

COMMUNITY EVENT POLICY



125 EAST AVENUE B
HUTCHINSON, KANSAS 67504-1567

620-694-2641

www.hutchgov.com



Participation in fun runs/walks, biking events, etc. on public streets, parks and trails has increased substantially, making it necessary to provide a safe, well-coordinated and controlled environment for these events. Any organization or group wishing to sponsor or conduct a community event (e.g., parade, fun run/walk, bike race, cultural event, dance, etc.) on City property must comply with the following rules and regulations. Event sponsors or organizer must be at least 18 years of age.

APPLICATION

The City Manager's Office will consider requests for events on public streets, parks, parking lots, trails and other City property after receipt of a completed application form. The application form must be submitted to the City Manager's Office 60 days prior to the event. All applications must be accompanied by the application fee (if required), insurance certificate, course layout and/or event site plan, and a flyer or letter describing the event. Applications submitted less than 45 days prior to the event will be subject to a late application fee. No application will be accepted less than 30 days prior to the event, unless approved by the City Manager. Upon final approval of the application, all other event fees must be paid prior to a Community Event Permit being issued. No fees will be assessed for community events sponsored by the City or for parades. The City Manager has the discretion to waive any or all fees.

All applications will be reviewed by the Police, Fire, Public Works, Parks, Engineering, Law and Planning Departments prior to final approval by the City Manager.

INSURANCE

The event sponsor or organizer shall secure and maintain, in force, a policy of comprehensive general liability insurance with a combined single limit of \$1,000,000.00. A certificate evidencing such insurance and naming the City of Hutchinson as a certificate holder shall be submitted along with the application. There is no insurance requirement for block parties.

INDEMNITY

The event sponsor shall hold harmless the City, its officers, officials, employees and agents from and against any liability, loss, damage, expense, costs of every nature arising out of or in connection with the event conducted, including, but not limited to, injuries or damages caused to participants, officials and spectators, or damage to any property, arising in any way, from the use of City streets, parks, parking lots or trails.

FEES

The Fee Schedule attached to this policy sets out all applicable fees for a Community Event. There is no fee associated with a block party. The City Manager has the discretion to waive any or all fees. In addition, the Fee Schedule may be amended at the discretion of the City Manager.

SPECIAL EVENT IN A DESIGNATED ENTERTAINMENT DISTRICT

If a Special Event in a Designated Entertainment District is required, the application must be submitted to the City Manager's Office no less than 60 days prior to the event; and must be approved by resolution of the Governing Body prior to the event. If alcoholic beverages are to be served, permission is needed from the Kansas Alcohol Beverage Control Agency. The applicant for a Special Event in a Designated Entertainment District must obtain a temporary alcoholic liquor license from the State of Kansas and the City pursuant to Chapter 18 of City Code.

STREETS AND TRAILS

All pavement markings shall be done only after consultation with the street or park superintendent or their designated representative. No permanent or semi-permanent markings shall be made on City streets, trails, parking lots, or other City property.

Installation of fenceposts, stakes, anchors, etc., in street/parking surfaces is prohibited. Staking for tents and/or inflatables must be coordinated with the Parks Department as shown on the Contact List attached.

STREET CLOSURES

In the event street closures are requested, all affected property owners and residents are required to be notified of the intended street closure in writing. Notifications must be mailed or made in person approximately six (6) weeks prior to the event. Written notifications should include the name of the event, the sponsoring organization, date and time of the event, contact information for the event organizer, and a list of streets that will be closed. Heavily traveled streets (i.e. Main Street, Plum Street, Avenue A, etc.) will be required to use water filled barricades to ensure the safety of those attending the event. A limited number of water-filled barricades are available from the City. Wooden/plastic barricades provided by the City Street Department may be used for other street closures. The City will advise the event organizer of the type of barricade that will be required.

PARADE SAFETY

If your event includes a parade, please be aware that due to safety concerns no candy or other items may be thrown from floats or vehicles. These items may be handed out by parade participants walking the route.

ACCESS TO PUBLIC FACILITIES

Event organizers must be aware that continued access to public facilities (golf course, ball fields, water spray parks and swimming pool) in City Parks during events will be a requirement and may require additional manpower to ensure continued access to these facilities. Event organizers must be aware that approval to use public property for an event is not an exclusive privilege and public access to these areas must be maintained.

AMUSEMENT RIDES

Any event which includes “amusement rides” as defined by K.S.A. 44-1601, must comply with the requirements set out in Article 16 of the Kansas Statutes Annotated; and provide copies of all required permits, inspections and insurance to the City of Hutchinson.

FIREWORKS

Any event which includes a fireworks display requires a permit from the Hutchinson City Clerk, as well as the approval of the Hutchinson Fire Department. An application form may be obtained from the Hutchinson City Clerk by calling 620-694-2614 or by coming to City Hall at 125 East Avenue B.

LIVESTOCK/HOOVED ANIMALS

If livestock/hoooved animals are used in parades or in any event on City streets, the event coordinator is responsible for seeing that animal waste is contained in an appropriate diaper or otherwise removed from City streets by the event organizer immediately following the event.

SOUND AMPLIFICATION

Pursuant to Section 24-601 of Chapter 24 of the Hutchinson City Code, “it shall be unlawful for any person to play, use or operate on the streets, alleys, or public grounds of the city any instrument known as a loudspeaker or sound amplifier, without first procuring a permit therefore from the City Manager.” Such permit shall be granted or refused at the discretion of the City Manager; and shall not be used past 11:00 p.m.

POLICE SECURITY

All events which require police security, as determined by the Police Chief, shall be assessed for such costs and shall be paid prior to the permit being issued. The City will charge event organizers for police officers at a flat hourly rate per officer, as shown on the Fee Schedule.

CLEAN UP

The permit holder shall be responsible for cleaning the street, parking lot, park, trail, or other public area upon which the event is held, within two (2) hours following the conclusion of such event. The City Manager’s Office may extend the deadline for clean-up, if warranted by the nature of the event. If such extension is granted, the deadline shall be noted on the permit. Should the permit holder fail to do so within two (2) hours following the conclusion of the event, or within the time specified on the permit, the City shall clean the area and collect the costs thereof from the permit holder.

MISCELLANEOUS PROVISIONS

Depending on the special event and expected attendance, the City may require portable restrooms and service; and appropriate licensing for cereal malt beverage or alcoholic liquor sales at the event.

At least one person responsible for the event shall be on site at all times during the event.

It shall be the responsibility of the event organizer to contact the necessary departments listed on the Community Event Contact List not less than thirty (30) days prior to the event.

TRAIL RESTRICTIONS

- No hooved animals are permitted on the trail or in City parks; and no unauthorized motorized vehicles are permitted on the trail.
- No dance events are allowed on the trail.
- Use of the levee and drainage canals is strictly prohibited. Water stations, vendor stations, etc. may not be placed directly on the trail; and shall be located not less than five feet (5') from the trail or levee. All locations must be approved by the Flood/Stormwater Supervisor.
- Cereal malt beverages and alcoholic beverages are prohibited on all City trails.
- Activities are not permitted one-half hour before sunrise or one-half hour after sunset.
- Placement of temporary facilities (i.e. portable toilets, concessions stands, water stops, etc.) must be submitted with the application and approved by the Parks Director or his designee.
- For any event that crosses a public roadway, the event sponsor shall be responsible for contacting the Hutchinson Police Department for traffic/pedestrian control. Additional sites for traffic control may be required as determined by the Police Chief. All expenses are to be paid by the sponsor subject to the section entitled "Police Security".
- The trail system must be accessible to the general public for the duration of the scheduled event.
- Portions of the trail system are subject to flooding. Therefore, the City cannot guarantee accessibility along the entire length of the system.

REVOCATION

The Community Event Permit may be revoked by the City Manager or his/her designee, the Police Chief or his/her Designee, Fire Chief or his/her designee, or the City Attorney for failing to comply with the standards for issuance or conditions of the permit, unsafe weather conditions, or other safety concerns.

DISPUTE RESOLUTION

All disputes concerning the proper interpretation of this policy shall be resolved by the City Manager whose decision shall be final and conclusive.

COMMUNITY EVENT FEES
(Effective October 1, 2019)

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| Application Fee | \$25 |
| Late Fee (if application is submitted fewer than 45 calendars days before event) | \$25 |
| Permit Fee | |
| One Day Event | \$50 |
| 2-3 Day Event | \$100 |
| 4 or More Day Event | \$300 |
| Barricades/Cones (for street closings only) | \$25 |
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| Public Safety Personnel Costs (per officer/per hour) as of 10/01/2019. Costs may be adjusted annually, beginning January 1 of each year. | \$57 |
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| The City Manager has the discretion to waive any or all fees. | |
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| Separate licenses have their own application and fees. | |

COMMUNITY EVENT CONTACT LIST

City Departments

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|------------------------------|--------------|
| City Clerk | 620-694-2614 |
| Hutchinson Fire Department | 620-694-2871 |
| Hutchinson Police Department | 620-694-2819 |
| Parks Department | 620-694-1905 |
| Flood Control/Stormwater | 620-694-1900 |
| Street Department | 620-694-1900 |

Outside Agencies

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| Carl Vincent Services (Portable toilets) | 620-662-0009 |
| Nisly Brothers (Portable toilets) | 620-860-2910 |
| Reger Rental (Barricades, cones, portable fencing, benches, tables, etc.) | 620-662-2375 |
| Stutzman Refuse (Trash/Recycling containers) | 620-662-2559 |

Frequently Asked Questions

How do I submit a Community Event Application?

Completed applications may be mailed or delivered to the City Manager's Office, 125 East Avenue B, Hutchinson, Kansas 67504-1567.

What constitutes a complete application?

A complete application will include the following: all of the pages of the application with original signatures; all applicable documentation, including Certificate of Liability Insurance, site map; and payment of fees.

Who reviews the application and when will I know if my event is approved?

Applications are reviewed by a group of individuals representing 10 City departments. Once those individuals have approved your event, a permit will be issued.

Do I have to fill out an application for a block party?

Yes, an application is required for a block party, but you are not required to pay any fees or provide proof of insurance.

What is a Special Event in a Designated Entertainment District?

A Special Event in a Designated Entertainment District applies only to community events where alcoholic liquor is served. An Entertainment District is required by the State and approved by the Hutchinson City Council. A Designated Entertainment District is a closed-in area that includes streets and/or sidewalks where alcoholic liquor can be consumed during the specified hours of the event. Article VIII of Chapter 18 of the Hutchinson City Code sets out the requirements for a Special Event in a Designated Entertainment District.

When do I pay my fees?

The application fee of \$25.00 is paid at the time you submit your application. Once your event has been approved, a letter will be sent to you setting out the remainder of fees to be paid. Those fees must be paid prior to a permit being issued for the event.