



**SPECIAL EVENT PERMIT  
FINAL FOUR TENT  
SE-18-00094**

<b>EVENT ADDRESS:</b>	2300 Louisiana Street		
<b>APPLICANT:</b>	Sun Creations, Inc.	<b>Property Owner:</b>	2300 Louisiana Co, LLC
<b>APPLICANT ADDRESS:</b>	2000 Delaware St. Lawrence, KS 66046	<b>Owner Address:</b>	2300 Louisiana Street Lawrence, KS
<b>EVENT DATE(S):</b>	March 25, 2018 to April 7, 2018		<b>Event Type:</b> 3
<b>EVENT:</b>	Final Four Tent Sale – Apparel Sales		
<b>EVENT TIME</b>	9:00am to 9:00pm, 7 days a week		<b>Event Number:</b> 9 Administrative 1 City Commission CC approved - 3/20/18

**CONDITIONS OF APPROVAL**

- a. Any ADA spaces being provided for the event shall be signed with ADA approved signage and then van accessible space shall be striped.
- b. Special Event Permit must be displayed on site during hours of operation.
- c. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
- d. Maintain an access aisle from the ADA parking spaces to building door
- e. Any structures must be removed within 24 hours after the cessation of the event.
- f. Cars, trucks, vans, trailers may not be used for sale of merchandise.
- g. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
- h. A 25' wide traffic aisle width shall be maintained during sale. No items shall be displayed within the traffic aisle.
- i. Trash receptacles or other sanitation provisions, as needed.

**Conditions Related to Tents**

- j. The tent or other membrane structure must meet non-flammability criteria of NFPA 701 and have label attached.
- k. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
- l. Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas or other cooking device shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public.
- m. 2A10BC Portable fire extinguishers shall be provided on site.
- n. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents, tents with walls rather than canopy tents.

**SPECIAL EVENT PERMIT  
FINAL FOUR TENT  
SE-18-00094**

- o. Maintain access for fire department to the north side of Checkers building.
- p. Combustible material for footing (ie: sawdust, mulch) is not permitted.

**Conditions Related to KU Merchandise**

- q. If KU licensed merchandise is being sold a letter provided from the University of Kansas Licensing Director must be displayed at the event. Contact **Paul Vander Tuig, Trademark Licensing Director**; Office of Trademark Licensing; Kansas Athletics, 1412 Wagnon; 1651 Naismith Drive; Lawrence, KS 66045-7557; Phone: (785) 864-4650; FAX: (785) 864-3877; e-mail: [pvt@ku.edu](mailto:pvt@ku.edu)

