



# Motor Propelled Vehicle Race 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  Automobile Race  Motorcycle Race  Other \_\_\_\_\_

Will alcohol be served at this event?  yes  no

List all to be provided  band (see #9 on page 3)  DJ (see #9 on page 3)  dancing (see #10 on page 3)

food/mixed drinks (see #8 on page 3)  tent (see #7 on page 3)  street closing (see #11 on page 3)

Location of event  indoors  outdoors  public park (see #13 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 #6 on page 3)** 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)
- Property owner approval** (see #8 under "requirements")
- Certified copy of rules** (see #1 under "requirements")
- Certificate of insurance** (see #2 under "requirements")
- Crash & wall barrier description** in place at the event site (see #3 under "requirements")
- Detailed diagram** of the layout of the premises (see #5 under "requirements")
- Health permit or temporary health permit** (see #8 under "requirements")
- Noise permit** – outdoor events only (see #9 under "requirements")
- Security contract** outlining the details of security during the event (see #6 under "requirements")
- Fire Department clearance** where the event will be held (see #7 under "requirements")
- Dance hall permit** (see #10 under "requirements")
- Street festival permit** (see #11 under "requirements")
- Certificate of Occupancy/Occupant Load Certificate/Temporary Use Permit** (see #12 under "requirements")
- Parks & Recreation approval letter** allowing park access (see #13 under "requirements")

**I agree to permit entry to any officer or investigator who has 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 applicant \_\_\_\_\_

Date \_\_\_\_\_

-----INVESTIGATOR-----

Application recommended for: [ ] Approval [ ] Disapproval Date: \_\_\_\_\_

Reason(s) for recommendation of disapproval of application / permit (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

State reason if permit not issued: \_\_\_\_\_

\_\_\_\_\_

-----INVESTIGATIONS SUPERVISOR -----

Application recommended for: [ ] Approval [ ] Disapproval Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Regulated Industries Division Investigations Supervisor

-----MANAGER -----

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

**Requirements & policies governing catered events**

1. **Certified copy of rules** – A copy of the rules, certified to by the applicant, which will govern the operation of the races under the permit and which rules the applicant undertakes to enforce as required by **Section 12-253**.
2. **Certificate of Insurance** – As a condition precedent to a license being issued or renewed under this article, the applicant shall furnish to the director of neighborhoods and housing services or his designee a certificate of insurance meeting the following requirements:
  - (1) The policy shall provide for liability insurance with a combined single-limit policy of \$1,000,000.00.
  - (2) The city shall be added as an additional insured to such policy by separate endorsement.
  - (3) The policy shall contain a separate endorsement requiring the insurance company to notify the city in writing of any change in or cancellation of the policy at least ten days prior thereto.
  - (4) Before the license is issued or renewed, the permittee shall deposit with the city a certificate evidencing that the endorsements required by subsections (2) and (3) of this Section have been issued. **Section 12-255**
3. **Crash wall & Barrier** – No motor-propelled vehicle race shall be conducted on any track unless a crash wall completely encircling the racing area has been installed which shall consist of pillars not less than six inches by six inches, imbedded in the ground at least four feet, and not to be more than four feet apart, with facing boards of not less than three feet by 12 feet, of oak lumber or its equivalent, and no seats shall be constructed for the use of patrons at a position less than six feet from the crash wall. A wire screen of not more than one-quarter-inch mesh shall be installed between the track and all seats to be occupied by patrons. The director of codes administration shall not issue the certificate mentioned in Sections 12-153, 12-254 and 12-258 unless these additional safeguards shall have been installed. The provisions of this Section shall not apply to vehicles having a total engine displacement of less than 16.5 cubic inches. **Section 12-256**
4. **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.
5. **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 any traffic barriers if applicable, and all points where security will be located. **Section 12-259**

6. **Security Requirements** – 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 12-259**
7. **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 12-259**
8. **Health Permit** – A **health permit** or **temporary event health permit** may be needed from the **KCMO Health Department. Section 12-253**. 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.
9. **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 12-253**
10. **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 12-218**
11. **Street closure** – If a public street will be blocked off, a street festival permit may be required from the **KCMO Public Works Department. Section 12-259**
12. **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. Sections 12-253, 12-256 & 12-258**
13. **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 12-259**
14. 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.**
15. The director of neighborhoods and housing services or his designee may refuse to grant a permit for the conduct or operation of a race with motor-propelled vehicles to any person who has, in his previous operation of any race with motor-propelled vehicles, in any other city or this city, violated the ordinances and requirements of such other city or this city so as to have caused such city to have revoked any permit or permission to operate a race with motor-propelled vehicles, and if the director or his designee has cause to believe similar conduct may occur again in its operation under the proposed plans of operation. If after investigation the director of neighborhoods and housing services or his designee determines that races with motor-propelled vehicles will result in substantial danger to the peace, health or safety of the neighborhood, he shall refuse to issue the permit. **Section 12-260**