



Arts & Cultural District Event Permit Application

Neighborhood Services Department
Regulated Industries Division
635 Woodland, Suite 2101
Kansas City, Missouri 64106 (816) 513-4561

Per section 10-132 of the Code of Ordinances of the City of Kansas City, Missouri, in order to receive a permit, the sponsor must have a license already in place. The sponsor or representative must submit the application a minimum of 30 days prior to the event. If a “representative” submits the application on behalf of the sponsor, they must submit a **Schedule P** form (form provided online) no less than 30 days prior to the event authorizing a background check.

Name of event (i.e., KC Art Party) _____

Sponsor’s name _____ Representative’s name _____

Complete the following based on where the event will be held (Permit valid between 5:00 p.m. and 12:00 a.m.)

Date(s) of event _____ Time(s) of event _____

Names and addresses of all art galleries, studios and/or venues which will be serving beer and light wine

Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address
Gallery/Studio/Venue Name	Street address

Names and phone numbers of two people who will be onsite managing this event

_____/_____

Will this event be held within 100 feet of a church or school? ☐ yes ☐ no

This will be a ☐ public event ☐ private event (invitation only) **Number of total attendees expected each day** _____

Only malt liquor/light wine (14 percent alcohol or less) served in distinctive plastic cup containers is allowed

List all to be provided ☐ DJ/band (see #15 on page 3) ☐ music (see #15 on page 3) ☐ dancing (see #16 on page 3)

☐ food/mixed drinks (see #14 on page 2) ☐ tent (see #13 on page 2) ☐ street closing (see #17 on page 3)

Location of event ☐ indoors ☐ outdoors ☐ public park (see #20 on page 3) ☐ other _____

If event will be held outdoors, list the type of barricade that will be used to enclose the event ☐ plastic snow fence

☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other _____

Security requirements (see #12 on page 2) security will be: ☐ armed ☐ unarmed Number of officer’s onsite _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO RECEIVE A CATERING PERMIT

- ☐ **EventHub application submitted** – For outdoor events, you must apply for a “KCMO Outdoor Event Permit” and have a “PENDING” status (visit www.kceventhub.org for more information)
- ☐ **\$15 dance hall permit** (see #15 on page three for more information)
- ☐ **\$900 permit fee** – fee is for each event
- ☐ **Property owner approval** (see #10 under “requirements”)
- ☐ **Detailed diagram** of the layout of the premises (see #11 on page two for more information)
- ☐ A copy of the **Sponsors IRS nonprofit organization tax exempt status** (IRC Section 501)

- ☐ A copy of the “Missouri limited exemption from Missouri sales & use tax on purchases and sales” approval
- ☐ State temporary picnic permit (see #1 under “requirements”)
- ☐ Health permit or temporary health permit (see #14 under “requirements”)
- ☐ Security contract outlining the details of security during the event (see #12 under “requirements”)
- ☐ Fire permit / place of assembly permit (see #13 under “requirements”)
- ☐ Noise permit – outdoor events only (see #15 under “requirements”)
- ☐ Street festival permit (see #17 under “requirements”)
- ☐ Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit (see #18 under “requirements”)
- ☐ Parks & Recreation approval letter allowing park access (see #20 under “requirements”)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Sponsor/Representative

Date

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Application: ☐ approved ☐ disapproved _____ Date _____
Regulated Industries Division Manager/Designee signature

Permit: ☐ issued ☐ not issued _____ Date _____
Regulated Industries Division Manager/Designee signature

Requirements & policies governing catered events

1. **State License** – You must make application for and receive a temporary picnic permit (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the catering permit from Regulated Industries Division. **State of Missouri Division of Alcohol & Tobacco Control: 573-751-2333 or 573-751-2964**
2. No catering permit will be issued for any premise that has applied for a permanent liquor license and has failed to obtain that license with the exception of a private event such as a wedding or non-profit event. **Sec 10-105(b)(5)**
3. No catering permit will be issued for any non-licensed premise when it has been determined that the intent is to operate as a venue holding a permanent liquor license. **Sec 10-105(b)(6)**
4. During the sale of an existing license, a maximum of four catering permits may be issued. **Sec 10-105(a)(7)**
5. An application for a catering permit may be denied by the department director. **Sec 10-105(b)(11)**
6. A catering permit shall only authorize the sale of the same type of alcohol during the same hours as specified on the Licensee's current liquor license. **Sec 10-105(b)(3)**
7. Applications must be filed with the Regulated Industries Division no less than five days prior to the scheduled event. An approval letter along with the City permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. It is mandatory that both City and State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the department director for any catered event. **Sec 10-105(a)(2)**
8. Catering permits shall be effective for a period not to exceed 120 consecutive hours. **Sec 10-105(c)(1)**
9. Any violation of the provisions set forth in Chapter 10 of the ordinances of the City of Kansas City, Mo., by a person holding a catering permit, or his employee, agent or servant, while operating under a catering permit which occurs on the premises being catered, shall cause the permit holder and his employee, agent or servant to be subject to administrative action by the director. **Sec 10-105(e)**
10. **Property Owner Approval** – A copy of the written approval between the owner or manager of each property involved and the applicant stating at the specified location the sale & consumption of malt liquor/light wine and the dates and times for which the function, occasion, or event is to take place is approved. **Section 10-105(a)(3)(l)**
11. **Diagram** – Provide a diagram of the proposed site and include all points of service where the malt liquor/light wine will be sold or served, the points of service from which alcoholic beverages will be sold or served, and the location where security personnel will be stationed during the event to include all entrances and exits while the function, occasion or event is operating. If the event is to be held outside, a description of the barriers used to contain the event to prevent people from removing alcoholic beverages from the premises and the location of any outdoor seating, stages, portable toilets and traffic barriers. **Sec 10-105(a)(3)(n)**
12. **Security Requirements** – A copy of the security contract to include a detailed description of security measures to be taken for crowd control, the number of security employees / commissioned security officers, and a breakdown of times when security will be present. **Sec 10-105(a)(3)(e)**
13. **Fire Permit/Place of Assembly Permit** – A Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) may be needed from the **KCMO Fire Marshal's Office. Sec 10-105(a)(3)(c)**

- 14. Health Permit** – A health permit or temporary event health permit may be needed from the **KCMO Health Department. Section 10-105(a)(3)(c)**. A health permit is required:
- If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
- 15. Noise Permit for outdoor events** – If live or amplified music will take place, a noise permit may be required from the **KCMO Health Department. Section 10-105(a)(3)(c)**
- 16. Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit is required and can be obtained from the **Regulated Industries Division (\$15 per day). Section 10-105(a)(4)**
- 17. Street closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 10-105(a)(3)(c)**
- 18. City Planning & Development Director's Approval** – A **Certificate of Occupancy, Occupant Load Certificate, or, Temporary Use Permit (TUP)** may be required from the **KCMO City Planning & Development Department. Section 10-105(a)(3)(c)**
- 19.** Alcohol must be served in plastic containers. Glass is NOT permitted. **Sec 10-105(b)(4)**
- 20. Public Park** – If the event is to be held in a public park, you will need authorization from the **KCMO Board of Parks and Recreation Commissioners. Section 10-105(a)(3)(c)**
- 21.** As required by **Section 34-369** of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the **KCMO Emergency Medical Services (EMS) Medical Director.**
- 22.** If the application is denied, an application to protest the denial may be submitted to the Regulated Industries Division as referred to in Chapter 10 of the ordinances. **Sec 10-105(f)**

9-28-2023