

Special Event Permit Application

City of Buhler

Thank you for your interest in organizing an event in Buhler. Submit this application to the City Clerk's office no later than sixty (60) days prior to the proposed event.

Event Name _____

Sponsoring Organization (if applicable) _____

Main Contact Name _____ Email _____

Phone Number _____

Street Address _____ City _____ State _____ Zip Code _____

(This person will receive all event related questions and notifications and will be the first point of contact)

Backup Contact name _____ Phone number _____

Date(s) of Event _____ Time of Event _____

General Location of Event _____

Event Description Give a brief description of your proposed event

Elements Indicate which of the following will be included in your event.

☐ Alcohol Sales

Hours of sales _____ to _____

Please submit the following alongside your application:

- ☐ Map indicating the location of sales and designated area of consumption
- ☐ Security plan for each entry/exit point of consumption area
- ☐ Acknowledgement of the presence of alcohol in insurance
- ☐ Proof of alcohol license.

☐ Fireworks Display

Time of display _____ to _____

Licensed Pyrotechnic Operator:

Name _____

Email _____ Phone _____

Fireworks may only be discharged between the hours of 8:00 AM-11:00 PM on June 30-July 4 per City Code

☐ Street Closures

Street Closure Points _____

Proposed type of barricade _____

(subject to approval or revision by Chief of Police)

Please submit the following alongside your application:

- ☐ Map indicating which streets or parking lots will be closed
- ☐ Copy of the notice that will be given to residents and businesses located on the closed street

- ☐ Amplified Noise

Source of noise _____

Hours of amplification _____

Sound amplification shall not be used past 11:00 p.m.

- ☐ Carnival Games

Description of games _____

- ☐ Amusement Rides

Please submit the following alongside your application:

- ☐ All permits, inspections, and insurance required by Kansas Statute 44-16

- ☐ Food Trucks

Number of Food Trucks _____

- ☐ Parade

- ☐ Animals

- ☐ Temporary Restrooms

- ☐ Serving or preparation of food

- ☐ Temporary Fencing

Attachments Applications must be accompanied by an insurance certificate, a flyer or letter describing the event, and a map and/or event site plan (indicate the location of all event elements).

Describe all activities of the event (use additional pages if necessary)

Agreement

I, the applicant, hereby agree to abide by all applicable City ordinances, regulations, and orders of City officials and employees in the exercise of the privileges granted by this permit. I hereby assume responsibility for the placement and safeguarding of barricades, signs, and other equipment loaned by the City and will clean the street after the event. I further agree to indemnify, defend, and hold harmless the City, its agents and employees, from and against any and all claims, demands, causes of action, lawsuits, and judgments made by any person or entity, any expense incurred by it in defense of, or by reason of, any such claim, demand, cause of action, lawsuit or judgment.

Applicant Signature _____ Date _____

For Office Use Only**Departmental Approvals**

Police Department _____ Date _____

Fire Department _____ Date _____

Public Works _____ Date _____

Recreation _____ Date _____

(required needed when using Wheatland Park Parking Lot, Wellness Center or Buhler Pool)

City Clerk Approval _____ Date _____

Recommend Approval from City Council? Yes ___ No ___

Special Event Contact List

City Departments

City Clerk	620-543-2253
Buhler Fire Department	620-543-6447
Buhler Police Department	620-543-6666
Public Works Department	620-543-2764

Helpful Numbers

Portable Toilets	
Carl Vincent Services	620-662-0009
Nisly Brothers	630-860-2910
Reger Rental	620-662-2375
(Barricades, cones, portable fencing, benches, tables, etc.)	
Stutzman Refuse	620-662-2559
(Trash/Recycling containers)	