



Special Event Request

131 West Fifth Avenue
P.O. Box H
Garnett, Kansas 66032
785.448.5496

_____ Date Received
_____ Date Approved
_____ Date Notified of Approval

The purpose of this application is to schedule with the City of Garnett the necessary infrastructure provisions that will help your special event run smoothly and safely. **Please note this request should be submitted at least 21 working days prior to your event.**

Today's Date (Date of Request)

Name of Event

Date of Event

Location of Event

Start and End Time of Event

When and what time will set up for the event begin?

When will tear down be complete?

How many event staff will be at this event?

How many spectators/attendees do you expect will attend?

Total: _____

Purpose of Event

Name of Organization making request Address Phone

Name of Contact Email Phone

Contact on-call during event Cell Phone

Alternate Contact Cell Phone

Special Event Checklist

Please check the following:

- Use of city property for a special event requires a written agreement and approval by the City Commission. Please check here to acknowledge that your agreement has been approved.
- Proof of Insurance secured and a Certificate of Insurance has been provided to City Clerk with City of Garnett listed as additional insured.
- Will alcohol be a part of this event? Yes No
- Will fireworks be a part of this event? Yes No
- Does your event require street closures? Yes No
If "Yes" have you contacted the businesses/residents affected by the street closure? This may be required by the City Commission in order to receive approval.
- Does your event require paint on pavement, ground or grass areas to mark routes, etc? Yes No
Please note the City prefers the use of water soluble paint.
- Will you be placing portable restrooms to accommodate your event's needs: Yes No

Included in location is the use of:

Public Street(s), specify: _____
Please attach a plan or sketch to this form. Include closure of streets, parade route or event lay-out.

North Lake Park, including:

<input type="checkbox"/> Football Stadium	<input type="checkbox"/> Batting Cages	<input type="checkbox"/> Soccer Field	<input type="checkbox"/> Lake Garnett
<input type="checkbox"/> Clubhouse Bend Campsite (East)	<input type="checkbox"/> Red Jacket Corner Campsite (Dam Area)		
<input type="checkbox"/> East Shelter	<input type="checkbox"/> West Shelter	<input type="checkbox"/> Sand Volleyball	<input type="checkbox"/> Nature Trail
<input type="checkbox"/> Field #1 (Top)	<input type="checkbox"/> Field #2 (Legion)	<input type="checkbox"/> Field #3 (Optimist)	<input type="checkbox"/> Field 4 (North)
<input type="checkbox"/> Lake Road	<input type="checkbox"/> Other: _____		

Please note - Contact the following to reserve facilities in the North Lake Park:

- Garnett Municipal Pool: Pool manager during pool hours, 785.448.6313
- Garnett Recreation Center: Rec Center Office, 785.448.3023
- Community Building, Quonset Hut: Anderson County Clerk's Office, 785.448.6841
- Anderson County Fairgrounds: Anderson County Fair Board, 785.448-6826
- Prairie Spirit Rail Trail: Trent McCown, Trail Manager, 785.448.2627

Veteran's Memorial Park, including:

<input type="checkbox"/> Wilderness Camping	<input type="checkbox"/> RV Camping Area	<input type="checkbox"/> Crystal Lake
<input type="checkbox"/> Other: _____		

Cedar Valley Reservoir, including:

<input type="checkbox"/> Reservoir (Lake)	<input type="checkbox"/> Describe area to be used for event: _____
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Other City Facility, please specify: _____

Consult the Community Guide (Business Directory) for "other" facility contacts or for help call City Hall, 785.448.5496.

Requests

Please mark all requests:

- _____ Street Closure - Please describe: _____
 _____ # of Barricades _____ # of Cones _____ Drop off location: _____
- _____ Traffic Control by Law Enforcement - Specify Location: _____
 _____ Start Time: _____ End Time: _____
- _____ Traffic Lights Flashing on Highway 59 - Start Time: _____ End Time: _____
- _____ Extra Trash Barrels - # of Barrels _____ Drop off location: _____
- _____ Extra Trash Dumpsters - # of Dumpsters _____ Drop off location: _____
- _____ Electricity - Please attach additional documentation with a description of how many outlets, amps, etc., and include a map showing location. Please visit with Electric Department prior to submitting this request. (Please note: It may be helpful to include the contact and phone number of food vendors.)
- _____ Other: _____

REQUIREMENT: All barricades, cones, barrels, and any and all items borrowed or used must be returned to the drop off location by the completion of "tear down" date specified in this request.

Please be advised that while most requests of facilities and infrastructure may be free of charge the City at any time can implement charges and fees and in those instances the contact listed on this form will be informed in writing prior to the event.

I, the undersigned, certify the information provided in this event form is complete to the best of my knowledge and my signature indicates that I am responsible to see that all provisions on the behalf of this event will be fulfilled. I agree to comply with all statutes, City ordinances and general instructions and special conditions issued by the City in connection with the approval of the Special Event Request.

Signed: _____ Date: _____

If you have any questions please contact the City of Garnett at 785.448.5496. Upon completion, please return this request form to the following: **City of Garnett, 131 W. 5th Avenue, P.O. Box H, Garnett, KS, 66032.**

FOR OFFICIAL USE

Notifications:	Notification Date		Notification Date
_____ City Manager/Commission	Date: _____	_____ Electric Department	Date: _____
_____ Park Department	Date: _____	_____ Police	Date: _____
_____ Street Department	Date: _____	_____ Other: _____	Date: _____
