



City of Lawrence
PUBLIC WORKS

785-832-3123 (Office)
785-832-3398 (Fax)
StreetEvents@LawrenceKS.org

OFFICE USE ONLY

License #: cl-27242
Date Received: 5/2/2018
Date Approved: _____

Street Event Permit Application
[Temporary Use of Public Right-of-Way for Street Events]
Please submit application at least 60 days prior to event

APPLICANT INFORMATION					
Contact Person: Cindy Bracker		E-Mail Address: claygirl76@mac.com		Organization Name: Tour of Lawrence	
Preferred Phone: 7858658995		Mailing Address: 2611 Prairie Elm Dr		City: Lawrence	
State: KS		Zip: 66047		24-Hour Phone: 7858658995	
LIST DATE(S) AND LOCATION OF EVENT BELOW					
Date(s) of Event: July 1			Date(s) of Street Closure (if different from event): July 1		
Event Start Time: 8:00am		Event End Time: 6:00pm		Street Closure End Time: 7pm <i>5:30 p.m.</i>	
Street Closure Start Time: 5am		Street Closure End Time: <i>5:30 p.m.</i>			
Location of Use: <i>attach a map</i>					
Is applicant the owner of the adjoining property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If no, attach the owner's written permission)					
Type of Event:					
<input type="checkbox"/> Neighborhood Block Party (limited to a single block)					
<input type="checkbox"/> Public Block Party (such as a downtown street party/concert)					
<input checked="" type="checkbox"/> Sporting event					
<input checked="" type="checkbox"/> Timed Race (5k, 10k, half-marathon, bike race, etc.)					
<input type="checkbox"/> Non-competitive walk/run/ride (e.g. fun run/walk/ride)					
<input type="checkbox"/> Other – please describe:					
<input type="checkbox"/> Cultural (such as an art event, educational, etc.)					
<input type="checkbox"/> Other – Please describe:					
Name of Event:					
Description of event and right-of-way use: (If additional space is needed, attach additional pages to application)					
Final day of a 3 day bike race. Please see attached information					
Expected Number of Participants: Local: 50 Out of Town: 250					
Will alcohol be served, sold or possessed at the event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, time sold served: Start Time: _____ End Time: _____					
[Possession and consumption of alcohol on the public right-of-way requires City Commission approval. Applicant will be assessed publication costs in the amount of \$70.00 for alcohol ordinances, in addition to any other temporary alcohol permit costs.]					
Will this event require the use of a city park or trail? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If yes, has the park or trail been reserved? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, contact Lawrence Parks and Recreation at (785) 832-7920 for reservations.					
Do you need meter bags? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many bags? TBD					
Do you need no parking signs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many (1 sign per 30 feet)? TBD					
Do you need event signs? (1 sign per meter pole – Downtown only) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? TBD					
Note: You will be contacted when meter bags and/or no parking signs are ready to be picked up. There is a \$1.00 fee per meter bag/paper sign (non-refundable) and/or \$7 deposit per sign for event signs (\$5 refundable).					

Will any portion of this event take place on the campus of Haskell Indian Nations University? Yes No
If yes, written permission must be obtained from Haskell Indian Nations University. Contact
Stephen.prue@bie.edu. (*attach permission*)

Will any portion of this event take place on the campus of the University of Kansas? Yes No
If yes, written permission must be obtained from the University of Kansas. (*attach permission*)

Individual name and/or company name of event director, if applicable: Cindy Bracker, Free State Racing

PLEASE INCLUDE (Permits will not be accepted without all necessary attachments):

- Certificate of insurance in the amount of \$500,000 with City of Lawrence listed as additional insured
- Signatures of approval from adjacent property owners/occupants if closing a street
- Maps of any race/parade routes with traffic control
- Diagram of any street to be closed & location of event items on street (tents/stages, barricades, etc.)

FEES: Include all that are applicable. Fees are non-refundable.

- \$50.00 application fee
- \$50.00 if any part of permit requires action by City Commission
- \$70.00 for publication of ordinance allowing possession & consumption of alcohol on the right-of-way, if applicable

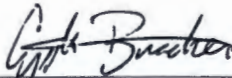
* Other fees for city services may also apply. You will be advised of estimated costs before permit is granted.

BY APPLYING FOR THIS PERMIT, I CERTIFY THAT I WILL:

- Comply with the rules and regulations of the City of Lawrence concerning this permit. I have read a copy of Chapter 16, Articles 8 & 9, of the City Code of Lawrence, Kansas, and understand the regulations therein.
- Coordinators of events who manage or solicit retail vendors to sell at the venue must contact the Kansas Department of Revenue Events Agent (kdor_special.events@ks.gov or (913) 631-0296 ext. 202) 30 days prior to the event. The coordinator will be supplied with sales tax packets to distribute to their vendors.
- **Provide and maintain MUTCD compliant traffic control devices, and any other traffic control devices required by the city, throughout the event.**
- Pay all additional fees associated with this event within 30 days of receiving invoice from city. Fee estimate to be transmitted via e-mail to applicant. Applicant must indicate their agreement to pay such fees if the permit is approved in writing (e-mail is acceptable).
- Notify all adjacent property owners and tenants of the granting of this permit.
- Abide by all conditions imposed by the city regarding the event.
- Abide by all applicable event requirements as outlined by the Lawrence-Douglas County Fire Medical Department (see attached requirements).
- Obtain any other necessary permits for the event, including but not limited to temporary liquor permits, Parks and Recreation special use permit, etc.
- Abide by the City's standard conditions for alcohol on the Right of Way, if alcohol will be served, sold or possessed as part of the event.
- The applicant understands that the permit holder is responsible for covering meters with meter bags or posting no parking signs associated with this permit at least 24 hours in advance. The city will not tow vehicles parked in violation of either the meter bags or no parking signs. Towing vehicles in association with this permit is the sole responsibility of the permit holder. The permit holder is liable for any and all claims that involve vehicle removal. The city will refer any and all concerns/complaints by citizens to the permit holder. The permit holder is responsible for taking reasonable steps to appropriately handle the concerns/complaints.

Cynthia Bracker

APPLICANT'S NAME (Printed)



APPLICANT'S SIGNATURE*

5/2/18

TODAY'S DATE

**Application cannot be accepted without signature*

OFFICE USE ONLY

Application Sent for Review Date: 5/4/2018	Insurance Certificate Submitted or on File? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Application Fee Received? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Permit reviewed by:	Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Police Department	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Public Works	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Utilities	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	City Clerk	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Fire Medical	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Parks & Recreation	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Transit	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	

City services needed:	Bus Re-routes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Meter Bags	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	No Parking Signs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Other – please describe:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Commission approval needed: Yes No; if yes date approved by City Commission:

Special Conditions:

1. Applicant will notify the City when any use of the right-of-way is complete.
2. Applicant will restore the right-of-way to City specifications.
3. Applicant will maintain all necessary MUTCD compliant traffic control devices throughout the project.

Special conditions, continued:

City Manager or Designee

Date

**THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.
THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.**

Fire/Medical Department Special Event Requirements

1. All blocked streets must have and maintain a 20' lane for apparatus access in the event of an emergency;
2. All tents, membrane structures, sidewalls, curtains, etc. must be flame retardant to NFPA 701 (this includes a permanently affixed label that identifies size and material type);
3. Tents, including tie down ropes, must be separated by a minimum of 12';
4. Tents must have fire extinguishers (small vendor tents 1A:10BC - larger tents 2A:10BC);
5. Cooking with an open flame device may not occur within 20' of a tent. Cooking tents must be separated from other tents by 20';
6. Occupancy limits will be required for tents used for assembly (i.e. food/drink/hospitality);
7. 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";
8. Where generators are used they must be separated from tents by 20';
9. Combustible materials such as hay, straw, shavings may not be used for footing in tents;
10. No Smoking signs must be posted.
11. Recommend the use of trained crowd managers to assist with notification and evacuation of patrons in the event of an emergency (ratio of 1:1000).
12. Events that encompass sidewalks must provide unobstructed ingress and egress to structures.

Time Trial - Old 59 Hwy



Embrace your inner Eddy, ...

... No Time Trial Bikes

The intent is to use the same equipment as you will be using for the Criterium and Road Race. The following aero equipment will not be allowed:

1. No time trial bikes.
2. No aero bars (clip-on or otherwise)
3. No aero helmets (fin-shaped helmets)
4. Helmets must be ventilated with vents uncovered.
5. Wheels must have traditional spokes as a structural part of the wheel.
(Ex: Zipp 808's, are allowed)
 - A. No disc wheels.
 - B. No tri-spokes.
 - C. No disc covers.
6. No aero water bottles.
7. Skinsuits and shoe covers are allowed.

THERE WILL BE NO ONSITE REGISTRATION FOR THE TIME TRIAL.



Payouts are minimum 3 deep in all categories.

Friday - Time Trial			
Category	Early Entry Fee	Regular Entry Fee	Prizes (3 deep)
Juniors 9-14 M/F Cat 3,4,5	5	7	7 Medals
Junior Women 15-18 Cat 3,4,5	5	7	7 Medals
Junior Men 15-18 Cat 3,4,5	5	7	7 Medals
Women's Masters 60+ Cat 1-5	25	35	35 Medals
Women's Masters 50+ Cat 1-5	25	35	GC, Prizes
Women's Masters 40+ Cat 1-5	25	35	GC, Prizes
Men's Masters 60+ Cat 1-5	25	35	35 Medals
Men's Masters 50+ Cat 1-4	25	35	GC, Prizes
Men's Masters 40+ Cat 1-4	25	35	GC, Prizes
Women's 5	25	35	35 Medals
Women's 4	25	35	35 Medals
Men's 5	25	35	35 Medals
Men's 4	25	35	35 Medals
Women's Pro 1/2/3	25	35	GC, Prizes
Men's 3	25	35	GC, Prizes
Men's Pro 1/2	25	35	GC, Prizes

First Rider will start at 5:30pm, subsequent riders will go off at 30 second increments.

Juniors will race a shorter 2 mile course with no hill climb. All other fields will race a distance of 10K including the "Pleasant Grove" Hill climb on the way out and descent on the return

The Time Trial course is just south of Lawrence City Limits off of Highway 59 (take the exit for Douglas County Road 458 and N1000 Road). Limited parking will be available along N1000 Road and E 1250 Road. Ample parking is available at Broken Arrow Park (31st and Louisiana St). The 4 mile ride along scenic and low-traffic roads to the course is a great warm-up/cool down.

Saturday Technical Crit - Haskell

Saturday- Haskell Indian Nations University Technical Critrium						
Category	Early Entry	Regular Entry	Onsite	Start Time CDT	Time	Prizes (3 deep)
Men's Masters 40+ Cat 1-4	35	40	45	8:00am	40 min	GC, Prizes
Men's Masters 50+ Cat 1-4	35	40	45	8:00am	40 min	GC, Prizes
Men's Masters 60+ Cat 1-5	30	40	45	9:00am	30 min	Medals
Junior Men 15-18 Cat 3,4,5	5	7	10	9:00am	30 min	GC, Prizes
Women's 4	35	40	45	9:50am	30 min	GC, Prizes
Women's Masters 40+ Cat 1-5	35	40	45	9:50am	30 min	GC, Prizes
Women's Masters 50+ Cat 1-5	35	40	45	9:50am	30 min	GC, Prizes
Women's 5	30	35	40	10:40am	20 min	Medals
Women's Masters 60+ Cat 1-5	30	35	40	10:40am	20 min	Medals
Junior Women 15-18 Cat 3,4,5	5	7	10	10:40am	20 min	Medals
Juniors 9-14 M/F Cat 3,4,5	5	7	10	11:20am	20 min	Medals
Men's 5	30	35	40	12:00pm	25 min	Medals
Men's 4	35	40	45	12:45pm	40 min	GC, Prizes
Men's 3	40	45	50	1:40pm	50 min	Cash, GC, prizes
Women's Pro 1/2/3	40	45	50	2:50pm	50min	Cash, GC, prizes
Women's 3	40	45	50	2:50pm	50min	Additional bonus
Men's Pro 1/2	40	45	50	3:55pm	75 min	Cash, GC, prizes
Men's 2	40	45	50	3:55pm	75 min	Additional bonus



Continuing the tradition of exciting urban road courses, the 2018 Tour of Lawrence will showcase the beautiful and historic campus of Haskell Indian Nations University and the quaint Breezedale Historic District. This course will not have the punishing elevation changes of some of our previous editions, but don't be fooled into thinking that this is not a truly challenging course. The Haskell Indian Nations Campus Race features long wide open sections along technical interior streets. Registration/Check In: Registration will take place at Haskell Coffin Sports Complex. Start/Finish on Choctaw, west of Coffin. Parking: Open field north of Haskell's Stadium. Use east 23rd Street Frontage Road. Payouts are minimum 3 deep in all categories.

Sunday Crit - Downtown Lawrence



Sunday - Downtown Crit						
Category	Early Entry	Regular Entry	Onsite Entry	Start Time CDT	Duration	Prizes (3 deep)
Men's Masters 40+ Cat 1-4	35	40	45	8:00am	40 min	GC, Prizes
Men's Masters 50+ Cat 1-4	35	40	45	8:00am	40 min	GC, Prizes
Men's Masters 60+ Cat 1-5	30	35	40	9:00am	25 min	Medals
Junior Men 15-18 Cat 3,4,5	5	7	10	9:00am	25 min	Medals
Women's 4	35	40	45	9:45am	30 min	GC, Prizes
Women's Masters 40+ Cat 1-5	35	40	45	9:45am	30 min	GC, Prizes
Women's Masters 50+ Cat 1-5	35	40	45	9:45am	30 min	GC, Prizes
Women's 5	30	35	40	10:30am	20 min	Medals
Women's Masters 60+ Cat 1-5	30	35	40	10:30am	20 min	Medals
Junior Women 15-18 Cat 3,4,5	5	7	10	10:30am	20 min	Medals
Juniors 9-14 M/F Cat 3,4,5	5	7	10	11:00am	20 min	Medals
Kids Races	Free	Free		11:30am	Sprints	Medals
Men's 5	30	35	40	12:05pm	25 min	Medals
Women's Pro 1/2/3	40	45	50	12:50pm	50min	Cash, GC, prizes
Women's 3	40	45	50	12:50pm	50min	Additional bonus
Men's Pro 1/2	40	45	50	2:00pm	75 min	Cash, GC, prizes
Men's 2	40	45	50	2:00pm	75 min	Additional bonus
Men's 4	35	40	45	3:25pm	40 min	GC, Prizes
Men's 3	40	45	50	4:20pm	50 min	Cash, GC, prizes

The Tour of Lawrence will use the streets of Historic Downtown Lawrence for the Criterium. The exciting FAST six-corner Downtown Criterium will provide participants fun both on and off the bike. The Tour of Lawrence always attracts a great crowd and historic downtown Lawrence provides the perfect backdrop for epic racing. Registration/Check In: Sunflower Outdoor & Bike – 802 Massachusetts St. Parking: We recommend you use the Kentucky Street parking garage located between 7th & 8th Streets. Payouts are minimum 3 deep in all categories.