



Lenexa Park Special Event Permit Application

Contact Name _____

Daytime Phone _____ Cell Phone _____

Address _____

Contact Email _____

Name of sponsoring business or organization _____

Desired park location for event _____

Describe type of event (ex: 5k, bike race, company retreat)

Date of event: _____ Arrival time: _____ Departure Time: _____

Actual start time of event _____ Actual end time of event _____

Number of expected attendance _____

Will you be selling food or merchandise? (ex: t-shirts, chips, soda) _____ Yes _____ No

Check all that apply and describe in detail the following:

Grills _____

Tents/Canopies (must be weighted down, not staked) _____

Inflatable Structures (must have own power supply) _____

Live Music _____

Other _____



Select how trash and recycling containers will be provided? Use existing Add trash containers
 If additional trash or recycling cans are needed, please list how many and where these need to be placed within the park:

Shelters located within the desired permitted area must be rented along with the permit fee. Shelters 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 these shelter already been rented? No Yes
 If so, which ones have been rented?

*****To reserve shelters please contact Mandy Danler at mdanler@lenexa.com*****

Will you be serving alcohol? Yes No
 If yes, have you filled out an alcohol permit? Yes No

Please list any outside vendors and special needs they might require:

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

Will a signage 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:



- 2) Method of banner installation: _____
- 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 no, when can we expect a copy of the insurance?

Please use the below space to list any additional information that is pertinent to your event: (Use the back of this application if you need additional space)



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:

- Any amplified sound will be subject to city ordinance requirements and can be restricted if they impact surrounding residents.
- No vehicles will be allowed to drive off of paved surfaces without special permission.
- The event cannot restrict the public to amenities within the park. The only exceptions are the shelters that are reserved.
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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"/> Certificate of Insurance	<input type="checkbox"/> Shelter Rented
<input type="checkbox"/> Alcohol Permit	<input type="checkbox"/> Flyer/Banner Information
<input type="checkbox"/> Layout Map	
Approver Signature _____	Date: _____