



Lenexa Park Special Event Permit Application

\$75.00

Applicant Name _____ Phone _____ Email _____

Event Contact _____ Phone _____ Email _____

Applicant Address _____

Name of sponsoring business or organization _____

Desired location(s) for event _____

Describe the event (ex: walk-a-thon, race, company retreat, class, concert). Specify if guests will be coming and going or if they will all be participating at the same time.

Date of event: _____ Rental start time: _____ Rental end time: _____

Event start time: _____ Event end time: _____

Number of expected attendees: _____

Will you or vendors be selling food or merchandise? (ex: t-shirts, food, beverages) Yes__ | No__

Check all that apply and describe in detail the following:

Grills (open-flamed devices are prohibited) Use existing in rented shelter: Yes__ | No__

Tents/Canopies (must be weighted down, not staked nor tied off on trees, benches, etc.)

Inflatable Structures (must have own power supply and must turn in Inflatable Structure Permit along with certificate of liability insurance from an approved inflatable vendor. Personal inflatables are prohibited.)

Live Music or DJ (amplified sound will be subject to city ordinance requirements and can be restricted if it impacts surrounding residents)

Other (food trucks, carnival games, rented furniture, etc.)

Prohibited Items: The following items are prohibited inside and outside:

- Any activity involving water: balloons, spray/splash, slides, etc.
- Live animal shows, petting zoos, and rides
- Nails, push pins, staples, screws, cellophane, adhesive materials (e.g. tape, glue, command strips)
- Confetti, bubbles, silly string, glitter, chalk, paint, etc.
- Smoke machines, open-flamed devices (including, but not limited to, firepits, tabletop bonfires (s'mores), sparklers, flambé, paper lanterns, and candelabras)
- Fireworks and pyrotechnics
- Piñatas

Trash and Recycling: Select how containers will be provided. Use existing _____ | Add containers _____

If additional containers are needed, please list how many and draw on the map where they need to be placed:

trash _____ | #recycling _____

Shelters, City Hall Commons, fields or courts located within the desired permitted area must be rented. Facilities not located in the permitted area but in near proximity may also need to be rented if parking is affected by the size of the event.

Have the appropriate locations been rented? Yes | No*

If so, which ones have been rented? _____

***Facility reservations are done in person at the Parks and Rec desk Monday through Friday. Payment is due when booking.**

Lenexa Rec Center, 17201 W. 87th St. Pkwy., 8 a.m. to 6 p.m. or

Old Town Activity Center, 9301 Pflumm Rd., 8 a.m. to 5:30 p.m.

Will you be serving beer or wine? (all other liquor prohibited) Yes__ | No__

If yes, have you filled out an alcohol permit? (\$25.00 fee applies) Yes__ | No__

Please list any outside vendors and special requests they might have:

Name of Vendor and Contact Person	Service Provided	Phone Number	Special Request



Will a sign or banner be displayed? Yes__ | No__

*Promotional material must state The City of Lenexa is not affiliated with this organization.

If yes, please answer the following:

1) Size of banner(s): _____

2) Method of banner installation (tied; staked (no more than 6 inches in ground):

3) Wording on banner:

Insurance Coverage: All events held on public property and/or assisted by the City of Lenexa must be accompanied by a Certificate of Insurance identifying the City as “Additional Insured”. Proof of liability and bodily injury insurance coverage at a minimum of \$500,000 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event.

Is a copy of the insurance attached to this application? Yes__ | No__

If not, when can we expect a copy of the insurance?

Please use the space below to list any additional information that is pertinent to your event:



Please include a map of the layout for your special event. This will help Lenexa Parks and Recreation to best understand your plan for the event.

The applicant understands and agrees as follows (please initial):

Any amplified sound will be subject to city ordinance requirements and can be restricted if it impacts surrounding residents.

No vehicles will be allowed to drive off paved surfaces without special permission.

The event cannot restrict the public to amenities: parking lots, restrooms, playgrounds, trails, etc. The only exceptions are the locations that are rented for the event.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

Administrative Use Only

Event map

Alcohol Permit

Location(s) rented

Flyer/Banner information

Fees paid

Certificate of Insurance

Approver Signature _____

Date: _____

City of Lenexa Parks and Recreation / 17201 W 87th St Pkwy / Lenexa, Kansas 66219
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