



## SPECIAL EVENT REQUEST

301 N 8TH ST, PO BOX 998  
GARDEN CITY, KS 67846  
620-276-1278

XX Other  
Block Party  
Run/Walk  
Sign Request  
Parade\*\*  
Itinerant Merchant\*  
Sports Event\*  
Haunted House\*  
Carnival/Circus\*

\*Permit/License Required

\*\*Parade Application Required

**August 17, 2023**

Application Date

**MDA "Fill The Boot" Drive**

**Saturday, September 16, 2023**

Name of Event

Date of Event

**Intersection of Kansas Ave/Fleming St, Fall Fest in downtown GC, Wal-Mart Superstore, and Schulman Crossing shopping center**

**9:00 a.m. - 3:00 p.m.**

Location of Event

Start and End Time of Event (including set up & tear down)

**Collecting donations for Muscular Dystrophy Assoc.**

Purpose of the Event

**Sean McEntee, Battalion Chief**

**GCFD**

**sean.mcintee@gardencityks.us**

**620-276-1140**

Event Coordinator (please print)

Address/Email

Phone Number

**n/a**

Additional Contact Names, Email Addresses & Phone Numbers

**n/a**

License Applicant Contact Name, Email Address & Phone Number

Stevens Park Keys and Appointment	<b>n/a</b>	Street Closure and/or Barricades	<b>n/a</b>	Extra Trash Receptacles	<b>n/a</b>
GCPD Assistance	<b>n/a</b>	Electricity Access	<b>n/a</b>	Noise Waiver***	<b>n/a</b>
Run/Walk Route and Map Attached	<b>n/a</b>	<b>n/a</b>			
Additional Request and/or Remarks	<b>Waiver of Code section 62-15 - Unlawful Solicitation is also required as GCFD employees will be soliciting donations in the City right-of-way &amp; entering a public street.</b>				
Parade Application Attached		License, Sign Request, KDOT Permit			

Compliance with Code of Ordinances Section 62-21, pertaining to levels of noise that are permitted, is required unless a waiver is granted by the Governing Body or the City Manager for a specifically designated date and time period. A copy of the applicable code section can be obtained from the City Clerk.

\*\*\*Please note that a waiver of noise ordinance does not prohibit an officer or City official from advising you to lower the amplified noise of your event or issuing a citation upon failure to comply with such warnings.

**RESOLUTION NO. 2435-2011** - A Resolution granting to the City Manager, of Designee, the authority to grant certain request of persons, businesses or groups for special events or activities

**Request on file**

**August 17, 2023**

Applicant signature

Date

For office use only	KDOT Permit	<b>n/a</b>
GC Police Department	Downtown Vision	
GC Fire Department	Electric Department	<b>n/a</b>
Neighborhood & Development	Lee Richardson Zoo	<b>n/a</b>
Traffic Department	Solid Waste Department	<b>n/a</b>
Parks Department	Street Department	<b>n/a</b>
City Manager/Commission	Application Received	