

City of Atchison
Application for Permit
Return with Payment to:



515 Kansas Ave.
Atchison, KS 66002
Phone: 913-367-5500

Please check area that you are applying for:

Occupancy of Farmer's Market – \$25 **1.4760**

(Requires approval from President Farmers Market Board)

____ 400 Block Main Farmers Market

____ 500 Block Main Farmers Market

____ License to conduct Parade – \$25 (section 29-3) **1.4760**

____ Fun Run – (Res. 3189) \$25 **1.4760**

Occupancy of Mall

____ 400 Block of Mall - \$25 **1.4760**

____ Block Party - \$50 (section 29-4) **1.4760**

(Residential 6 Hour time limit, No later than sunset)

Occupancy of Parking Lots -

(**for profit groups \$5/space, non-profit \$75/lot) Acct. 1.4760

Requires written authorization from business owners

____ 300 Main (North)

____ 500 Main (North)

____ 600 Main (North)

____ 400 Kansas (South)

____ 600 Kansas (South)

Occupancy of Park – \$25 (section 22-13) – **1.4760**

(MUST BE SUBMITTED 2 WEEKS PRIOR)

(Use of Shelters additional fee)

Closing park to public requires a 45-day approval period with authorization and fee set by resolution of city commission.

____ Jackson Park - \$40 day Acct. **1.4440**

____ Warnock - \$60 day Acct. **1.4440**

____ Bromley - \$20 day Acct. **1.4440**

____ Reisner Park - \$20 day Acct. **1.4440**

____ LFM Park - \$20 day Acct. **1.4440**

____ Independence Park

____ Veterans Memorial Park

____ Riverfront Walk

*Flea markets, Carnivals, and for profit use of parking lots have insurance requirements of \$100,000/\$300,000 personal injury, \$10,000 property damage.

Today's Date _____ **Event Name:** _____

Organization Name (if applicable): _____

Name of Individual applying: _____

Address: _____
(Street) (City)

Telephone: _____

E-mail address _____ (for notification upon approval/denial)

Nature of Event/Occupancy: _____

Date of Event: _____

Hours of Event: _____

Block Party Location _____

Number of Attendees: _____

Parade/Fun Run: Applicant must attach route.

Occupancy of Parking Lots Information: For profit applicants must attach parking lot diagrams.

of parking lots (\$75 fee for each parking lot non-profit): _____

Note: Vendors are required to have a sales tax number

Parking Lot (for profit use only): \$5 per space

_____ Spaces @ \$5.00 = _____ *All spaces affected by restricted aisle access shall be counted.

Sales Tax Number: _____ # of Booths: _____ # of Tents: _____

Carnival Info: Sales Tax Number: _____ # of Amusements: _____

Rules for Permits

- No stakes, spikes or damage to paved surfaces is allowed.
- No stakes or digging allowed without authorization from City and utility locates.
- Person(s) signing contract are responsible for general clean up and/or damage/destruction including the removal of any animal excrement in conjunction with an event featuring animals.
- All glass containers are prohibited.
- All City parks shall be vacated by 11:00 p.m.
- Alcoholic beverage sales require temporary liquor license-forms available in City Clerk Office.

Support Services (Subject to Availability) 1.4440

_____ Barricades 8 or fewer \$25.00	_____ Barricades 9 or more \$50.00
_____ Traffic Cones 25 or fewer \$25.00	_____ Traffic Cones 26 or more \$50.00

*Included with Block Party Fee

Barricades/Cones Locations & Time: _____

_____ Sound Equipment \$75.00	_____ Electrical Cords \$10.00/cord
_____ Picnic Tables \$25.00/table	_____ Water access w/o meter \$25.00
_____ Electrical Spider Boxes \$50.00/box	_____ Servicing Dumpsters \$25.00/dumpster
_____ Trash Dumpsters \$50.00/dumpster	_____ Trash Carts 0.00/cart

Total Support Services: \$ _____

Total Paid: \$ _____

I agree to comply with any/all Local Health Orders
Upon approval of permit there will be no refunds for cancellation.

Signature of Applicant: _____ Date: _____

INTERNAL USE ONLY

Approved:
Parks and Facilities Superintendent: _____

Streets and Solid Waste Superintendent: _____

Police Chief: _____

Permit issued this _____ day of _____, 20__.

Notification to Applicant: email / mail / pick up

Signed by: _____ Date: _____