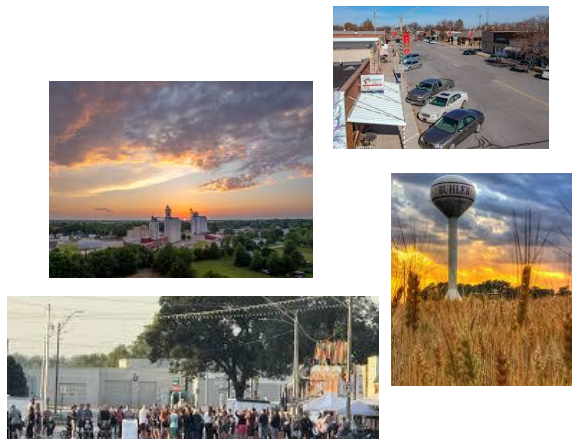


Special Event Policy



Volunteer sponsored and coordinated events create a sustainable way to bring our community together but also require additional attention and effort to maintain good communication and high quality events. It is for this reason that a Special Event Policy is necessary.

Any organization or group wishing to sponsor or conduct a community event (e.g., parade, fun run/walk, bike race, cultural event, dance, etc.) on City property may need to apply for a Special Event Permit. Not all events will require a permit, this policy outlines which events require one and what will be needed at the time of submission. Event sponsors or organizer(s) must be at least 18 years of age.

APPLICATION

Any event on public streets, parking lots, trails, Wheatland or Becker Parks, and other City property require a permit. Additionally, events that will affect traffic flow shall require a permit. Small, private events (such as kids birthday parties or family reunions) that can be contained to a shelter only need to complete a shelter reservation and are exempt from the requirements of this policy.

Applications must be submitted to the City Office 60 days prior to the event to ensure sufficient time for departmental review and review by City Council when applicable. Unless specifically exempted, applications must be accompanied by an insurance certificate, course layout and/or event site plan, and a flyer or letter describing the event.

All applications will be reviewed by the Police, Fire, Public Works, and Recreation Departments prior to final approval by the City Clerk. At the discretion of City Staff, events may seek additional approval from the City Council.

INSURANCE

The event sponsor or organizer shall secure and maintain, in force, a policy of comprehensive general liability insurance with a combined single limit of \$1,000,000. A certificate evidencing such insurance and naming the City of Buhler as a certificate holder shall be submitted along with the application. There is no insurance requirement for block parties (also referred to as neighborhood parties).

INDEMNITY

The event sponsor shall hold harmless the City, its officers, officials, employees and agents from and against any liability, loss, damage, expense, costs of every nature arising out of or in connection with the event conducted, including, but not limited to, injuries or damages caused to participants, officials and spectators, or damage to any property, arising in any way, from the use of City streets, parks, parking lots or trails.

ALCOHOL AT SPECIAL EVENTS

If alcoholic beverages are to be served, proof of an alcoholic liquor license from the State of Kansas must be provided no later than two (2) weeks prior to the event. Per Chapter XIV of City Code, alcohol may only be sold on Main Street abutting properties along the 13, 14, 17, and 18 block (1st Street - 3rd Street). Any event seeking to serve only cereal malt beverages may submit a Cereal Malt Beverage application alongside the Special Event Application and will require approval by City Council.

Cereal Malt Beverage (CMB) has alcohol content of 3.2% or less. Alcoholic Liquor has alcohol content above 3.2%. Cereal Malt Beverage (CMB) licenses allow sale and/or service of CMB products of no more than 3.2% (ABV) alcohol and beer of no more than 6% (ABV) alcohol. Alcoholic liquor licenses allow sale and/or service of both CMB and other alcoholic liquor beverages.

STREETS AND TRAILS

Any markings made on City streets, trails, parking lots, or other City property shall not be permanent or semi-permanent. Installation of fenceposts, stakes, anchors, etc., in street/parking surfaces is prohibited. Staking for tents and/or inflatables must be coordinated with the Public Works/Parks Department as shown on the Contact List attached.

STREET CLOSURES

In the event street closures are requested, all affected property owners and residents must be notified of the intended street closure in writing. The written notifications to be sent or delivered should be included in the Special Event Application and must include the name of the event, the sponsoring organization, date and time of the event, contact information for the event organizer, and a list/map of streets that will be closed.

Notifications must be mailed or made in person approximately four (4) weeks prior to the event. Two (2) weeks prior to the event, the organizer must submit the list with names, addresses, and date contacted to the City Clerk's Office.

The Police Chief will advise the event organizer of the type of barricade that will be required which could include wooden/plastic barricades, water filled barricades, or other modes of street closures to ensure the safety of those attending. Event organizers are responsible for providing the appropriate barricades.

ACCESS TO PUBLIC FACILITIES

Event organizers must be aware that approval to use public property for an event is not an exclusive privilege and public access to these areas must be maintained. Event organizers are responsible for ensuring that the public maintains access to public facilities in City Parks during events and this may require additional manpower.

FOOD TRUCKS

Any food truck included in a special event must have current licensure from the State of Kansas and comply with all local, state and federal regulations. Food trucks included in the Special Event Application will be permitted under the approval and will be allowed only in the site plan or map that accompanies the application. Any food truck that wishes to stay after the event is subject to the existing requirements and is not allowed on City property or outside of the Central Business District.

AMUSEMENT RIDES

Any event which includes "amusement rides" as defined by K.S.A. 44-1601, must comply with the requirements written in Article 16 of the Kansas Statutes Annotated; and provide copies of all required permits, inspections and insurance to the City of Buhler.

FIREWORKS

Any event which includes a fireworks display requires additional approval from the City Clerk and the Fire Department. Fireworks will only be approved for discharge between the hours of 8:00 AM - 11:00 PM on June 30 - July 4. More information about fireworks can be found in Ordinance 601 of City Code.

LIVESTOCK/HOOVED ANIMALS

If livestock/hoooved animals are used in parades or in any event on City streets, the event coordinator is responsible for seeing that animals are properly tethered and under control as well as that all waste is contained in an appropriate diaper or otherwise removed from City streets by the event organizer immediately following the event.

SOUND AMPLIFICATION

If the event includes sound amplification outside of what is allowed by Buhler City Code, it must be listed in the application and shall not be used past 11:00 p.m. This may be approved or revoked separate of the event as a whole at the discretion of the City Clerk.

POLICE SECURITY

The Police Chief reserves the right to require security at any event. If required, security shall be arranged prior to the permit being issued.

CLEAN UP

The permit holder shall be responsible for cleaning the street, parking lot, park, trail, or other public area upon which the event is held, within two (2) hours following the conclusion of such event. The City Clerk's Office may extend the deadline for clean-up, if warranted by the nature of the event. If such extension is granted, the deadline shall be noted on the permit. Should the permit holder fail to do so within two (2) hours following the conclusion of the event, or within the time specified on the permit, the City shall clean the area and collect the costs thereof from the permit holder.

MISCELLANEOUS PROVISIONS

- Depending on the special event and expected attendance, the City may require portable restrooms and service; and appropriate licensing for cereal malt beverage or alcoholic liquor sales at the event.
- At least one person responsible for the event shall be on site at all times during the event.
- For any event that crosses a public roadway, the event sponsor shall be responsible for providing traffic and pedestrian control. Additional sites for traffic control may be required as determined by the Police Chief.
- All parks and trail systems must be accessible to the general public for the duration of the scheduled event.
- Portions of the parks are subject to flooding. Therefore, the City cannot guarantee accessibility along the entire length of the system.

REVOCAION

The Community Event Permit may be revoked by the City Clerk or his/her designee, the Police Chief or his/her Designee, Fire Chief or his/her designee, or the City Attorney for failing to comply with the standards for issuance or conditions of the permit, unsafe weather conditions, or other safety concerns.

DISPUTE RESOLUTION

All disputes concerning the proper interpretation of this policy shall be resolved by the City Clerk whose decision shall be final and conclusive.

Frequently Asked Questions

How do I submit a Special Event Application?

Completed applications may be mailed or delivered to the City Clerk's Office:

219 N Main St
Buhler, KS 67522

OR

Emailed to City Clerk Sara Howard, showard@buhlerks.org

What needs to be turned in for an application to be considered complete?

A complete application will include the following: all of the pages of the application with original signatures; all applicable documentation, including Certificate of Liability Insurance, site map; and payment of fees.

Who reviews the application and when will I know if my event is approved?

Applications are reviewed by a group of individuals representing both departments of the City and Reno County. Once those individuals have approved your event, a permit will be issued.

Do I have to fill out an application for a block party?

Only block parties resulting in street closures require an application, these will not require proof of insurance.