



Attn: City Clerk –Jonathan Douglass  
Attn: City of Lawrence-Planning Department

I am submitting two special event permits and one Right-Of-Way permit for events on Sept.20, 26/27 and October 19<sup>th</sup>. The first special permit application covers Sept.20 and 26/27, non-consecutive events within a 14 day period. The second application covers the Oct.19<sup>th</sup> event. The event on Sept.26 is the only event that will require a Right-of-Way permit. The events in September are in conjunction with The Granada celebrating 20 years of live entertainment in the community. The event on October 19<sup>th</sup> would be a free event in our parking lot with local blues musician, Kelley Hunt, playing on a small stage.

**Breakdown of events we are working to produce:**

**Sept.20<sup>th</sup>:**

**Description: Free Concert in our parking lot**

Traffic: No impact to traffic  
Trash: No additional services needed  
Police: None needed, Private Security for event

**Sept.26<sup>th</sup>:**

**Description: Free movie on Massachusetts Street between 10<sup>th</sup> and 11<sup>th</sup> coupled with a Beer Garden and Food Court/Concession Stand in our parking lot (see attached map) Patrons would be encouraged to bring their lawn chairs, much like the downtown movies series that used to be show on the parking garage wall at 9<sup>th</sup> and New Hampshire.**

Traffic: Right-of-Way permit submitted, asking to close Mass. St from 4pm-11pm for the event. No parking after 4pm.

1. Barricades: The Granada, as the organizer, will provide barricades at 10<sup>th</sup> St and 11<sup>th</sup> St access points. Both 10<sup>th</sup> and 11<sup>th</sup> Streets would remain open to through traffic.

Trash: No additional services needed, The Granada will have trash and recycling receptacles available and utilize it's dumpsters for removal.

Police: None additionally needed, but welcomed.

**Sept.27:**

**Description: Final Friday Event in our parking lot, local artists and food.**

Traffic: No impact to traffic

Trash: No additional services needed

Police: None needed, private security

**Oct.19<sup>th</sup> Free Concert in our parking lot.**

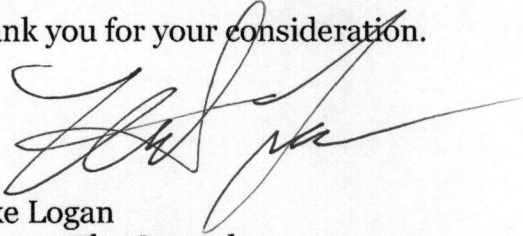
Traffic: No impact to traffic

Trash: No additional services needed

Police: None needed, private

Is it possible that these requests could be placed on next week's agenda for conditional approval?

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Mike Logan', with a long horizontal flourish extending to the right.

Mike Logan  
Owner—The Granada  
1020 Massachusetts St.  
Lawrence, KS 66044

Cell: 785.550.5693

Email: [mike@thegrana.com](mailto:mike@thegrana.com)

Department of Planning and Development Services  
6 East 6<sup>th</sup> Street, PO Box 708 Lawrence KS 66044  
(785) 832-3150  
Fax (785)832-3160  
website [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds)

<b>FEE:</b>	
Type 1-4 Events -----	\$50
Type 5 Events -----	\$100
Events that require City Commission approval -----	\$100

## SPECIAL EVENT PERMIT APPLICATION FORM

**A complete application and fee must be submitted a minimum of  
5 days prior to the event date for an administrative permit.**

**Permits which require City Commission approval  
require additional processing time.**

### APPLICANT INFORMATION:

Date: 9/5/13  
Name: Mike Logan  
Company or Group: The Granada  
Address: 1020 Massachusetts St  
Phone Number: (785) 842-1390  
Mobile or Cell Phone Number: 785.550.5693  
Fax Number: ( )  
E-mail Address: mike@thegranada.com

### EVENT INFORMATION:

Address: BE Parking lot between 1020 - 1040 mass st.  
Property Owner: Allen Press

**Property owner's written permission must be provided by mail, fax, or e-mail to the  
Planning Office (fax number: 785-832-3160) before a permit can be approved.**

SE-13-00385

Please check the type of event:

- Type 1: Fundraising or non-commercial events for nonprofit religious, educational or community service organizations (which do not meet the exemption criteria in Section 6-1503 of City Code, Page 5 of this application packet.)
- Type 2: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths
- Type 3: Outdoor commercial activities intended to sell, lease, rent or promote specific merchandise or services [such as a tent sale, farmers market or product demonstration] or indoor seasonal events which draw additional visitors to a property [such as a haunted house]
- Type 4: Christmas tree sales
- Type 5: Public events intended primarily for entertainment or amusement, such as concerts or festivals.

**Permits for Type 5 events require City Commission approval.**

Proposed dates: Sept. 20 to Sept. 29

- Each permit is valid for a maximum of 14 consecutive days. Several permits may be applied for consecutively if event is to run more than 14 consecutive days.

If application applies to **non-consecutive** events provide the dates for each event. (Each 14 day period will require a permit.)

From 9/20/13 to 9/21/13  
 From 9/26 to 9/28/13  
 From \_\_\_\_\_ to \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_

Number of permits that have been administratively approved for this location this calendar year. 0

- Please contact the Planning Office (785-832-3150) for the number of administrative permits that have been approved.

**4 permits may be administratively approved for a property per year. Any additional permits require City Commission approval.**  
 Christmas Tree Sales are not subject to this requirement.

Proposed hours of operation: 4pm to 11:30 pm

Will a tent be used for this event? Yes \_\_\_\_\_ No

If yes:

- Note the dimensions of the tent: N/A ft X \_\_\_\_\_ ft
- Note the type of tent: Open/Canopy \_\_\_\_\_ Enclosed \_\_\_\_\_

Will temporary signage be used? Yes \_\_\_\_\_ No

- Please note that a temporary sign permit must be obtained from the Development Services Division at 785-832-7700; (1 Riverfront Plaza, Suite 110, Lawrence, KS 66044)

Does the event involve sales?  Yes

- **If yes**, provide your Kansas Sales Tax ID Number 120001491

- If you are not required to collect Kansas Sales Tax, please provide your exemption information:
- \_\_\_\_\_
- \_\_\_\_\_

**Contact the Kansas Department of Revenue, Kansas Tax Assistance, (785) 368-8222, for information regarding the Kansas Sales Tax ID Number and Sales Tax Requirements.**

- If your business is **not** based in Kansas, a transient merchant license must be obtained from the Douglas County Clerk's office at (785) 832-5267; (11<sup>th</sup> and Massachusetts Streets, Lawrence, KS 66046)

Will you be selling KU Licensed Merchandise or items with the KU logo? Yes \_\_\_ No

- **If yes**, please contact Paul Vander Tuig, KU Licensing Administrator at 785-864-4650. If approved, he will provide you with a letter which you must display at your event.

Will you be selling alcohol? Yes  No \_\_\_

- **If yes**, a liquor license must be obtained from the City Clerk's Office at 785-832-3308; (City Hall, 6 East 6<sup>th</sup> Street, Lawrence, KS 66044) *(Additional time may be needed to process this request.)*

**Section 6-1504 of the City Code contains requirements for an administrative permit. If the event does not meet these requirements, it will be necessary to obtain City Commission approval. Staff will contact you during the review of this permit application if it is not possible to process the permit administratively.**

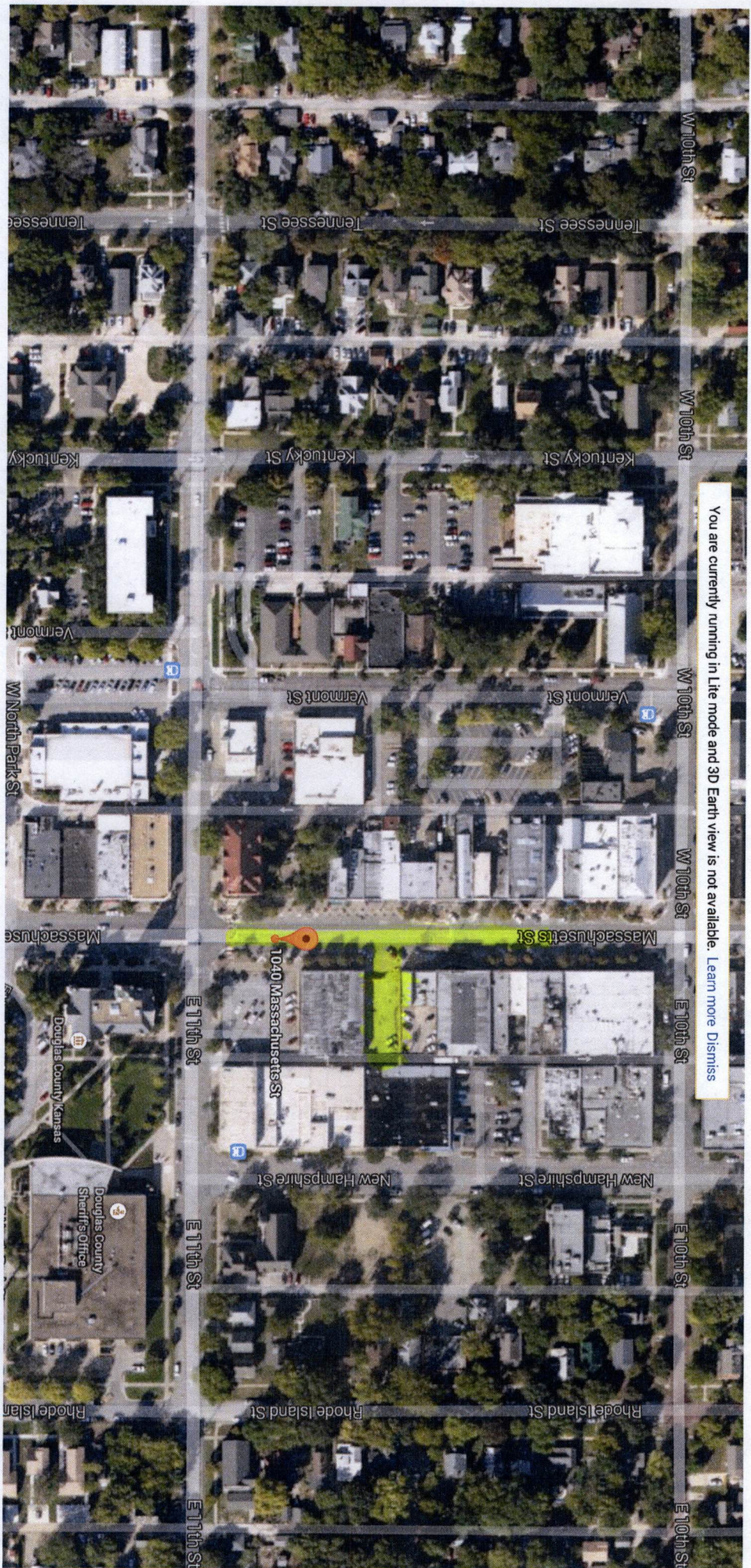
**EVENT DESCRIPTION**

**A description must be provided which includes the following information:**

**WRITTEN DESCRIPTION**

Provide a separate page with the following information:

- Describe the activities that will occur with this event.
- Note any changes that may be required to traffic flow on the site, adjacent roadways, or any changes necessary for the transit route.
- Explain any provisions that will be made for security or parking.



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NEW  
Event  
9/6



9/20 Event  
 9/27 Event

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