



### Private Use of Parks, Streets, or Public Parking Lot Application

Fee \$50.00 (Non-Alcohol)

Fee \$250.00 (Alcohol on Premises)

Not-for-profit organizations or individuals exempt from fees. (Attach certification form or 501c status)

Date: 3/10/2021

Date/Time of Requested Event: Saturdays May 1st-October 30th, 2021 6:30 am - 1:30 pm including setup and cleanup

Applicant Name: Justine Spease, Recreation Manager

Business or Organization: Bonner Springs Farmers Market

Street Address/Mailing Address: 200 E. 3rd St. City/State/Zip: Bonner Springs, KS 66012

Phone: Home: \_\_\_\_\_ Work/Cell: 913-422-1020 Email: bonnerfarmersmarket@gmail.com

Public Parking Lot(s) Requested: Parking Lot at 2nd Street and Elm Street.

Clear diagram of the parking lot area to be used attached  
(Events with alcohol or cereal malt beverages must be fenced and be at least 30 feet from Centennial Park).

Park Requested:  Centennial Park  Dog Park  Lion's Park  Kelly Murphy Memorial Park  
 Kerry Roberts Memorial Park  North Park  South Park  Trails: \_\_\_\_\_

Street(s) Requested: 2nd Street from Elm to the bank driveway (see map)

Route Attached

Police, Fire, EMS or Other Municipal Services Needed: Yes  No  If yes, what services? see map

Background check forms for security personnel for police chief approval attached.

Certificate of insurance that names the city as an additional insured attached.

Tent will be Used: Yes  No  (Tent permit form required, if applicable)

Provide full, detailed explanation of purpose of event; include if admissions or space rental will be charged:

\_\_\_\_\_  
\_\_\_\_\_

List of vendors that will participate in event attached.

List of planned activities attached

Statement that the public property used and adjacent areas will be cleaned immediately after the event attached.

Statement detailing how applicant will notify all affected property owners and tenants attached. If the applicant does not notify affected tenants, future requests may be denied.

Event to Raise Funds for Charitable Purposes: Yes  No  If yes, what Charitable Purpose? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Organization Status Proof attached



**Application Requirements:**

- A. Submit this application and all required forms and information to the City Clerk’s Office at least 30 days prior to the date of the event for City Council approval, but no more than one year in advance.
- B. Not-for-profit organizations, association or individuals must provide proof of their non-profit status. A not-for-profit certificate of good standing from the Kansas Secretary of State is an acceptable proof for purposes of this subsection.
- C. Unincorporated associations, organizations or individuals not registered with the Kansas Secretary of State must provide certification of their not-for-profit status.
- D. All applicants must have or obtain all applicable business licenses and ensure vendors that participate in the event have or obtain an occupational license from the City.

**Restrictions:**

- A. Unless otherwise allowed by ordinance, no more than four special event permits will be issued per calendar year to any individual, business, association, or organization for the use of a public parking lot.
- B. Any event or activity that a for-profit individual, business, association or organization co-sponsors, promotes or participates in any way with any not-for-profit qualified individual, business, association or organization as defined in Section 12-703, paragraph J or K of this ordinance, will count as an event for the for-profit entity.
- C. Unless otherwise allowed by ordinance, no permit will be issued for more than three consecutive days, except for the carnival for Tiblow Days.
- D. No permit will be issued which conflicts with the Annual Chamber of Commerce Tiblow Days, or any other city approved celebration.
- E. Approved event shall not take place between the hours of 12 a.m. midnight and 6 a.m. of any day.
- F. No permit will be issued in conflict with any other approved event, Zoning Ordinance, City Ordinance, policy, or regulation.
- G. Sale, possession and/or consumption of alcoholic beverages or cereal malt beverages require separate permits per Chapter III Beverages, Article 1 General Provisions, Sections 3-104 and 3-105 and Chapter 8 Temporary Permits of this Code. Applications for these permits shall be submitted at the same time as the permit required in this Article.

**Display of Permit:** A permit issued shall prominently display the permit at the special event site or have the permit available to display to any officer or employee of the City upon demand.

**Revocation of Permit:** The City Manager or designee may suspend or revoke a permit issued if: The permittee fails to meet the conditions imposed on the issuance of the permit; violates any provision of this Code or other ordinance of the City governing the activities permitted by the permit or if the permit was obtained by fraud or misrepresentation.

**Hazard Prohibited:** No person shall make any use of the public parking lot that constitutes an immediate hazard requiring immediate action to protect the public.

**Penalty:** Any person who violates the requirements of Ordinance No. 2304, upon conviction, shall be fined not less than \$20.00 nor more than \$500.00 or be imprisoned for not more than thirty (30) days, or be both so fined and imprisoned. Each day that a person violates the requirements of this Article shall constitute a separate offense.

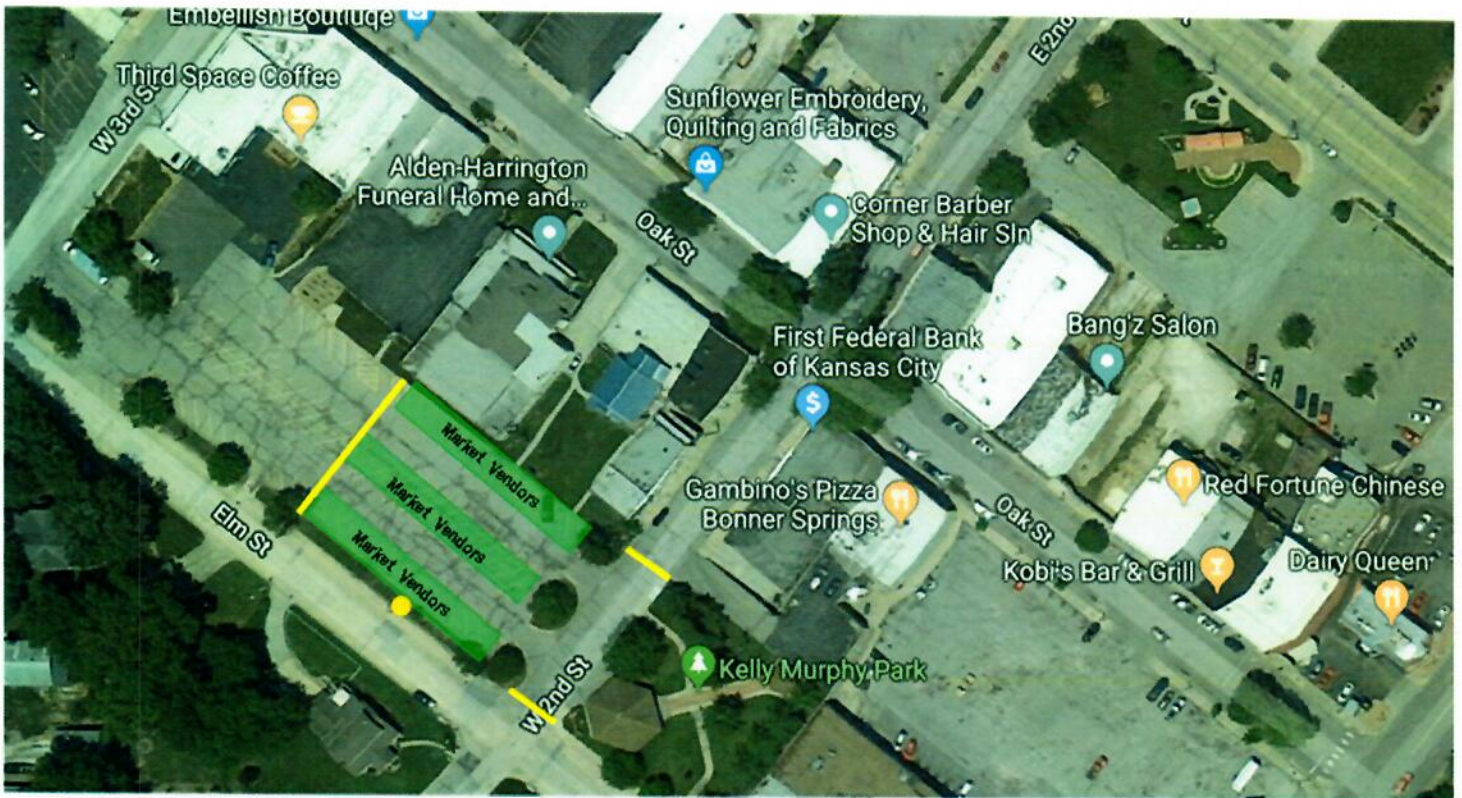
**I hereby confirm by signing this application that I understand the regulations and will comply with all regulations and ordinances of the City of Bonner Springs, as outlined above.**

  
\_\_\_\_\_  
Signature of Applicant

City Receipt Number
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## Bonner Springs Farmers' Market



Market Hours will be 8:00 a.m. to 12:00 p.m. with staff setup times beginning at 6:30 a.m. and staff cleanup times ending at 1:30 p.m. each Saturday from May 1 through October 30, 2021, not including August 28 due to the Tiblow Days event.

### Requested Services:

- Police presence intermittently throughout the event with an officer available at the end of each event when the cash boxes are closed.
- Barricades for the areas in yellow on the attached map.
- Electrical service on from the pole circled in orange for vendors with equipment and refrigeration needs.
- Trash cans and service for them.
- Portable toilets and service for them.