



Carnival - Street Fair - Rodeo Application

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

Name of event _____

Applicant's name _____ Applicant's phone number _____

Applicant's e-mail address _____ Applicant's fax number _____

Complete the following based on where the event will be held

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

Location _____
Street address _____ Zip code _____

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

Property owner _____ Owner's day phone _____

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

Type of event Carnival Street Fair Rodeo

Will alcohol be served at this event? yes no

List all to be provided band (see #11 on page 3) DJ (see #11 on page 3) dancing (see #12 on page 3)

food/mixed drinks (see #10 on page 2) tent (see #9 on page 2) street closing (see #13 on page 3)

Location of event indoors outdoors public park (see #15 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 #8 on page 2) security will be: armed unarmed Number of officers 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 PERMIT

- For outdoor events, you must apply for a "KCMO Outdoor Event Permit" and have a "PENDING" status ([visit www.kceventhub.org](http://www.kceventhub.org) for more information)
- \$25.00 daily inspection fee** – To defray the expense of daily inspection (see #19 on page 3 for more information)
- Carnival, street fair & rodeo checklist completed** – All steps and items listed must be complete (visit our web site <http://kcmo.gov/neighborhoods/regulated-industries-2/other-licenses-and-permits/> to download the checklist)
- Property owner approval** (see #6 under "requirements")
- Detailed diagram** of the layout of the premises (see #7 on page two for more information)
- Health permit or temporary health permit** (see #10 on page two for more detailed information)
- Security contract** outlining the details of security to be provided during the event (see #8 under "requirements")
- Fire permit / place of assembly permit** (see #9 on page two for more information)
- Noise permit** – outdoor events only (see #11 on page three for more information)
- Dance hall permit** (see #12 on page three for more information)
- Street festival permit** (see #13 on page three for more information)
- Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit** (see #14 under "requirements")
- Parks & Recreation approval letter** allowing park access (see #15 on page three for more information)

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.

contrary to the expressly stated plans of the carnival, street fair or rodeo or is so conducted or operated as to endanger substantially the public peace, health, safety and welfare of the neighborhood. **Section 12-219**

6. **Property Owner Approval** – A copy of the written approval between the owner or manager of the property and the applicant stating the location, dates, and times for which the function, occasion, or event is to take place is approved. **Section 12-226**
7. **Diagram** – Provide a diagram of the proposed site and include a description and where each ride will be located, the location where security personnel will be stationed, a description and location of any traffic barriers to be used, and the location of any outdoor seating, stages, and portable toilets.
8. **Security** – A copy of the security contract must be submitted which specifies the number of security officers provided for the event, a breakdown of times when security will be present, and the specific areas onsite where security will be stationed. **Section 12-226**
9. **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. Section 12-226**
10. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. Section 12-213(b)(1)**. A health permit is required:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
11. **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 12-213(b)(1)**
12. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the **KCMO Regulated Industries Division** (\$15 per day). **Section 12-217**
13. **Street Closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 12-217**
14. **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 12-214**
15. **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 12-217**
16. 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.**
17. **Inspection Fee** – A fee of \$25.00 per day shall be charged to each carnival, street fair or rodeo, or to the persons operating such carnival, street fair or rodeo, for the purpose of defraying the expense of daily inspection of such carnival, street fair or rodeo to see that it conforms with the requirements of this division during each of the days it operates in the city. Such fee shall be paid to the director of director of neighborhoods and housing services or designee, who shall have charge of seeing that the inspection is made. **Section 12-218**