



Daily Dance Hall Permit Application

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

Name of event (i.e. Dance Party USA) _____

Licensee's name _____ Applicant's name _____
Managing officer, sole owner, partner or corporate officer

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

Complete the following based on where the event will be held (see #5 on page 3 regarding operating hours)

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
_____/_____

Will an entry fee, admission charge, door charge, ticket sales or donations be taken to attend the event? yes no

Will alcohol be served or allowed on the premises during the event? yes no

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

Is this event to be held primarily for persons under the age of 21? yes no

List all to be provided band (see #7 on page 2) DJ (see #7 on page 2) food (see #6 on page 2)
 tent (see #5 on page 2) street closing (see #9 on page 2)

Location of event indoors outdoors public park (see #11 on page 2) other _____

If the 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 #3 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 DANCE HALL 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](http://www.kceventhub.org) for more information)
- \$15 permit fee**
- Approval letter from the property owner**
- Contract/Agreement between owner and permittee** (see #4 under “requirements”)
- Detailed diagram** of the layout of the premises (see #2 on page two for more information)
- Security contract** outlining the details of security during the event (see #3 on page 2)
- Fire permit / place of assembly permit** (see #5 on page two for more information)
- Health permit or temporary health permit** (see #6 on page two for more detailed information)
- Noise permit** – outdoor events only (see #7 on page three for more information)
- Street festival permit** (see #9 on page three for more information)
- Temporary use permit** (see #11 on page three for more information)
- Parks & Recreation approval letter** allowing park access (see #10 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.

Signature of Managing officer, sole owner, partner or corporate officer

Date

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

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

Additional requirements and policies governing events

1. **Diagram** – Provide a diagram of the proposed site to include all entrances/exits for the event, location of the dance area, location of restrooms or porta-potties, location of stage if applicable, location of traffic barriers if applicable, and all points where security will be located. **Section 12-145(5)**
2. **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 12-145(5)**
3. **Hours** – It is unlawful to remain open for business between the hours of 1:30 a.m. and 7:30 a.m. **Section 12-150**
4. **Contract/Agreement** – A copy of the contract/agreement between the property owner and the permit holder listing the date/s and times for which the event will take place. **Section 12-145(5)**
5. **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 12-146**
6. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. Section 12-146**. 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.
7. **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 12-146**
8. **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 12-146**
9. **Street closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 12-146**
10. **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 12-146**
11. **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 12-146**
12. 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**.