

# SPECIAL EVENT APPLICATION

EL DORADO

THE FINE ART OF LIVING WELL

Date of Application: \_\_\_\_\_

## EVENT INFORMATION (please print)

Date(s) of Event: \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Description of Event (brief): \_\_\_\_\_  
Location of Event: \_\_\_\_\_  
Hours of Event (start & end time): \_\_\_\_\_  
Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

## CONTACT INFORMATION

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Work \_\_\_\_\_ Home/Cell \_\_\_\_\_ Email \_\_\_\_\_

## TYPE OF EVENT (check one)

<input type="checkbox"/>	Parade (long or short KDOT approved route)
<input type="checkbox"/>	Race (foot, bike or other i.e. triathlon)
<input type="checkbox"/>	Block Party
<input type="checkbox"/>	Festival
<input type="checkbox"/>	Sport
<input type="checkbox"/>	Other: _____

## STREET or SIDEWALK CLOSURE

\*KDOT requires 90 days' notice

\*Parades must follow KDOT approved routes



Attached Map of Closure Route Request

## EVENT SITE PLAN



Attached Detailed Map/Diagram

## EVENT DETAILS (check all that apply)

<input type="checkbox"/>	Amplified Sound <i>*permit required</i>
<input type="checkbox"/>	Signs/Banners <i>*permit and fee required (30 days or less)</i>
<input type="checkbox"/>	Park <i>*rental agreement and fee may be required</i>
<input type="checkbox"/>	Alcohol Special Permit <i>*30 days prior to event required</i>
<input type="checkbox"/>	Fireworks <i>*requires Fire Department approval</i>
<input type="checkbox"/>	Inflatables <i>(Insurance; \$1,000 liability) *Not allowed on City Property</i>

## ADDITIONAL NOTES

## EQUIPMENT REQUESTED FROM THE CITY OF EL DORADO:

Road Barricades (required for Block Party)	\$25.00
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*Fees due upon approval of this Special Event Application*

**REQUESTED LOCATION OF SERVICES AND/OR EQUIPMENT (delivery location)**

ADDRESS: \_\_\_\_\_

**DELIVERY DATE & TIME FOR REQUESTED SERVICES AND/OR EQUIPMENT**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

*\*All fees are non-refundable and are required to cover the expense of each department within the City for their efforts and responsibilities in assisting with the preparation of your event as well as providing requested use of equipment.*

If approved, the City of El Dorado will deliver requested items the day of your event by the requested time and address listed above. The items will be picked up the following business day. For Block Parties, after your event, please move barricades to the closest street corner so they are not obstructing the street as well as sidewalks or driveways. 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. Alcohol is not permitted on City property without approval of the City Manager or without proper special permit license.

**APPLICANT CERTIFICATION**

I \_\_\_\_\_, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of El Dorado. Furthermore, 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 El Dorado and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signed: \_\_\_\_\_

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

Signature of Applicant

*(Applicant must be 18 years of age or older)*

Please contact Molly Denton, Community Marketing Manager at the City of El Dorado for any questions.

316-321-9100, ext. 126

[mdenton@eldoks.com](mailto:mdenton@eldoks.com)

*Upon completion, please return to the following:*

City of El Dorado, Attn: Community Marketing Department

220 E. First Ave

El Dorado, KS 67042

**For City use only:**

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

David Dillner, City Manager	
Curt Ziemann, Chief of Police	
Brad Meyer, Public Works Director	
Joe Haag, Fire Chief	
Kevin Wishart, Parks & Recreation Director	
Kurt Bookout, Public Utilities Director	
Scott Rickard, City Engineer	

*Block Parties Only*  
(Need approval from all driveways that will be blocked.)

Please sign below and indicate if you approve or disapprove of Block Party

Streets to be blocked off: \_\_\_\_\_

<b><u>Signature</u></b>	<b><u>Address</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
_____	_____	_____	_____
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