



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
Company Picnic
Large Gathering-over 200 people
Street Closure(s)

Fundraising Event (Commission approval and license application must be completed by City Clerk)

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

Can social distance requirements per Franklin County Health Department rules be followed?
Will any type of transportation be provided?
Will there be vendors at your event?
Will alcoholic beverages be served at your event?
If yes, contact the Kansas Department of Alcoholic Beverage Control at (785) 368-7051.

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 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.