

# 2023 SPECIAL EVENT PERMIT/ RENTAL AGREEMENT



**KANSAS CITY**  
Parks & Recreation

## **APPLICANT INFORMATION (Please Print)**

NAME OF APPLICANT (same as name listed in signature section of permit):

NAME OF EVENT ORGANIZER/PRODUCER (if different from Applicant):

STREET ADDRESS:

CITY:

STATE:

ZIP:

E-MAIL ADDRESS:

DAYTIME PHONE:

FAX:

CELL PHONE:

## **EVENT INFORMATION (Please Print)**

EVENT NAME:

PARK LOCATION:

DATE OF EVENT:

EVENT TIME

Start Time:

Finish Time:

SET-UP & TEAR-DOWN TIMES (if additional date is required for set-up or tear-down, please list date below as well)

Set-up time:

Tear-down time:

EXPECTED ATTENDANCE:

EQUIPMENT TO BE BROUGHT TO PARK LOCATION (be specific, if tents or staging list the size, if portable rest-rooms list quantity):

*If an event or rental agreement contains one or more of the following, general liability insurance of \$1 million per occurrence & \$2 million aggregate, written on an "occurrence" basis listing the City of Kansas City, Missouri as the additional insured is required. Every event that contains one or more of the following must have an insurance certificate attached to the permit and kept on file for at least one year.*

- More than 250 people in attendance
- Use of large equipment (tents larger than 10 x 10, staging, large sound systems, portable restrooms, inflatables, etc.)
- Carnival/Animal rides/Petting Zoo
- Athletic Activities (this includes organized walks, runs, etc.)
- Use of Fireworks
- \*Sale of concessions/sale or consumption of alcoholic beverages

*\*Nothing may be sold on park property with this standard permit/rental agreement. If you wish to have items for sale at your event, you or your organization must obtain a Facility Use & Concessions Agreement approved by the KCMO Parks Board of Commissioners.*

## **SIGNATURE**

Applicant will indemnify and defend the City of Kansas City, Missouri, its officials, and employees (the "Indemnitees") against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses that the Indemnitees may suffer, incur, or sustain or for which it or they may become liable resulting from, arising out of, or relating to any negligence or intentional misconduct by the applicant of the sponsoring organization, its officers, employees, or any person under its control in connection with this permit.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge. I am 18 years of age or older, and I have read the requirements and conditions accompanying this document and agree to abide by them.

SIGNATURE OF APPLICANT

DATE

APPROVED BY KCMO PARKS EVENT ADMINISTRATOR (permit not valid w/o signature)

DATE

## **TERMS & CONDITIONS (Keep this page for your records)**

This event permit/rental agreement is and may be granted with the understanding that the event applicant and/or sponsor agree to:

1. Electricity is not provided with your event permit. Please make proper accommodations if power is needed.
2. Allow nothing to be sold at the event.
3. Obtain all City permits required by the Health Department, Regulated Industries, Public Works, etc. and provide copies to the Events Administrator of the KCMO Parks and Recreation Department prior to event.
4. If applicable, maintain general liability insurance with limits of one million dollars per occurrence & two million aggregate, written on an "occurrence" basis, listing the City of Kansas City, Missouri as an additional insured. Certificate Holder: City of Kansas City, Missouri, Attention: Parks and Recreation Special Events, 4600 East 63rd Street, Kansas City, Missouri, 64130.
5. Submit a site map (if your event includes rental equipment such as tents, staging, portable rest-rooms) and a route map (if your event is a walk, run, or other activity in which participants will be following a course) to the Event Administrator of KCMO Parks and Recreation Department 30 days prior to event.
6. Comply with and require all participants to comply with applicable City Ordinances and Parks and Recreation Board Policies, including but not limited to those governing noise, recycling, liquor, fireworks, vendor occupational licenses, and property destruction. Recycling of appropriate materials is mandatory at events with 500 or more participants.
7. Allow no vehicles, at any time which includes set-up and tear-down times, to access park grounds. All vehicles must park on paved street or parking surfaces and carry items into park. Event applicant assumes all damages if vehicles enter park grounds and damage turf, light fixtures, etc.
8. Ensure that the park area is left in as good as or better condition as it was prior to event. This includes litter, trash, turf conditions, etc. If damages occur or trash is left behind, event applicant will be billed for damages/clean-up.
9. Possess a valid Special Event Permit/Rental Agreement on-site and present it upon the request of any representative of the Kansas City, Missouri Parks and Recreation Department or the Kansas City, Missouri Police Department at any time prior to or during the event.

## **PAYMENTS/REFUNDS/CANCELLATIONS**

Acceptable forms of payment include cash, check, money order, or credit/debit card. A check or money order should be made out to KC Parks. If wanting to pay by credit/debit card, please email the Event Administrator to obtain form and process payment.

### **Payment is due within 30 days of receiving your confirmation letter and permit application.**

If payment and permit are not received within that 30 days, your event reservation will be cancelled and the park will be opened for others to book. If booking a park less than 30 days out, payment is due immediately upon approval in person at the KC Parks Administration office.

**\*\*\*Refunds are not given once payment has been made.\*\*\***

**\*\*All cancellations must be made in writing.\*\***

**\*Refunds are not given if you cancel your event, inclement weather, non-working utilities, or situations beyond the KCMO Parks and Recreation Department's control.\***

## **EMERGENCY CONTACTS**

If your event falls Monday through Friday, 8:00 am to 5:00 pm, and a problem arises in the park, you may call the Parks Department at 816-513-7500 and ask to speak with the Events Administrator.

If your event falls after 5:00 pm or on the weekend, and the problem involves another organized event taking place without a permit, KCMO Police should be notified by calling 816-234-5510 (Central Patrol); 816-234-5550 (South Patrol); 816-234-5530 (East Patrol); 816-234-5540 (North Patrol); or 816-581-0700 (Metro Patrol).



Kansas City, Missouri  
Parks and Recreation Department  
4600 East 63rd Street/Trafficway  
Kansas City, Missouri 64130  
(816) 513 - 7500