



City Of Coffeyville	City Clerk's Office
P.O. Box 1629	620-252-6108 Phone
Coffeyville, Kansas 67337	620-252-6175 Fax
mcarter@coffeyville.com	

Special Event Application

Applications must be submitted 14 days before event date.

Applicant Information

Name: _____ Date: _____

Company/ Organization: _____

Street Address	City	State	ZIP Code
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Phone: _____ Email: _____

Event Information

Name of Event: _____

Date of Event: _____ Event Time: _____ Attendance: _____

Event Description: _____

Set-up day/time: _____ Take-down day/time: _____

Location Information

Location of Event: _____

City Properties Using:

- WALTER JOHNSON PARK: _____ PARK GROUNDS / LIVESTOCK BARNs / SHOW ARENA - \$50 rental per day; \$200 cleaning deposit
- _____ STADIUM / RODEO ARENA - \$250 rental per day; \$50 utilities; \$200 deposit
- _____ RON STEVENSON BUILDING - \$75 rental per day; \$75 cleaning deposit

PFISTER PARK _____ OAKCREST - \$35 rental per day; \$35 cleaning deposit

CITY STREETS, SIDEWALKS OR LOTS - List proposed street closures or requested blockades:

FOR OUTDOOR EVENTS PLEASE SUBMIT A SITE MAP OF LOCATION SET-UP

Vendor Information

Will you have Vendors at the Special Event? YES NO

If Yes - Coordinators must provide the Kansas Department of Revenue with notification of their event and participating vendors. To request sales tax packets: Email: KDOR_special.events@ks.gov or Phone: # 785-207-1572.

Vendor Organizer
Contact Name: _____

E-mail: _____ Phone #: _____

Insurance Information

Will your Special Event be advertised to the public? YES NO

If Yes - A certificate of liability insurance in the minimum amount of \$500,000 with the City of Coffeyville listed as an additional insured for the event date is required.

Applicant Checklist and Signature

Access must be granted to authorized emergency vehicles and residents within the special event area.

Applicant is responsible for clean-up and removal of all trash and litter from the streets, sidewalks and public areas. Trash dumpsters must be provided if existing public receptacles are not able to handle the volume of waste created at the event. Republic Trash Services 620-336-3678

Applicant and participants must comply with City ordinances governing noise, alcohol and fireworks. Required permits must be obtained and displayed for food preparation, handling and distribution.

Expenses related to barricades, traffic control devices, portable toilets and trash dumpsters are the responsibility of the event organizer.

Will you need traffic cones or barricades to block streets, parking lots, sidewalks, etc?

If YES, contact the Public Works Department at 620-252-6153 YES NO
NOTE – the applicant will be responsible for picking up and returning items used.

Will you need electrical assistance from the City for your event?

If YES, contact the Municipal Light and Power Department at 620-252-6186 YES NO

Will you need law enforcement assistance such as a Police Escort?

If YES, contact the Non-Emergency Police Department at 620-252-6160 YES NO

I agree to all the above terms including vendor and insurance requirements. YES NO

Signature: _____ Date: _____

Approval Signatures and Notes

Approved Coffeyville Police Department YES NO
 Signature: _____

Approved Coffeyville Public Works YES NO
 Signature: _____

NOTES: _____