



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 Director of Public Safety at 102 S First St., Lindsborg KS, or by fax at 785-227-9955, or by email to 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)

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

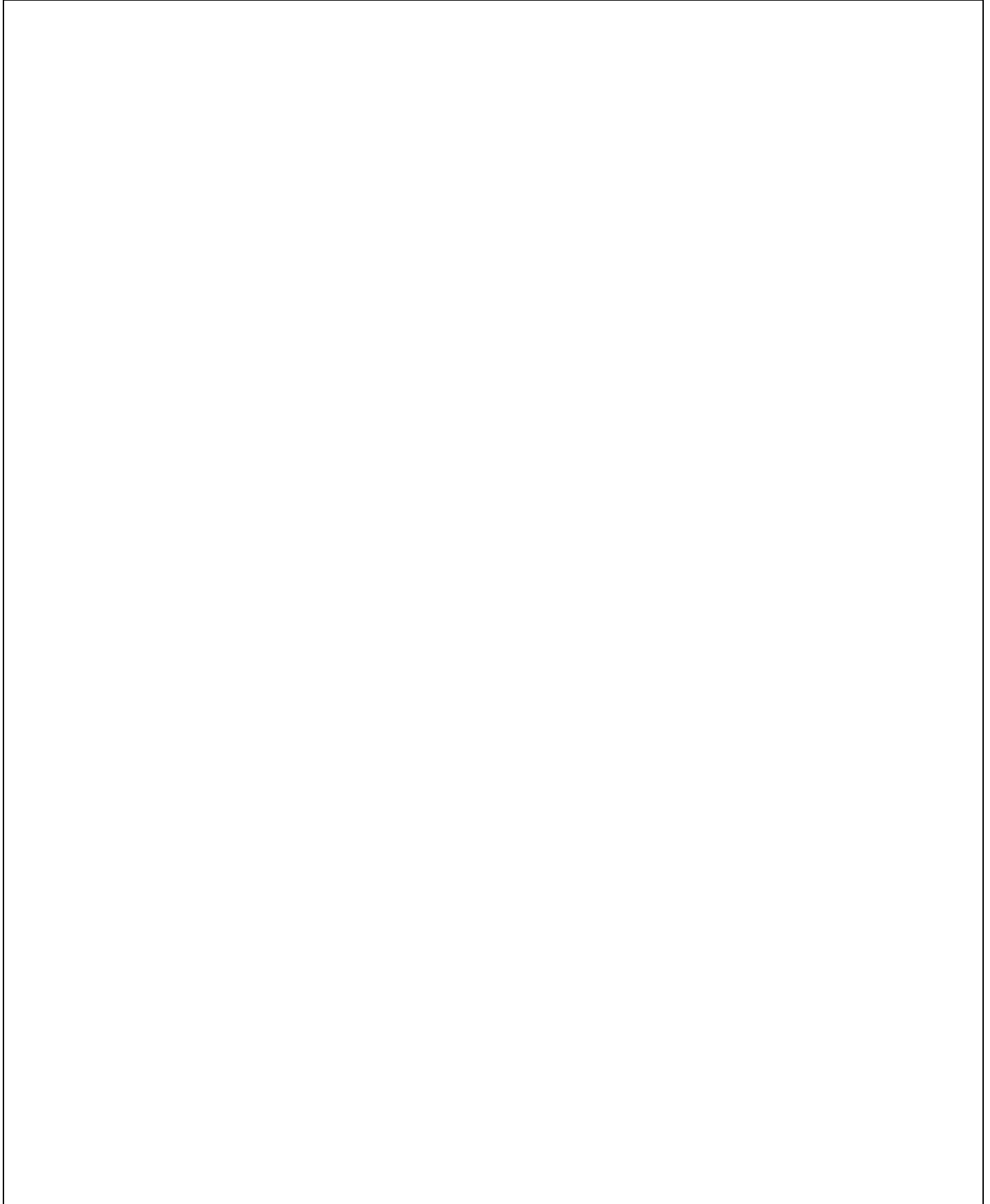
<i>Request Received By</i>	<i>Reviewer Signature</i>
<i>Date/Time</i>	

APPROVED	DENIED	DATE:
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Additional Notes

**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

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