

# SPECIAL EVENTS

PERMITS & FEES

Let us help you  
plan your special  
event in the  
City of Hutchinson



City of Hutchinson • City Manager's Office

125 East Avenue B • P O Box 1567 • Hutchinson KS 67504-1567

620-694-2641 • [hutchgov.com/apply](http://hutchgov.com/apply) for/permit or license



# SPECIAL EVENTS ON PUBLIC PROPERTY

**PURPOSE:** Fun runs/walks, biking events, etc. are rapidly growing. Participation in these events on public streets, parking lots, parks and trails have increased substantially, making it necessary to provide a safe, well-coordinated and controlled environment for the conducting of these events. This permit and fees guide implements the Hutchinson City Council Policy No. 8 as amended.

## **POLICY:**

Section 1. Any organization or group wishing to sponsor or conduct a special event (e.g., parade, fun run/walk, bike race, cultural event, dance, etc.) on City property must comply with the following: (event sponsors or organizers must be at least 18 years of age)

A. The City Manager will consider requests for events on public streets, parks, parking lots, trails and other City property after receipt of a completed application form attached hereto as Exhibit A. The completed application must be submitted to the City Managers' office 60 days prior to the planned event, along with the application fee, the necessary insurance certificate, a course layout and/or event site plan, as well as a flyer or letter describing the event. Applications submitted less than 60 days but more than 45 days prior to the event will be subject to a late application fee. No application will be accepted less than 45 days prior to the event, unless approved by the City Manager. Upon final approval of the application, a Special Event License Fee and all other event fees are required. See Exhibit B for a listing of Special Event Fees. No permit will be issued until payment has been completed. (Any over-charge for the estimated cost of police services will be refunded.) No fees will be assessed for special events sponsored by the City or for parades. The City Manager has the discretion to waive any or all fees.

B. In the event a Special Entertainment District is required, the application must be submitted to the City Manager's Office no less than 90 days prior to the event; and must be approved by resolution of the Governing Body prior to the event.

C. Sponsor shall hold the City harmless from and indemnify it against all claims of liability arising, in any way, from use of City streets, parks, parking lots or trails by the sponsor or its participants. Sponsor shall further secure and maintain in force a policy of comprehensive general liability with a combined single limit of \$1,000,000. A certificate evidencing such insurance and naming the City of Hutchinson as an additional insured shall be furnished to the City. There is no insurance requirement for block parties or play streets.

D. 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.

E. Installation of fenceposts, stakes, anchors, etc., in street/parking surfaces is prohibited.

F. Any event which includes “amusement rides” as defined by 2016 Supp. K.S.A. 44-1601 must comply with House Substitute for Senate Bill No. 70 and House Substitute for Senate Bill No. 86 and provide copies of all required permits, inspections and insurance to the City of Hutchinson.

G. Staking for tents and/or inflatables must be coordinated with the Parks Department as listed in Exhibit C.

H. The permit holder shall be responsible for cleaning the street, parking lot, park, trail, or other public area upon which the special 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.

I. 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 following the event.

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

K. 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 special events will be a requirement and may require additional manpower to ensure continued access to these facilities during the event. Event organizers must be aware that approval to use public property for special events is not an exclusive privilege and public access to these areas must be maintained.

L. 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 officer's overtime rate plus fringe benefits for each officer required.

M. See Exhibit B for a listing of Special Event Fees. The City Manager has the discretion to waive any or all fees. In addition, Exhibit B may be amended at the discretion of the City Manager.

N. 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.

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

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

Q. It shall be the responsibility of the event organizer to contact the necessary departments listed on the Special Event Contact Listing, attached hereto as Exhibit C, not less than 30 days prior to the event.

Section 2. **Trail Restrictions. In addition to the before mentioned provisions, the following restrictions apply to scheduled events on the trail system:**

A. No hooved animals are permitted on the trail or in City parks; and no unauthorized motorized vehicles are permitted on the trail.

B. No dance events are allowed on the trail.

C. 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 Public Works Maintenance Supervisor.

D. Cereal malt beverages and alcoholic beverages are prohibited on all city trails.

E. Activities are not permitted one-half hour before sunrise or one-half hour after sunset.

F. Placement of temporary facilities (i.e., portable toilets, concession stands, water stops, etc.) must be submitted with the application and approved by the Parks Director or his designee.

G. 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 Section 1(L).

H. The trail system must be accessible to the general public for the duration of the scheduled event.

I. Portions of the trail system are subject to flooding. Therefore, the City cannot guarantee accessibility along the entire length of the system.

- Section 3. The Special 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.
- Section 4. All disputes concerning the proper interpretation of this policy shall be resolved by the City Manager whose decision shall be final and conclusive.

**Exhibit A**

**CITY OF HUTCHINSON  
125 E. Avenue B  
Hutchinson KS 67501  
PERMIT APPLICATION FOR SPECIAL EVENTS**

**GENERAL INFORMATION**

1. \_\_\_\_\_  
Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_  
Time (From - - To) \_\_\_\_\_
2. \_\_\_\_\_  
Name and address of sponsoring organization \_\_\_\_\_ Telephone Number \_\_\_\_\_
3. \_\_\_\_\_  
First Event Contact Person \_\_\_\_\_ Email \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
\_\_\_\_\_  
Second Event Contact Person \_\_\_\_\_ Email \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
4. \_\_\_\_\_  
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 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%.

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 may be needed from the Kansas Alcohol Beverage Control Agency. 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?

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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?

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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.**

**REQUIRED DOCUMENTS**

21. **Site Plans** illustrate the setup 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 and route maps may be created from the trail map on the City's web site at [www.hutchgov.com](http://www.hutchgov.com). (Search for interactive trail map.) 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

22. **INSURANCE IS REQUIRED:** Name of Insurance Company \_\_\_\_\_  
 (ATTACH COPY OF CERTIFICATE OF INSURANCE). **NOTE:** Without insurance documentation naming the City of Hutchinson as an additional insured, no permit will be issued by the City of Hutchinson. No insurance certificate is required for block parties or play streets.

23. 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

**SPECIAL EVENT FEES  
(Effective 1/01/2018)**

<b>Application Fee</b>	\$25
<b>Late Fee (if application is submitted fewer than 60 calendars days before event)</b>	\$25
<b>Permit Fee</b>	
One Day Event	\$50
2-3 Day Event	\$100
4 or More Day Event	\$300
<b>Barricades/Cones (for street closings only)</b>	\$25
<b>Public Safety Personnel Costs (per officer/per hour)</b>	\$55
<b>The City Manager has the discretion to waive any or all fees.</b>	
Separate licenses have their own application and fees.	

## **SPECIAL EVENT CONTACT LISTING**

### **City Departments**

Hutchinson Fire Department	620-694-2871
Hutchinson Police Department	620-694-2819
Parks Department	620-694-1905
Public Works Maintenance	620-694-1900
Street Department	620-694-1900

### **Outside Agencies**

Carl Vincent Services (Portable toilets)	620-662-0009
Nisly Brothers (Portable toilets)	620-860-2910
Portable Toilet Pros (Portable Toilets)	1-800-593-6710
Reger Rental (Barricades, cones, portable fencing, benches, tables, etc.)	620-662-2375
Stutzman Refuse (Trash/Recycling containers)	620-662-2559