

Department of Planning and Development Services
6 East 6th Street, PO Box 708 Lawrence KS 66044
(785) 832-3150
Fax (785)832-3160
www.lawrenceks.org/pds

FEE:

Type 1-4 Events -----	\$50
Type 5 Events -----	\$100
Events that require	
City Commission approval -----	\$100

SPECIAL EVENT PERMIT APPLICATION FORM

A complete application and fee must be submitted a minimum of 5 days prior to the event date for an administrative permit.

**Permits which require City Commission approval
will require additional processing time.**

RECEIVED

DEC 29 2017

City County Planning Office
Lawrence, Kansas

EVENT NAME: KANSAS FOOD TRUCK FESTIVAL

APPLICANT INFORMATION:

Date: DECEMBER 29, 2017

Name: KANSAS FOOD TRUCK FESTIVAL

Company or Group: CIDER GALLERY

Address: 810 PENNSYLVANIA ST., LAWRENCE, KS 66044

Phone Number: 785 304-4005

Mobile or Cell Phone Number: 785 248-6000

Fax Number: 785 856-1667

E-mail Address: jennifer@cidergallery.com

EVENT INFORMATION:

Address: 810 PENNSYLVANIA ST., LAWRENCE, KS 66044

Property Owner: CIDER GALLERY LLC / TONY KRSNICH

Property owner's written permission must be provided by mail, fax, or e-mail to the Planning Office (fax: 785-832-3160) before a permit can be approved.

SE-17-00705

Please check the type of event:

- ☐ Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code.)
- ☐ Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths
- ☐ Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]
- ☐ Type 4: Christmas tree sales
- ☒ Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

Permits for Type 5 events require City Commission approval.

Please describe the proposed Special Event: 5TH ANNUAL FOOD TRUCK FESTIVAL, 25-30 FOOD TRUCKS AND VENDORS, BEER AND WINE SALES, LIVE MUSIC, KIDS ACTIVITIES, STREET PERFORMERS, BENEFIT FOR JUST FOOD.

Proposed dates: MAY 5, 2018 to MAY 5, 2018

- *Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.*

If application applies to **non-consecutive** events provide the dates for each event.
(Each 14 day period will require a permit.)

From _____ to _____
From _____ to _____
From _____ to _____
From _____ to _____

Number of permits that have been administratively approved for this location this calendar year. 0

- *Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.*

4 permits may be administratively approved for a property per year.

Any additional permits require City Commission approval.

Christmas Tree Sales are not subject to this requirement.

Proposed hours of operation: 4:00 PM to 10:00 PM

Will a *tent* be used for this event? Yes X No

If yes:

- Note the dimensions of the tent: 10 ft X 10 ft = 12 TOTAL
- Note the type of tent: Open/Canopy 10 Enclosed 2 (PARTIALLY ENCLOSED)

Will event include *mobile food vendors*? Yes X No

- If yes**, how many? 1 2 3 or more X

Will temporary *signage* be used? Yes X No

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044

Does the event involve *sales*? X

- If yes**, provide your Kansas Sales Tax ID Number LICENSE 12016333401 ACCT # 004-454633624 -F01
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

For information regarding Sales Tax Requirements contact the KS Depart. of Revenue
(913) 631-0296 ext. 202 kdor_special.events@ks.gov

Coordinators of events who manage or solicit retail vendors to sell at the venue must contact the KS Depart. of Revenue Events Agent 30 days prior to the event. The coordinator will be supplied with sales tax packets to distribute to their vendors.

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11th and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling *KU Licensed Merchandise* or items with the *KU logo*? Yes No X

- If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling *alcohol*? Yes X No

- If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3200; (City Hall, 6 East 6th Street, Lawrence, KS 66044) (*Additional time may be needed to process this request.*)

Section 6-1504 of the City Code contains requirements for an administrative permit.
If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.

EVENT DESCRIPTION

A description must be provided which includes the following information:

WRITTEN DESCRIPTION

Provide a separate page with the following information:

- Describe the activities that will occur with this event.
- Note any changes that may be required to traffic flow on the site, adjacent roadways, or any changes necessary for the transit route.
- Explain any provisions that will be made for security or parking.
- Describe proposed site maintenance; including how the site will be cleaned following the event as well as how sanitation will be maintained during the event.
- Note anticipated attendance.
- Describe how protection for pedestrians will be provided during the event. Vehicle and pedestrian circulation must be separated.
- Note provisions, if any, that are being made for portable toilets for event (include provider and disposal contractor).

GRAPHIC DESCRIPTION

Provide the following graphic information on an aerial photograph or site plan of the area: *(These are available from the City's interactive map at http://www.lawrenceks.org/city_maps or at the Planning Office, 6 East 6th Street.*

- Location and dimensions of the event area.
- Distance from road right-of-way.
- Location and dimensions of any structures (tents, stages, booths, etc) used for the event.
- Location and dimension of activity areas associated with the event.
- Location and materials used to separate activity area from parking or other areas, if needed.
- If vendors are associated with the event show their location, with dimensions, along with the type of structure to be used.
- If mobile food vendors are associated with the event, identify vendors and show location, with dimensions.
- If portable toilets will be used, show number and location on the site plan.
- Any other information which pertains to the event.

Administrative Permits may only be approved if the event is conducted on private property (where the Planning Office has an approved site plan on file) in a commercial or industrial zoning district where the property owner has granted written permission.

Nonprofit organizations are eligible for administrative permits for events on any site planned property (in any zoning district) where the property owner has granted written permission.



Tony Krsnich
Flint Hills Holdings Group, LLC
Cider Gallery Partners, LLC
Cider Gallery, LLC
810 Pennsylvania Street
Lawrence, KS 66044

December 28, 2017

City of Lawrence

1 Riverfront Plaza

Lawrence, KS 66044

RE: 2018 Kansas Food Truck Festival

To Whom It May Concern:

All Members of Cider Gallery Partners, LLC and Cider Gallery, LLC hereby give permission to the Kansas Food Truck Festival, Just Food and all other related parties, to host the 2018 Kansas Food Truck Festival on behalf of the Cider Gallery, on Cider Gallery property at 810 Pennsylvania Street, Lawrence, KS.

They can proceed as an authorized party to move forward with all applicable permits, licenses, right-of-way and other required documents or processes to fulfill their duties as event organizers.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Krsnich", is written over a faint, circular embossed seal. The signature is fluid and cursive.

Tony Krsnich
Managing Member

The Warehouse Arts District Request for Right-of-Way and Special Event needs for

KANSAS FOOD TRUCK FESTIVAL MAY 5, 2018.

The 5th annual Kansas Food Truck Festival to benefit JUST FOOD will be a Food Truck Vendor event with a stage, live entertainment, public art and educational opportunities about Just Food's operations here in Douglas County. Alcoholic and Non-Alcoholic Beverages will be for sale at various locations throughout the events footprint. A Map is provided detailing the layout of the event.

Monetary and in-kind city support

20 blue trash receptacles from Lawrence Parks and Recreation. (To be delivered on May 4.)

Outdoor Temporary Signage

Warehouse Arts District plans for outdoor temporary directional and event signage on Saturday, May 5, 2018.

Security

Hired Security will patrol the event grounds and volunteer security will enforce the perimeter. No Alcoholic Beverages will leave the footprint of the event at any time. Festival organizers will provide saw horse barricades for street closures.

Temporary sale, possession and consumption of alcohol

The Warehouse Arts District has requested a permit for the temporary sale, possession and consumption of alcohol in the described street location on Pennsylvania between 8th and 9th Street, on 8th Street between New Jersey and Delaware, and on 9th Street between New Jersey and Delaware. This will cover our needs for the day.

Police services

The estimated Police Department staffing resources needed to manage the event are as follows:
None.

Fire Medical services

The traffic plan will be provided with Right of Way permit. Festival organizers are planning to provide independent fire/medical staffing services during the festival hours.

Trash services

The WAD has requested placement of 20 trash barrels on 8th & Pennsylvania during the event. Event staff or volunteers will be responsible for emptying these trash barrels as needed.

The WAD is ordering and handling expenses for a 20 yard box from the solid waste division for the evening of the outdoor street events.

The WAD will arrange drop-off/pick-up of 20-30 Cans for the Community boxes.

Traffic sign

The WAD requests “ No Through Traffic” signs to be placed at 10th and Delaware, and 10th and Pennsylvania, placed to inform northbound traffic, and at 9th and Connecticut, placed to inform eastbound traffic. The WAD requests message boards at 11th and Delaware, and 11th and Connecticut, and 7th and Connecticut.

Event Activities

There will be live music, kids entertainment (face painting, inflatables), and additional street performers.

Parking

Five parking lots on Delaware Street will be designated for use, as well as street parking in the area. We have also procured parking on 8th Street east of Delaware (with 2017 permission from the City of Lawrence and Penny’s Concrete), and in the Allen Press Parking Lot.

Attendance

Attendance is estimated to be in the range of 3500-4000 guests. Ticket sales will be capped at 4500.

Pedestrian protection

Pedestrian protection will be secured in the event space by closing the streets with traffic barricades. Said barricades will also provide additional protection outside of the designated event space for street crossings at these intersections: 9th and New Jersey, 9th and Delaware, 8th and New Jersey, and 8th and Delaware.

Portable Toilets

20-25 Portable Toilets will be ordered and placed in two areas within the event space. There will be at least 2 portable toilets with handicap accessibility.



- STREET CLOSURES
- ATM
- BARRICADE
- FOOD TRUCK
- 10x10 TENTS
- PORTA - POTTIES