

# TEMPORARY SPECIAL EVENT LICENSE APPLICATION

Individual's Name Applying for License: Tish Sims, City Clerk C/O City of Lansing Date: 05/25/2023

Address: 800 1<sup>st</sup> Terrace, Lansing, KS 66043  
Street Address City State Zip Code

Daytime Phone Number: 913-727-3233 Evening Phone Number: \_\_\_\_\_

Email: tsims@lansingks.org Business Name (if applicable): City of Lansing

I hereby apply for a license in the City of Lansing. This application is for the following type of temporary special event license:

- Type 1:** Fundraising or non-commercial events for nonprofit religious, educational or community service organizations; including any structures in conjunction with the event.
- Type 2:** Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths.
- Type 3:** Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services (such as a tent sale, farmers market or product demonstration) or indoor seasonal events which will draw additional visitors to a property (such as haunted houses), and including licensed transient merchants requiring use of a tent or structure.
- Type 4:** Christmas Tree Sales
- Type 5:** Public events intended primarily for entertainment or amusement, such as concerts or festivals.
- Other:** Any special event not meeting the criteria of the Code of the City of Lansing, Chapter 5: Business Regulations, Sections 5-403 or 5-404

Event Location: Town Centre Lansing KS 66043  
Street Address City State Zip Code

Name and address of owner(s) of the event location:  
City of Lansing 800 1<sup>st</sup> Terrace Lansing KS 66043  
Name Street Address City State Zip Code

Description of Event: Lansing Independence Days Celebration, rides for kids, live music, food trucks, adult beverage truck (beer, wine alcoholic beverages) and Fireworks show

Date(s) of Operation: Saturday, July 1, 2023 Hours of Operation: Noon to 10:00 PM

Anticipated Attendance: 3,000-4,000 State Tax Numbers: \_\_\_\_\_ Federal Tax Numbers: \_\_\_\_\_

Description of any structures to be used in conjunction with event: \_\_\_\_\_

**An application shall be accompanied by the following items as applicable:**

1. A sketch plan showing to scale the location of the proposed activities and structures in relation to existing buildings, parking areas, streets and property lines as shown on the approved site plan. In no event shall structures or display areas be located any closer than 25 feet to public rights-of-way adjacent to the property.
2. A letter from the property owner or manager, if different from the applicant, providing permission for the special event to occur on the property.
3. A separate application will need to be made to the Community & Economic Development Department for any signs to be displayed in conjunction with the special event. In no event shall signs be displayed on the public right-of-way. Signs for commercial activities shall only be displayed during hours of operation.

**No city license shall be issued until the premise complies with all codes and ordinances of the City of Lansing. The Community & Economic Development Department must be contacted to schedule an inspection prior to license approval.**

Signature of Applicant: Tish Sims Date: 05/25/2023

**The following departments have reviewed this application and recommend approval.**

Police Department Signature: <u>Steve L. Wayman</u>	Date: <u>05/25/2023</u>
Community & Eco. Development Signature: <u>Jessica G. [Signature]</u>	Date: <u>5-24-23</u>
City Clerk's Office Signature: <u>Tish Sims</u>	Date: <u>05/25/2023</u>