



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

**Date of event:** \_\_\_\_\_ **Rental start time – end time if rented:** \_\_\_\_\_

**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, beverages or merchandise?** Yes\_\_ | No\_\_

**Check all that apply and provide details for the following:**

\_\_\_ **Grills** (*open-flamed devices are prohibited; propane grills must be set up outside of the shelter*)

Use existing charcoal grills in rented shelter: Yes\_\_ | No\_\_

If no, how many are you bringing? \_\_\_\_\_ Draw location of grill(s) on map.

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

How many? \_\_\_\_\_ Draw location of tents/canopies on map.

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

How many? \_\_\_\_\_ Refer to Inflatable Location map for approved setup site.

\_\_\_ **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.)**

How many of each? \_\_\_\_\_ Draw location of items on map.



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

- Any activity involving water: balloons, spray/splash, slides, foam, 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. *Events with food trucks or serving meals to 100 or more people will be required to purchase two additional containers.*

**Use existing** \_\_\_\_ | **Add containers** \_\_\_\_ (**\$15.00 per container**)

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 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\*

**\*Facility reservations are made in person at the Parks and Rec desk Monday through Friday. Payment for Shelter(s) is due when booking. Permit fee will be charged once permit is approved.**

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

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**) Yes\_\_ | No\_\_

Please list any outside vendors (food truck, rental company, DJ, etc.) and special requests they might have:

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



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**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, weighted or 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, 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? \_\_\_\_\_

**Are you applying for a separate City of Lenexa Special Event Permit?** Yes\_\_ | No\_\_

If so, what type of event? Parade; Block party; Other

**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 helps Lenexa Parks and Recreation to best understand your plan for the event. Maps available at the desk or online.**



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**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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