(s) of Event:__________________________
Alternate Date(s) of Event:__________________
Location of Event:__________________________
Hours of Event:____________________________
Set Up Time:__________________________ Breakdown Date/Time:____________________
Description/Purpose of Event:____________________________
Number of Participants:________________________ Number of Spectators:________________

APPLICANT:
Name:____________________________________
Organization (if applicable):_______________________
Address:____________________________________
Phone: Work______________________ Home/Cell_______________________
Email address:_______________________ Fax_______________________

TYPE OF SPECIAL EVENT: (Check one)
☐ Residential Block Parties: $25.00 non-refundable fee required.*
☐ Special Events (opened or closed to public): $100.00 non-refundable fee required.*

SUPPLEMENTAL INCLUDED REQUIREMENTS, ACTIVITIES & FORMS:
☐ Amplified sound will be used (permit required)  ☐ Insurance; $1,000,000 liability for Inflatables
☐ Spot light on trailer(s)  ☐ Giveaways (non-food/beverage)
☐ Fireworks  ☐ Road closure request – provide map of location/route
☐ Insurance; $1,000,000 liability for 50+ persons  ☐ Sidewalk closure request
☐ Parades or racing events* (KDOT approved route)  ☐ Security and/or public safety concerns
☐ Parking, special needs  ☐ Fee schedule for Bandshell or Park facility (add 'l fee)
☐ Portable Toilets  ☐ Signs and banners (permit required thru Zoning office)
☐ Trash containers & cleanup  ☐ Tents/Canopies 150 sq ft or larger
☐ Food or beverage/free  ☐ Tents/Canopies less than 150 sq ft
☐ Food or beverage/sold  ☐ Venue diagram (site plan)
* .25 head count fee for road races (post race)

Note:
1. Alcohol not permitted on City property unless with an approved City sponsored event or indoors at an approved center.
2. Beverages that contain less than 3.3 percent alcohol by volume shall not be considered alcohol.

If approved, the Public Works Department will deliver six barricades (three for each end of the street) to your home and pick them up on the following work day. Patrol Officers, if available, will help set the barricades before 6:00 p.m. You may then move them back to your yard. 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.

*Non-refundable fee: This fee is to cover the expense of each department within the City for their efforts and responsibilities in preparing for your event.
APPLICANT CERTIFICATION:
I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all statutes, County and City ordinances, and the general instructions stated in this application and the special conditions issued by the City in connection with the approval of the Special Event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will, jointly and severally, defend, indemnify, save and hold the City harmless from any and all claims, lawsuits, judgments, and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the Special Event Permit and performance of the Special Event by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any event parameter, may result in immediate cancellation of this event by City officials.

The non-refundable application processing service fee must be submitted at the time of application. Please make all checks payable to the City of El Dorado.

Signed: ____________________________ Date: ____________________________
Signature of Applicant
(Applicant must be 18 years of age or older)

If any questions, please contact the City of El Dorado 316-321-9100. Upon completion, please return to the following:

City of El Dorado
220 E First Ave
PO Box 792
El Dorado, KS 67042

For City use Only:

The undersigned City of El Dorado Departments have hereby approved the Application for the above special event.

Herb Llewellyn, City Manager ________________________________

Curt Zieman, Chief of Police ________________________________

Brad Meyer, Public Works Director ____________________________

Steve Moody, Fire Chief ________________________________

Kevin Wishart, Parks Director ________________________________

Kurt Bookout, Public Utilities Director ____________________________

Scott Rickard, Assistant City Engineer ____________________________

Revised 08/07/13
Please sign below and indicate if you approve or disapprove of Block Party

Streets to be blocked off: ____________________________________________________________

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