



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

Attach map showing routes, setup, barricades, street closures, etc.

- Parade (Note: parade start time am pm)
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)

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

ADDITIONAL AMENITIES:

Table with columns Yes, No and rows for Barricades, Orange cones, Picnic tables, Additional trash cans, Overnight Security, Volunteers In Police Service, Street closure(s), Shelter house(s) with associated questions.

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:

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.