

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.

EVENT NAME: Grinder Nationals / Joy Ride

APPLICANT INFORMATION:

Date: April 7, 2018

Name: Troy Farrar

Company or Group: USECF

Address: 5114 Bellerive Bend, College Station Tx 77845

Phone Number: (979) 703-5018

Mobile or Cell Phone Number: () 512-417-4949

Fax Number: ()

E-mail Address: advrace@aol.com

EVENT INFORMATION:

Address: City Property behind Johnny's Tavern on 2nd

Property Owner: City of Lawrence

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.

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: (See attached sheet)

Proposed dates: April 7, 2018 to April 7, 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: 6am to 6pm

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

If yes:

- Note the dimensions of the tent: 10 ft X 10 ft
- Note the type of tent: Open/Canopy Enclosed

Will event include *mobile food vendors*? Yes No

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

Will temporary *signage* be used? Yes 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*? NO

- **If yes**, provide your Kansas Sales Tax ID Number _____
- If you are not required to collect Kansas Sales Tax, please provide your exemption information:

For information regarding Sales Tax Requirements contact the KS Dept. 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 Dept. 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

- **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 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.



OWNER AUTHORIZATION

I/WE City of Lawrence, KS, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 28th day of February, 2018, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize Troy Farrar - USECF (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 400 N 7th ST, BIK 3, 100 Elm St BIK 1, 300 Massachusetts St, Plate # N06425B (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Thomas M. Markus

Owner

Owner

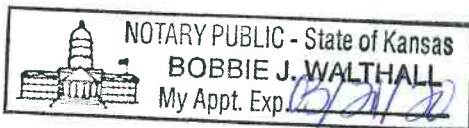
STATE OF KANSAS
 COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 28 day of February 2018,

by Thomas M. Markus

My Commission Expires:

Bobbie J. Walthall
 Notary Public



Special Event
SE-18-00010
~~Site Plan Application~~

Grinder Nationals / Gravelleur's Raid / The Joy Ride
April 7, 2018

EVENT DESCRIPTION

There will be 3 bicycling events as part of this event (Grinder Nationals, Gravelleur's Raid & The Joy Ride)

Grinder Nationals is a 100-mile bicycle race that takes place in Douglas & Jefferson Counties where riders will travel 100 miles and finish on the levy behind Johnny's Tavern on 2nd street.

Gravelleur's Raid is a 50-mile noncompetitive bicycle ride that takes place in Douglas & Jefferson Counties where riders will travel 50 miles and finish on the levy behind Johnny's Tavern on 2nd street.

The Joy Ride is a free family bike ride that will take place on the levy where families will go on a short ride led by the Lawrence Bicycle Club. We have partnered with the Lawrence Rotary Club and plan to give away free helmets to the first 100 kids and have some fun activities for the families after the ride such as a fire truck & police car.

Requested Area Use Overview

We would like to use the area requested for overflow parking, helmet fitting for The Joy Ride helmet give away, Joy Ride support such as a fire truck and police car for the kids, a place for the timing equipment at the finishline and an area for spectators to gather and cheer on the riders as they finish Gravelleur's Raid & Grinder Nationals.

Anticipated Attendance

200-300 participants

Parking

We will direct the participants to the parking areas using volunteers with orange vest prior to the event at 6am. We are requesting to use the Union Pacific Depot parking lot and the city levy parking lot located on the SE corner of Locust & Hwy 40/59 for primary parking`.

Overflow Parking

We are requesting permission to use the grassy area indicated on the attached map for overflow parking.

Porta Johns & Trash Receptacles


We are requesting permission to use the grassy area indicated on the attached map for porta Johns. We will also place trash receptacles around the area being used. After the event we will walk both primary parking lots and the entire grassy area and pick up any trash as well as haul off all trash from the event. Porta Johns will be provided by Anderson Rental.


Pedestrian Protection

For overflow parking, the cars will be separated from the pedestrians by orange cones which do not allow cars to access the pedestrian area.


Grinder Nationals – Finish line Area
April 7, 2018

KEY

Tent 


Finish line 

Timing Trailer 

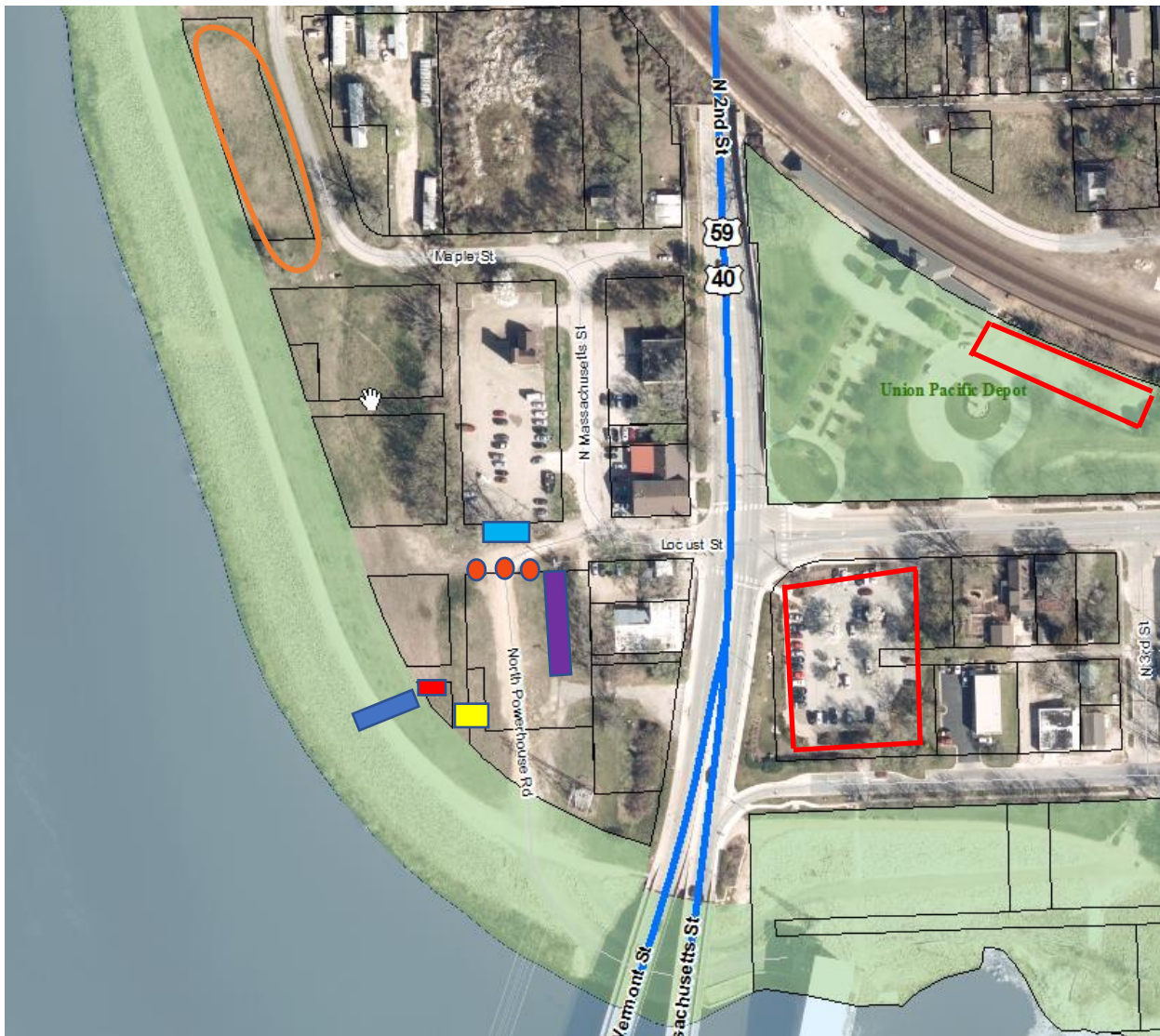
Porta Johns 

Primary Parking 

Parking Overflow 

Family Ride Support 
(Possibly firetruck, police car, tent, etc)

Cones Separating Traffic from Participants 





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	CONTACT NAME: PHONE (A/C No. Ext): 260-969-5203	FAX (A/C, No): 260-969-4729																				
	E-MAIL ADDRESS: <table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Arch Insurance Company	11150	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER F:																						
INSURED United States Endurance Cycling Federation / Outside Events LLC P.O. Box 514 Wellborn TX 77881																						

COVERAGES

CERTIFICATE NUMBER: 1001511012

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: EVENT	Y		SBCGL0033601	02/20/2018	02/20/2019	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- The Certificate Holder is only an Additional Insured with respect to liability caused by the negligence of the Named Insured as per Form 00S GL002600 Additional Insured Certificate Holders, but only with respect to USECF GRAVEL GRINDER NATIONAL CHAMPIONSHIP on April 07, 2018.

CERTIFICATE HOLDER

City of Lawrence

6 East 6th Street

Lawrence KS 66044

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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