



Lenexa Park Special Event Permit Application

\$100.00

Applicant Name _____ Phone _____

Email _____

Event Contact _____ Phone _____

Email _____

Applicant Address _____

Name of sponsoring business or organization _____

Event type: celebration, class, concert, run, walk-a-thon, wedding, other).

Desired location(s) for event:

Ad Astra; Black Hoof Park: Oak Shelter; Sar-Ko-Par Park: Grand Pavilion, Lions Memorial Shelter, Sunflower Shelter, Meadowlark Shelter; Buffalow Meadows Park; Electric Park.
Lenexa City Hall Commons; Freedom Fields; Little Mill Creek Fields

Date of event: _____ Rental start time – end time on receipt: _____

Event start time: _____ Event end time: _____

Number of expected attendees: 50 or less; 51-100; 101-200; 200+

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)
- Chalk, confetti, bubbles, foam, glitter, paint, silly string
- Smoke machines, open-flamed devices, including, but not limited to, firepits, tabletop bonfires, 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 location on the map:

trash _____ | #recycling _____

Shelters, City Hall Commons, fields or courts located within the desired permitted area must also 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? Ad Astra; Black Hoof Park: Oak Shelter; Sar-Ko-Par Park: Grand Pavilion, Lions Memorial Shelter, Sunflower Shelter, Meadowlark Shelter; Buffalow Meadows Park; Electric Park; Lenexa City Hall Commons

***Facility reservations are made 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) Location and 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, location of event, 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:

Are you applying for a separate City of Lenexa Special Event Permit? If so, what type of event? Parade;
Block party; Other

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. (Link to Parks maps)



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	
<input type="checkbox"/> Event map	<input type="checkbox"/> Alcohol Permit
<input type="checkbox"/> Location(s) rented	<input type="checkbox"/> Flyer/Banner information
<input type="checkbox"/> Fees paid	<input type="checkbox"/> Certificate of Insurance
Approver Signature _____	Date: _____

City of Lenexa Parks and Recreation / 17201 W 87th St Pkwy / Lenexa, Kansas 66219 Telephone 913.477.7100 / Fax 913.477.7150

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