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: ____________________________ Public Event: ____________________________

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
_____ Parade (Note: parade start time _________ am _________ pm
_____ 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)

A Certificate of Liability Insurance to cover the event naming the City of Ottawa as an additional insured may be required.

ADDITIONAL AMENITIES: Yes No
Barricades ______ How many? ______ (Must be manned during the event)
Orange cones ______ How many? ______
Picnic tables ______ How many? ______
Additional trash cans ______ How many? ______ Dumpster to be provided by applicant
Overnight Security ______ To be provided by applicant with approval
Volunteers In Police Service ______
Street closure(s) ______ Provide map or drawing with locations to be barricaded
Shelter house(s) ______ List shelter house to be reserved

Can social distance requirements per Franklin County Health Department rules be followed? ______ Yes ______ No
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.

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

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: ____________________________________________

APPROVED: __________

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Approved events will be considered tentative based upon current COVID conditions. Should community COVID conditions increase to such a level the Franklin County Commission, Franklin county Health Department, State of Kansas or City of Ottawa determines the event cannot be held in a safe manner, it will be cancelled. We will contact you if that possibility exists but please check with the City in the time leading up to your event. We want you to have a safe and enjoyable event for all community participants without increasing COVID community infections. Thank you for your patience and understanding.