



PARKS & RECREATION

Parks and Recreation
5033 State Ave
Kansas City, KS 66102

O. 913-573-8327
F. 913-573-8328
E. parksinfo@wycokck.org

Special Event Policy

Events bring people together and inject excitement and joy into the community! This policy outlines how people and organizations can hold events that are safe, sanitary, and in compliance with regulations. There are a wide variety of events of different sizes and types, and this policy addresses this broad range of events. There is a digital form that assists event organizers in navigating this policy. This policy also outlines fees associated with holding events that contribute to recovering UG costs associated with events.

The purpose of the policy is to provide clarity on rules, expectations and procedures on events occurring in Unified Government Park facilities.

Special Events

Special Events are defined as any event that charges a fee and/or is open to the public for participation. It includes any event that requires special permits from the city including but not limited to road closures, alcohol, vending, and security. All events must comply with the Parks Code of Regulations.

Process

Anyone interested in hosting a special event should complete the following.

1. Complete a Special Event Application online at www.wycokck.org/parks. Organizers can call the Parks Department at 913-573-8327 for questions or assistance. Please allow 3-5 business days for a response from the Special Events Coordinator.
2. The Special Events Coordinator will schedule a mandatory meeting with the event organizer to review the application and determine the appropriate permits to obtain and departments to work with. This meeting must take place prior to approval of the event.
3. Once the application has been approved, it is the responsibility of the event host to submit all required documents to the Special Events Coordinator based on the size of the event. For small events all documentation must be submitted 30 days prior to the event. For medium and large events all documentation must be submitted 60 days prior to the event. This includes the insurance policy, fees for the rental, damage deposit, and any additional fees or permits. If documentation is not received within the required 30 or 60 days, the event is subject to cancellation unless previous arrangements have been made with the Special Events Coordinator.
4. No advertisement of the event may be circulated until they receive approval from the Special Events Coordinator.

PLEASE NOTE ADDITIONAL STEPS MAY BE REQUIRED DEPENDING ON THE SIZE AND NATURE OF THE EVENT.

The Parks and Recreation Department reviews the event type and event size to determine the fees and permits required for each event. The following sections outline the criteria utilized to determine the event type and event size. For the purpose of this policy a year refers to a calendar year, January to December.



PARKS & RECREATION

Parks and Recreation
5033 State Ave
Kansas City, KS 66102

O. 913-573-8327
F. 913-573-8328
E. parksinfo@wycokck.org

Event Types

Free Community Events

1. This is an event that is 100% free to the community. There will be no vendors selling items or costs associated with participation.
2. The event organizer will be required to pay for the park, park shelter or building. The Parks and Recreation Department will waive 50% of the Special Event fee based on event size. The applicant will still be required to provide insurance and pay for other required permits and damage deposit.

Nonprofits

Organizations with a 501(c)(3) status through the IRS must present documentation supporting their status. Event application must include any information regarding potential fees for participation, donations, and any fundraising components the special event might entail.

1. Local Wyandotte County nonprofits will be required to pay for the park, park shelter or building. The Parks and Recreation department will waive the Special Event size fee. Applicants will also be required to pay for other applicable permits, provide insurance and be responsible for the damage deposit fee.
 - a. Local nonprofit organizations are only allowed to host 2 events yearly at this reduced rate. For additional events the Parks and Recreation department will waive 50% of the Special Event size fee. Applicants will also be required to pay for other applicable permits, provide insurance and be responsible for the damage deposit fee.
2. Non-local nonprofit organizations will be required to pay for the park, park shelter or building. The Parks and Recreation department will waive 50% of the Special Event size fee. Applicants will also be required to pay for other applicable permits, provide insurance and be responsible for the damage deposit fee.

Events the charge fees (Excluding nonprofits)

This refers to any event that charges a fee for participation, vendors, tickets, attractions, tournament entry, etc. These applicants will be required to pay all applicable special event fees, damage deposit, and provide insurance.

Recurring Events

Any event organizer or organization wishing to host recurring events at the same location more than twice during the year may be required to enter into a Memorandum of Understanding with the Unified Government. The MOU will outline the fees for the event, the responsibilities of the Parks and Recreation Department, the responsibilities of the event organizer and any additional details regarding the event. Determination of whether an MOU is required will be made by the Director of the Parks Department.



PARKS & RECREATION

Parks and Recreation
5033 State Ave
Kansas City, KS 66102

O. 913-573-8327
F. 913-573-8328
E. parksinfo@wycokck.org

Special Event Fees

Event Size Fee

These fees are based on the anticipated size and scope of the event.

1. Small Events- Includes events that will have less than 250 participants.
Fee: \$200 plus the cost of shelter/park rental
2. Medium Events- Events of 251-500 people.
Fee: \$425 plus the cost of shelter/park rental
3. Large Events- Events of more than 500 people.
Fee: \$1,300 plus the cost of shelter/park rental

A minimum fee of \$100 will be assessed for each additional day of the event including set up and tear down.

Deposit

A minimum \$300 deposit is required for your event. The amount of the deposit may increase depending on the size and nature of your event. This includes adhering to the rules and regulations of your facility permit. Deposits are refundable if there is no damage to the park or facility and all rules are followed for the event. Please allow 4-6 weeks for your deposit to be returned.

Insurance

The organization hosting the event must furnish liability coverage for Event patrons with combined single limit coverage of not less than Five Hundred Thousand Dollars (\$500,000) per occurrence with the Unified Government WYCO/KCK named as an additional insured as applies to the event. A certificate of insurance must be submitted to Special Events Coordinator no less than 30 days (Small Events) or 60 days (Medium or Large Event) prior to the event.

Additional Permits/Fees

These fees are based on the anticipated size and scope of the event

1. Sound Amplification- This includes the use of any amplification equipment such as that used by a disc jockey or amplified band. This permit is not available for all parks.
Fee: \$50 per day
2. Alcohol Permits
 - a) The applicant must obtain proper licenses and permits through the County and State to serve and/or sell alcohol on Parks grounds. Contact the Business Licensing Department at 913-573-8780 for additional information. Please note this process takes a minimum of 4 weeks for approval.
 - b) Security is required for any event that serves alcohol.
 - c) No glass containers are allowed.

Fee: \$50 per day (Parks permit only, additional permit required, see below)



PARKS & RECREATION

Parks and Recreation
5033 State Ave
Kansas City, KS 66102

O. 913-573-8327
F. 913-573-8328
E. parksinfo@wycokck.org

3. Vending- Any individual or business that sells a product in exchange for profit on park premises must obtain appropriate vending permits.
 - a) Licenses may be obtained by contacting the Department of Business License at 913-573-8780. Additional charges may apply.
 - b) The Event host should work with the Business License Department to determine if permits are required for each event vendor.
 - c) The permit must be on site for the duration of the event.
 - d) The event host is responsible for paying the fee for the Parks and Recreation permit.**Fee: \$50**
4. Additional Trash Barrels- If the park does not have adequate trash barrels for the event additional trash barrels can be delivered prior to your event at an additional cost. If the department is required to pick up excess amount of trash it can result in the loss of event host's deposit.
Fee: \$50 (1-5 barrels, based on availability)
5. Security- Any medium/large event or event vending and/or serving alcohol will require the presence of security.
 - a) Security must be obtained through the WYCO Sheriff's Office. A mandatory meeting with security is required.
 - b) The Sheriff's Office will determine the appropriate number of law enforcement officers required and provide written documentation for the Special Events Coordinator.
 - c) The host is responsible for paying all the law enforcement officers in cash, prior to the start of the event.
 - d) The event host must provide the Special Events Coordinator with the contact information in writing for all law enforcement officers at least 4 weeks prior to the event.
 - e) In the event the appropriate law enforcement officers have not been obtained 4 weeks prior to the event, Parks and Recreation has the right to cancel the event.
 - f) No advertisement of the event may be circulated until the security, insurance, permits and fees have been submitted.
6. Live Entertainment/Dancing Permit- Any event that has alcohol and entertainment will be required to obtain a city live entertainment/dancing license. Proof of license must be obtained prior to receiving even permit. Licenses may be obtained by contacting the Department of Business License at 913-573-8782. Additional charges may apply.
7. Port-a-Pots- Parks and Recreation will not provide additional restroom facilities for any event but may require additional port-a-pots rented at the owner's expense. Parks and Recreation will determine the minimum number required to accommodate the size of the event. The host must receive approval for placement of port-a-pots within the park.



PARKS & RECREATION

Parks and Recreation
5033 State Ave
Kansas City, KS 66102

O. 913-573-8327
F. 913-573-8328
E. parksinfo@wycokck.org

8. Dumpsters- If the event warrants additional dumpsters, Parks and Recreation has the authority to require the event host to rent one from an outside company of their choice. The host must receive approval for location of dumpster. It will be the responsibility of the event host to make sure that as trash barrels become full, they are emptied into the dumpster. Excess trash can result in the loss of deposit.
9. Road Closures- Any request for Road Closures must be obtained from the Public Works Department at 913-573-5400. It is the responsibility of the event host to complete all required paperwork. Additional charges may apply. A copy of the permit must be provided to the Special Events Coordinator.

Refunds

Building and Shelter rental fees will follow Parks and Recreation guidelines on refunds. Special Event fees are 100% refundable if the organizer provides a written notice of cancellation to the Special Events Coordinator at least 90 days prior to the scheduled event. Special Event fees will not be refunded for cancellations received less than 9- days prior to the scheduled event. Special Event fees will be 100% refundable if Parks and Recreation becomes unable to host the event on the agreed day or at the agreed location. Refunds do not apply to permits required by the Business License Department

The Unified Government of Wyandotte County/Kansas City, KS reserves the right to review applications for potential partnership opportunities. Applications that align with the mission and values of the Parks and Recreation Department can be considered for partnership

Emergency Contact Information

- In the event of a life-threatening emergency please call **911**.
- Non-emergency Dispatch- **913-596-3000**.
- Parks and Recreation Contact- **913-573-8327**.
- Special Events Coordinator- **913-573-8327**.