City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES

Lawrence Douglas County
Metropolitan Planning Office
6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
http://www.lawrenceks.org/pds/

SPECIAL EVENT PERMIT (SE-18-00228)
DOUGLAS COUNTY RELAY FOR LIFE
CITY COMMISSION APPROVAL JUNE 5, 2018 – 1000 FT. NOTICE SENT

EVENT ADDRESS:	6100 Rock Chalk Drive, Lawrence, KS 66049			
APPLICANT:	Coni Foulke & Carolyn Zeller	**Property Owner:**	KU Athletics/City of Lawrence, Kansas	
APPLICANT ADDRESS:	1315 S.W. Arrowhead Rd. Topeka, KS 66604	**Owner Address:**	6 East 6th Street Lawrence, KS 66044	
EVENT DATE(S):	June 8, 2018		**Event Type:**	5
Description:	Fundraising walk for the American Cancer Society. Food, activities, and entertainment in addition to relay walk.			
EVENT TIME	12:00 pm – 12:00 am (Relay starts at 6:00 pm. Lights on until 12:15 am)		**Event Number:**	

CONDITIONS OF APPROVAL

a. Special Event Permit must be displayed on site during hours of operation.

b. Property shall be restored to pre-event condition immediately following the event.

c. Display area, tent or structure may not be within 25' of public right-of-way and 20' away from the building.

d. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.

e. Trash receptacles or other sanitation provisions, as needed.

f. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.

g. All blocked access roads and streets must have and maintain 20' lane for apparatus access in the event of an emergency.

h. Any structures must be removed within 24 hours after cessation of the event.

Conditions Related to Tents

a. The tent or other membrane must meet the international Fire Code;
b. All blocked access roads and streets must maintain a 20' lane for apparatus access in the event of an emergency (performance stages and equipment may not block the road);
c. All tents, membranes, structures, sidewalls, curtains, ECT. must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type).
d. Tents, including tie down ropes, must be separated by a minimum of 12';
e. Tents must have fire extinguishers (small vendor tents 1A:10BC – larger tents 2A:10BC);
f. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated from other tents by 20';
g. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality);
h. Tents that are enclosed with curtains/side walls/doors will need to have adequate exits for the number of occupants. Exits will need to be clearly marked. Minimum exit width is 36";
i. Where generators are used they must be separated from tents by 20';
j. Combustible materials such as hay, straw, shavings may not be used for footing in tents;
k. No smoking signs must be posted;
l. Events that encompass sidewalks must provide unobstructed egress and ingress to structures;
m. Recommend the use of crowd managers to assist with notification and evacuation of patrons in the event of an emergency (ratio of 1:1000).

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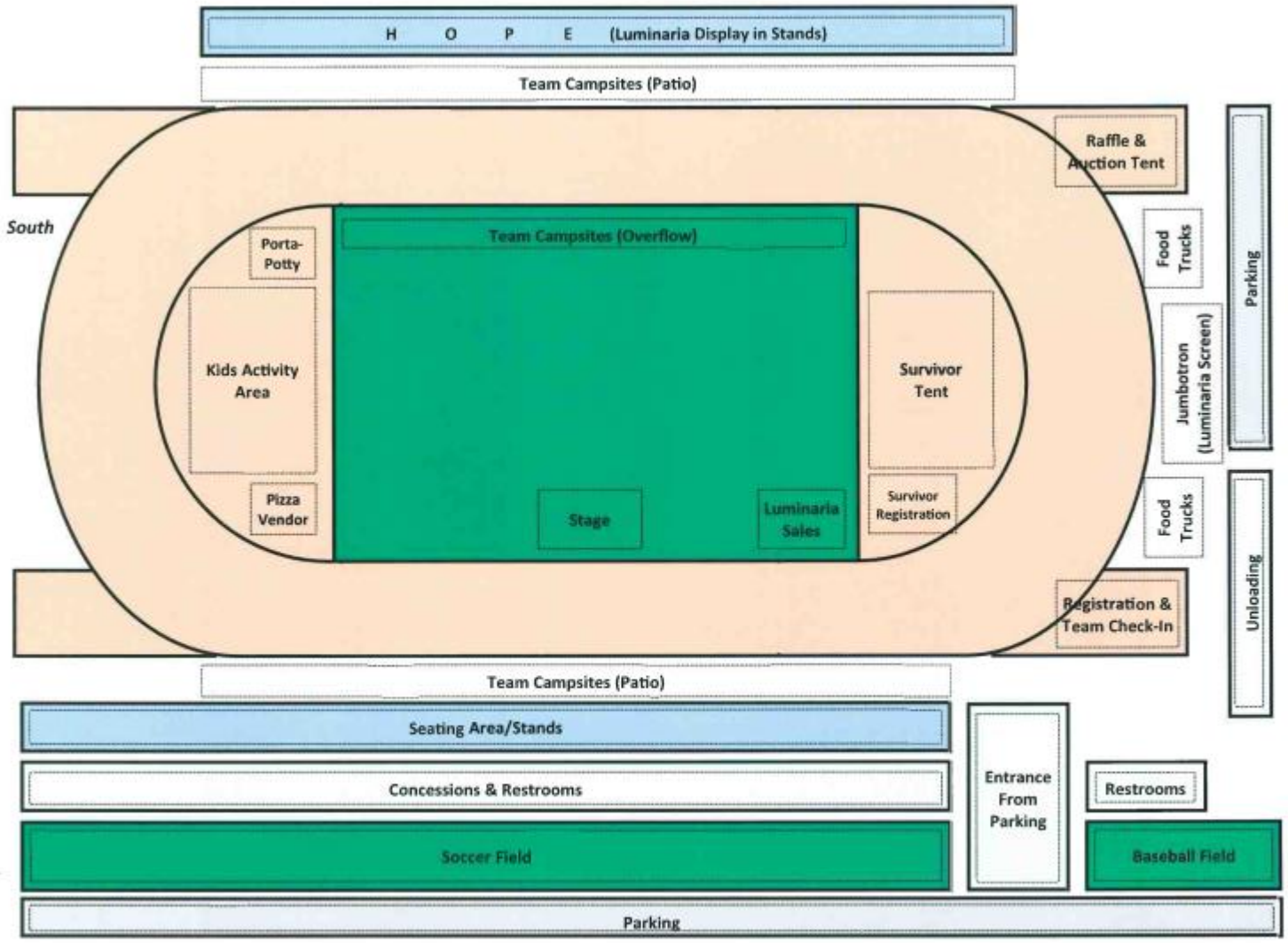

Image A: Site Plan for SE-18-00228

370 185 0 370 740 1,110 1,480 Feet

1 inch = 735 feet

DISCLAIMER NOTICE

The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.

Date: 5/18/2018

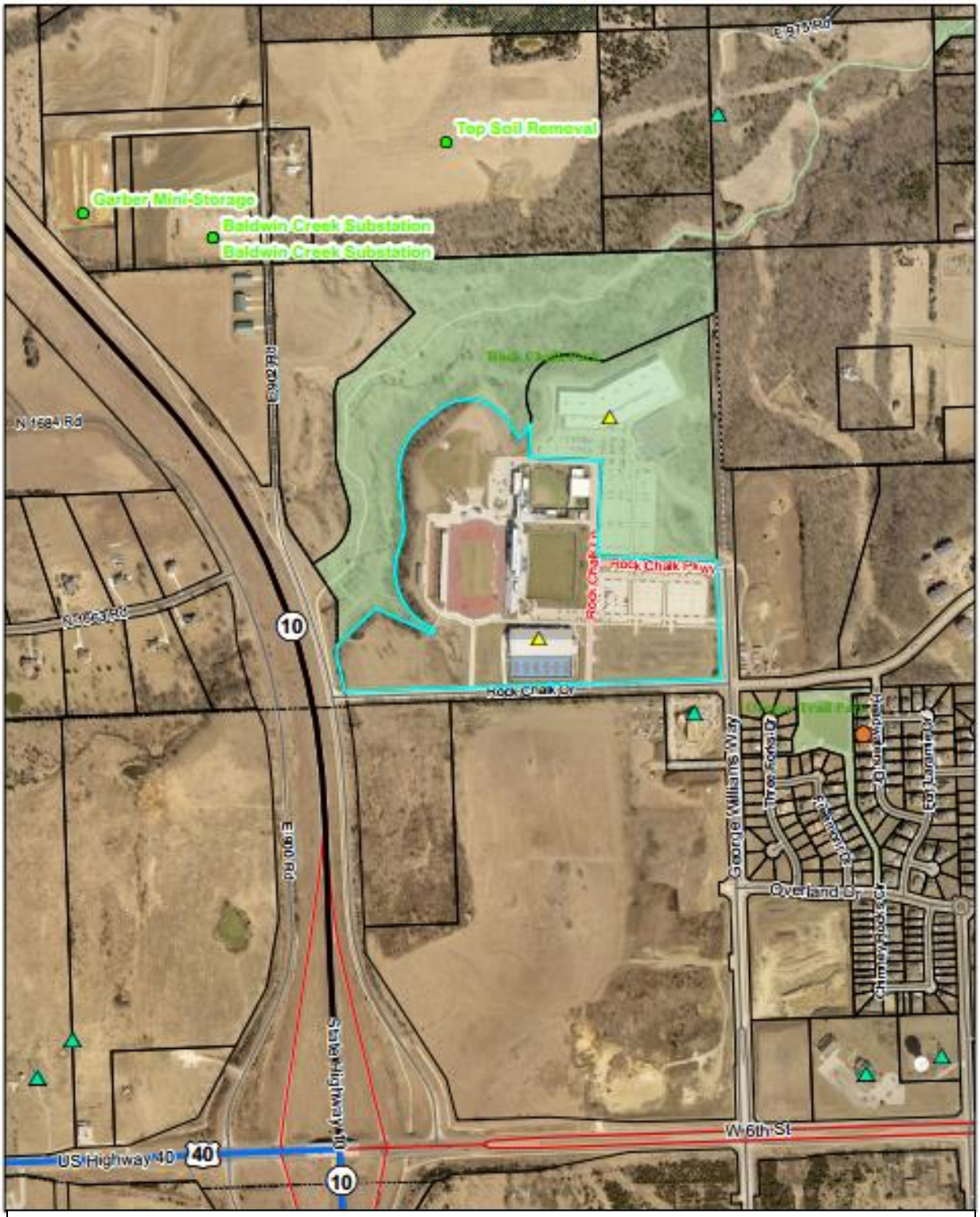

Image b: SE-18-00228 site outlined in teal.