

correct to the best of my knowledge and belief.

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	name Applicant's phone number				
Applicant's e-mail address	Applicant's fax number				
Complete the following based on where the even	t will be held				
Date(s) of event	Time(s) of event				
Location Street address					
Names and phone numbers of two people who will					
	Owner's day phone				
This event will be a [] public event [] private ev	vent (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	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 [] pub	blic park (see #15 on page 3) [] other				
If event will be held outdoors, list the type of barric	cade that will be used to enclose the event [] plastic snow fence				
[] chain link [] wood barricade [] sto	eel bike racks [] other				
Security requirements (see #8 on page 2) security	y will be: [] armed [] unarmed Number of officers onsite				
Security company	Phone				
If the event will be held outdoors, list the number o	of porta-potties that will be onsite during the event				
www.kceventhub.org for more informa [] \$25.00 daily inspection fee – To defray [] Carnival, street fair & rodeo checklis site http://kcmo.gov/neighborhoods/reg [] Property owner approval (see #6 under approval (see #6 under approval) [] Detailed diagram of the layout of the property owner approval (see #6 under approval) [] Health permit or temporary health property contract outlining the details approved by the prop	a "KCMO Outdoor Event Permit" and have a "PENDING" status (visit ation) y the expense of daily inspection (see #19 on page 3 for more information) st completed – All steps and items listed must be complete (visit our web gulated-industries-2/other-licenses-and-permits/ to download the checklist) er "requirements") premises (see #7 on page two for more information) ermit (see #10 on page two for more detailed information) of security to be provided during the event (see #8 under "requirements") it (see #9 on page two for more information) ee #11 on page three for more information) ree for more information)				
	ator who may have legal authority for the purpose of inspection or nances of the City of Kansas City, Mo., and the laws of the State of				

_____, do swear that the information given in this application is true and

OFFICE	E USE ONLY –	DO NOT WRITE IN S	PACE BELOW			
INVESTIGATOR						
Application recommended for:	[] Approval	[] Disapproval	Date:			
Reason(s) for recommendation of	disapproval of ap	oplication / permit (if any)			
Regulated Industries Division Le	gal Investigator	 				
	INVE	STIGATIONS SUPERV	VISOR			
Application recommended for:	[] Approval	[] Disapproval	Date:			
Comments:						
Regulated Industries Division Inv	restigations Super	visor				
		MANAGER				
Application: [] Approved	[] Disapprove	ed	Date:			
Comments:						

Date

Requirements & policies governing catered events

Regulated Industries Division Manager

Signature of applicant

- **1.** Please refer to the "checklist for carnivals, street fairs and rodeos" for more information regarding further requirements.
- 2. Applications must be filed with the Regulated Industries Division no less than 14 days prior to the scheduled event. A person seeking to operate a carnival, street fair or rodeo shall first file with the director of neighborhoods and housing services or designee an application on a form provided by the city. The application shall be filed not less than 14 days before the date of the first day of the event. **Section 12-213(a)**
- 3. The director of neighborhoods and housing services or designee shall send out written notification to all property owners and neighborhood associations registered with the city planning and development department whose boundaries are wholly within or intersected by a radius of 500 feet from the center of the proposed premises of the carnival, street fair or rodeo. The notification form shall include the location, dates and times of the proposed carnival, street fair or rodeo and all types of entertainment to be provided. A carnival, street fair or rodeo applicant shall furnish with the application two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the premises from which the carnival, street fair or rodeo will be held, or, the applicant may ask the director or designee to make that determination for them. Section 12-216(a)(b)
- 4. Every person obtaining a permit to operate, carry on or conduct a carnival, street fair or rodeo in the city shall agree as a condition thereto to fully comply with every ordinance of the city, and if such person or anyone employed thereby or operating with permission thereof shall violate the provision of any ordinance of the city, the director of neighborhoods and housing services or designee is hereby authorized to revoke and cancel such permit upon his determination that there has been such violation of any of the provisions thereof. Section 12-217
- 5. The director, after he shall have issued a permit for the operation or conduct of any carnival, street fair or rodeo, shall have the authority to cancel and rescind such permit at any time after its issuance that he finds that the operation of the carnival, street fair or rodeo is in conflict with any of the requirements set out in this division or is being operated

- 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 <u>alcohol & food</u> 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