



## SPECIAL EVENTS REQUEST LINDSBORG DEPARTMENT OF PUBLIC SAFETY



Requests for special events assistance, or exemption from city ordinances for special event activities should be completed and returned to the Public Safety Office at 102 S First St., Lindsborg KS, or by fax at 785-227-9955, or by email to [swolf@lindsborgcity.org](mailto:swolf@lindsborgcity.org)

<i>Special Event Name</i>	<i>Event Location</i>
<i>Event Date(s)</i>	<i>Event Time</i>
<i>Sponsoring Group Name</i>	<i>Group Address / Phone</i>
<i>Requestor Name</i>	<i>Requestor Phone</i>
<i>Requestor Email</i>	

*Outline Special Event Activities (attach additional info as needed)*

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*Are you planning to use the City Electricity / Outlets? If so, specify the location(s).    YES            NO*

*Outlet Location(s):*

*Individual who will be available on-site for contact by Public Safety Personnel and responsible for the actions of the group or event*

<i>Event Contact Person</i>	<i>Event Contact Phone</i>
<i>Event Contact Email</i>	

<i>Signature</i>	<i>Date</i>
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\*\*\*For Office Use Only\*\*\*

<i>Request Received By</i>	<i>Reviewer Signature</i>
<i>Date/Time</i>	

APPROVED (   )	DENIED (   )	DATE:
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*Additional Notes*

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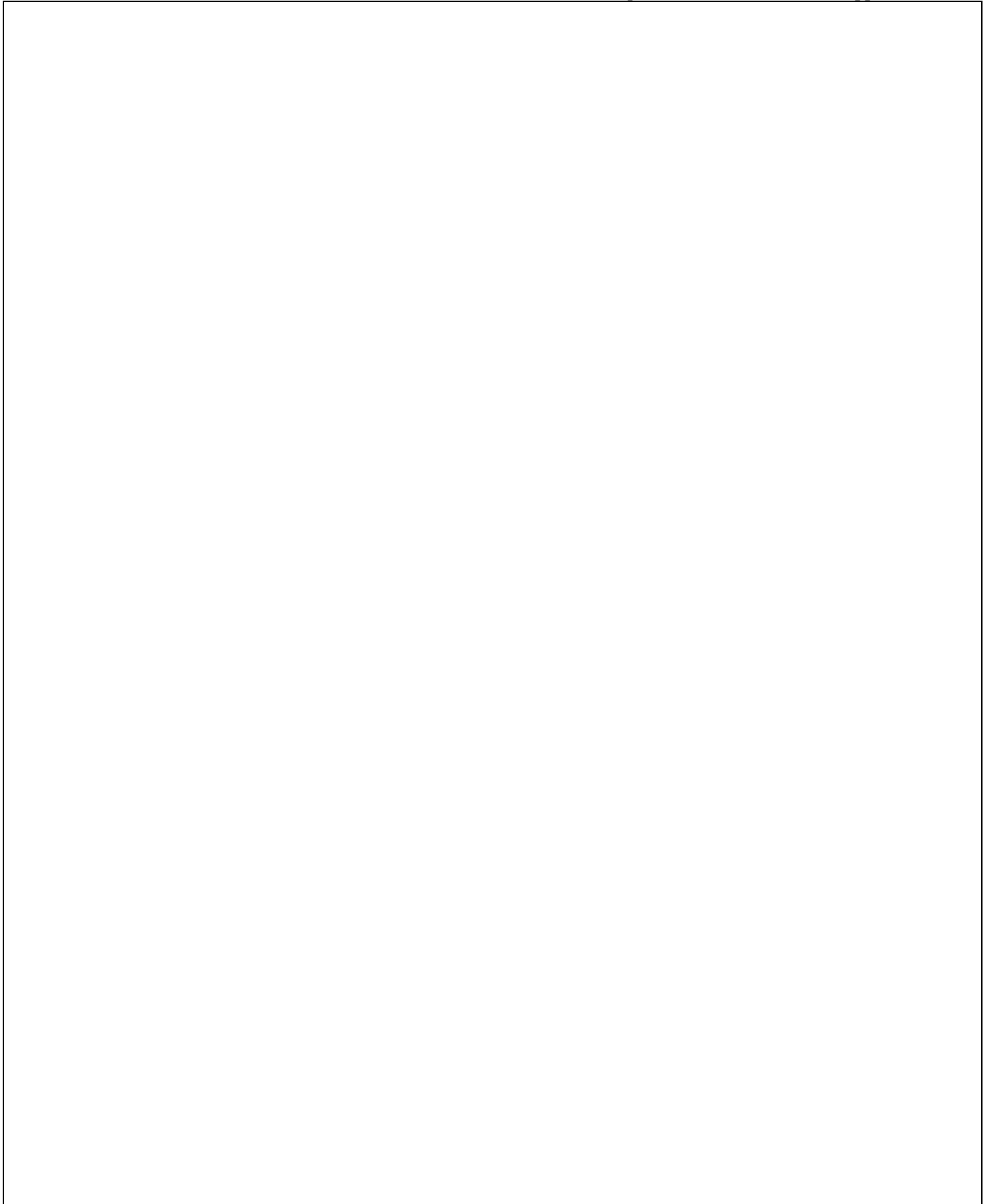
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***If you are requesting barricades for the event, complete the attached Barricade Form and submit it with this request.***

**SPECIAL EVENT REQUEST  
LINDSBORG DEPARTMENT OF PUBLIC SAFETY**

Please provide a sketch for your proposed event and submit it with the Special Event Request form  
Please label streets, addresses, businesses, locations for barricades if requested where all items are applicable.

A large, empty rectangular box with a thin black border, intended for the user to draw a sketch of their proposed event. The box occupies most of the page below the instructions.



**CITY OF LINDSBORG**  
**BARRICADE REQUEST FORM**  
**STREET DEPARTMENT BARRICADE POLICY**

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**NON-PROFIT COMMUNITY EVENTS**

- The City of Lindsborg will make barricades available for non-profit community events, subject to availability.
- Any intended use of the barricades that would close any portion of a City street or alley must first be approved by the Director of Public Safety and be permitted with a Special Events Form.
- Drop off and pick-up can be arranged with the City Street Department at 331 Harrison, 227-8713.

**PRIVATE, FOR-PROFIT, OR NON-PROFIT PRIVATE USE**

- The City of Lindsborg can make barricades available to private or for-profit or non-profit for private use groups, subject to availability.
- Rent for the barricades will be charged at the rate of \$1.00 per barricade per day with rent continuing every day until the barricades are returned, regardless of weekends or holidays.
- Drop off and pick-up can be arranged with the City Street Department at 331 Harrison, 227-8713, but will be charged at the rate of \$25.00 per trip.
- Barricades not returned by the agreed upon time prompting City Crew pick-up, will be charged an additional \$25.00 over the trip fee and in addition to the daily fee.
- Any private or for-profit entity that fails to return barricades more than once will no longer be able to rent them.

Name of person responsible: \_\_\_\_\_

Billing address: \_\_\_\_\_

Proposed use of barricades: \_\_\_\_\_

Location of barricades \_\_\_\_\_

Dates of proposed use, from: \_\_\_\_\_ to \_\_\_\_\_

Is drop off and pick-up needed: \_\_\_\_\_

Fees: \_\_\_\_\_ days at \$1.00/day for \_\_\_\_\_ barricades = \_\_\_\_\_

Drop off @ \$25.00 \_\_\_\_\_ Pick-up @ \$25.00 \_\_\_\_\_ Total = \_\_\_\_\_

**Any group or enterprise borrowing or renting barricades will be held responsible for any lost or damaged barricade.**

I have read the above policy and agree to abide by its terms:

\_\_\_\_\_  
Signature