



CITY OF OTTAWA, KANSAS
Special Event Checklist

Please submit for approval as soon as possible and at least 60 days prior to event

Approved confirmations will be addressed to the person listed on this form

Event/Organization Name:
Expected Attendance:

DATE(S) AND LOCATION OF EVENT BELOW

Date(s) of event:
Time of event: Start am/pm End am/pm
Location or Park Name:

APPLICANT INFORMATION

Contact Person:
Email Address:
Contact Phone #:

EVENT TYPE

Attach map showing routes, setup, barricades, street closures, etc.

- Parade (Note: parade start time)
5K Walk/Run
Company Picnic
Charity Event
Large Gathering-over 200 people
Block Party
Street Closure(s)
Fundraising Event*

*Commission approval and license application must be completed by City Clerk for fundraising events

City may require event insurance and name the City as insured on special events

ADDITIONAL AMENITIES:

Table with columns Yes, No and rows for Barricades, Orange cones, Picnic tables, Additional trash cans, Overnight Security, VIPs, Street closure(s), Shelter house(s) with associated descriptions.

Will any type of transportation be provided? If so, please describe:

Will there be vendors at your event? Yes No

Will alcoholic beverages be served at your event? Yes No

If yes, contact the Kansas Department of Alcoholic Beverage Control at (785) 368-7051.

OFFICE USE ONLY

Approval needed: Police Department, Fire Department, Public Works (Streets), Public Works (Parks), Utilities, City Manager, Commission, Human Resources, Fr Co EMS (notified), City Clerk, City Attorney
Approval received: Police Department, Fire Department, Public Works (Streets), Public Works (Parks), Utilities, City Manager, Commission, Human Resources, City Attorney, City Clerk

Comments/Remarks:

Event Approved: