

Community Event Application

All outdoor events on public or private property that meet one or more of the following criteria, must complete a Community Event application. It is strongly suggested that prior to completing the application you review the

How-to-Guide in its entirety.

Due to an overwhelming demand for rentals, events and the turnaround needed by Park staff certain services through the Wichita Park and Recreation Department may be unavailable. For questions please contact wichitaparkandrec@wichita.gov.

Event Type*

- ☒ Multiple Vendors on One Property (Does Not Apply to Mobile Food Vendors)
- ☐ Street Closures (other than for neighborhood block parties)
- ☐ Serving and/or Selling Alcohol
- ☐ Attendance in Excess of 250 People at Any One Time
- ☐ Activities on Park Property or Rental of Park Equipment

General Information

Event Title* MakelCT Makerfest!

Event Start Date* 6/11/2022

Event Start Time 10:00:00 AM

Event End Date* 6/11/2022

Event End Time 02:00:00 PM

Outdoor entertainment may take place from 8 a.m. until 11 p.m. Sunday through Thursday and from 8 a.m. until midnight on Friday and Saturday (Municipal Code Section 3.11.155).

Main Contact Name:* Brad Cozine

	Work	Cell / Mobile*
Phone Number	10 Digit Number ONLY	9736027232 10 Digit Number ONLY

Email ID:* brad.cozine@makeict.org
Please put correct email address to get Approval email.

Where will event take place?:(check all that apply)*
☐ Public Property
☒ Private Property
☐ Park Property

Estimated Attendance* 250
Numbers ONLY

Attendance in previous year: Numbers ONLY

Event Address for permit: *

Street Address

5920 E Mt Vernon St

Address Line 2

City

Wichita

Postal / Zip Code

67218

State / Province / Region

KS

Country

US

Event webpage:

https://fb.me/e/3aPGLlcXD

Event promoter:

MakelCT (self)

Is Promoter's address same as Event Address for Permit *

☒ Yes ☐ No

It is strongly suggested that prior to completing this section you review

[How-to-Guide](#)

Will the event include any of the following? (Check all that apply and see page 9 for more details and fees) *

☐ Animal Exhibition

☐ Carnival

☐ Circus

☐ Fireworks

☐ Wedding

☐ Petting Zoo (includes pony rides)

☐ Mobile Food Vendors (Food Trucks)

☐ Temporary Amusement Rides/Inflatables

☐ Walk/Run/Marathon

☐ Street Closure

☐ Live Entertainment

☐ Parade

☒ Tents

☐ Other

TentSize *

10x10

Transient Merchants

It is strongly suggested that prior to completing this section you review

[Transient Merchants](#)

Transient Merchants are described as vendors selling goods at events between 7:00 a.m. until midnight. Mobile Food Vendors, including Food Trucks, do not require a Transient Merchant License but must obtain a Mobile Food Vendor License per 3.15 of the City Code.

1. Will food and/or non-alcoholic beverages be sold and/or served? (Check One) *

☐ Sold ☒ Served ☐ Neither

2. If you answered "Sold" or "Served" to question 1, please complete the section below. (See page 9 and Appendix B for more information.)

Describe type of food or beverages being served or sold (example: packaged, catered or cooked on site):

Burgers, Hotdogs, typical barbeque sides grilled on site along with non-alcoholic refreshments served free of charge.

3. Will other goods be sold? *

☒ Yes ☐ No

Vendor Information Food

Vendor Name

Phone Number

Date of Birth

Driver's License

KDA License No.

**Mobile Food Vendor's
License No.**

Sales Tax No.

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Vendor Information Merchandise

Vendor Name

Phone Number

10 digits ONLY

Date of Birth

Driver's License

Sales Tax No.

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Additional Documents

The following is a list of documents, in addition to those mentioned earlier, that should accompany the Community Event application. Please include all applicable items at the time you submit your application:

It is strongly suggested that prior to uploading you review [Site Plan](#).

Please upload Site Plan documents.

Site Plan

File size upto 5 MB can be uploaded. Up to 5 files can be uploaded here. Extensions allowed are docx, pdf, jpg, png, tif, xls, xlsx

siteplan.png

3.15MB

Signed approval letter by the private property/business owner (if applicable)

File size upto 5 MB can be uploaded. Up to 5 files can be uploaded here. Extensions allowed are docx, pdf, jpg, png, tif

Required for all events that involve the use of private property not owned or managed by the applicant. The letter should be on letterhead (if applicable) releasing the City of Wichita of liability. If the event takes place on park property and involves the use of portable stage/bleachers, this approval letter must also be notarized.

Additional Document

File size upto 5 MB can be uploaded. Up to 10 files can be uploaded here. Extensions allowed are docx, pdf, jpg, png, tif, xls, xlsx

If any

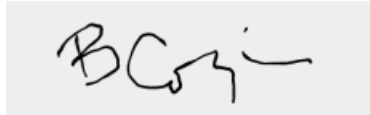
Signatures

I, **Brad Cozine**, the applicant, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in Section 3.11 of the Code of the City of Wichita. I understand that the City has the right to make revisions to the application if needed. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I give consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

*

☒ I have read and understand the statement above and the How-to-Guide."

Signature of Event Applicant *



Date

5/12/2022