



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
Charity Event
Block Party
Fundraising Event (Commission approval and license application must be completed by City Clerk)
Common Consumption Area Event (CCA Application must accompany this checklist)
Company Picnic
Large Gathering-over 200 people
Street Closure(s)

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

ADDITIONAL AMENITIES:

Table with columns Yes, No and rows for amenities like Barricades, Orange cones, Picnic tables, etc.

Additional Resource Link: Guide to Accessible Event visit www.ottawaks.gov/city-ada-information

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.

Email completed form to: mreed@ottawaks.gov

OFFICE USE ONLY

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

Comments/Remarks: