

City of Atchison
Application for Permit

Return with Payment to:
City of Atchison-Finance Department
515 Kansas Ave.
Atchison, KS 66002
Phone: 913-367-5500 Fax: 913-367-3654

Please check area that you are applying for:

<input type="checkbox"/> Occupancy of Mall	<input type="checkbox"/> Occupancy of Farmer's Market
<input type="checkbox"/> License to conduct Parade (section 29-3)	<input type="checkbox"/> Block Party (section 29-4)
<input type="checkbox"/> Carnival (section 27-75)	<input type="checkbox"/> Flea Market (section 13 ½-1)
<input type="checkbox"/> Occupancy of 4 th & Main Parking Lots	<input type="checkbox"/> Occupancy of Park (section 22-13)
	<input type="checkbox"/> Circus (27-94)

Name: _____

Organization Name (if applicable): _____

Address: _____
(Street) (City)

Telephone: _____

Nature of Event/Occupancy: _____

Date of Event: _____

Hours of Event: _____

Location/Length: _____

Flea Markets, Carnivals, Circus and For Profit use of 4th & Main Street Parking have insurance requirements of: (\$100,000/\$300,000 personal injury, \$10,000 property damage)

Flea Market Info:

of parking lots (\$25.00 fee for each parking lot): _____

Note: Vendors are required to have a sales tax number

Carnival Info: Sales Tax Number: _____ # of Amusements: _____

Circus Info: Nature of facilities for exhibiting circus acts: _____

Capacity and construction of seating facilities for spectators: _____

List equipment for handling emergencies (fire, accident or patron injury): _____

4th & Main Parking Lot (for profit use only):

Sales Tax Number: _____ # of Booths: _____ # of Tents: _____

Rules and Fees for Permits

Farmers Market **No fee**
Conduct a Parade **\$10.00**
Carnival **\$60.00**
Circus **\$100/day or \$600/week**

Occupancy of Mall or Park **No Fee**
Block Party **\$15.00**
Flea Market **\$25.00 (plus \$25.00 for each parking lot)**
Occupancy of 4th & Main **\$500.00** (for profit groups only)

- No stakes, spikes or damage to surface parking lot
- Persons signing contract responsible for general clean up and/or damage/destruction Including the removal of any animal excrement in conjunction with a parade
- All glass containers prohibited
- All City parks to be vacated by 11:00 p.m.
- No alcoholic beverages over 3.2% (alcoholic beverage sales require temporary liquor license-forms available in the finance department)

Upon reasonable request and approval, the city may provide the following amenities (please check all that apply)

- Trash Cans Number requested: _____
- Barricades Locations: _____
- Electricity _____

Additional requests: _____

Signature of Applicant: _____

Date: _____

Amount Paid: _____

INTERNAL USE ONLY

Approved:

Public Works Director: _____

Fire Chief: _____

Police Chief: _____

City Clerk: _____

City Manager: _____

Permit issued this _____ day of _____, 20__.

Notification to Applicant:

By

Date