



**SPECIAL EVENT PERMIT  
2015 POP UP FEST  
SE-15-00148**

<b>EVENT ADDRESS:</b>	1235 N 3 <sup>rd</sup> St.		
<b>APPLICANT:</b>	Attic Traffic Productions	<b>Property Owner:</b>	Don Westheffer
<b>APPLICANT ADDRESS:</b>	1125 Mark Blair Ct.	<b>Owner Address:</b>	2202 Greenbrier Dr.
<b>EVENT DATE(S):</b>	April 18 – 19, 2015		<b>Event Type:</b> 5
<b>EVENT TIME</b>	9AM – 9AM		<b>Event Number:</b> 1 – CC approved 4/14/2015

**CONDITIONS OF APPROVAL**  
Approved by City Commission – April 14, 2015

1. Special Event Permit must be displayed on site during hours of operation.
2. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
3. Any structures must be removed within 24 hours after the cessation of the event.
4. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
5. Trash receptacles or other sanitation provisions, as needed.
6. Event operator must coordinate site barricade locations with Fire/Medical staff to ensure that access is available in the event of an emergency.
7. The overhead door in the building will be bolted in the open position and the other 3 exit doors will remain unlocked at all times.
8. A minimum of 2 fire extinguishers of type 2A10BC will be installed in the building.
9. Emergency exits signs and lights will be installed per Fire/Medical Department.
10. Fire safety & evacuation plan developed by staff.
11. Occupants in the interior of the building shall not exceed 480.
12. Fire Department will conduct an inspection prior to the event to ensure all conditions are met.

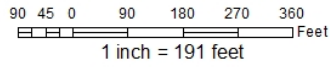
**Conditions Related to Tents**

13. The tent or other membrane structure must meet the International Fire Code.
  - a. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
  - b. Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas or other cooking device shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public and tents (including tie down ropes) must be separated by a minimum of 12 ft.

# SPECIAL EVENT PERMIT 2015 POP UP FEST SE-15-00148

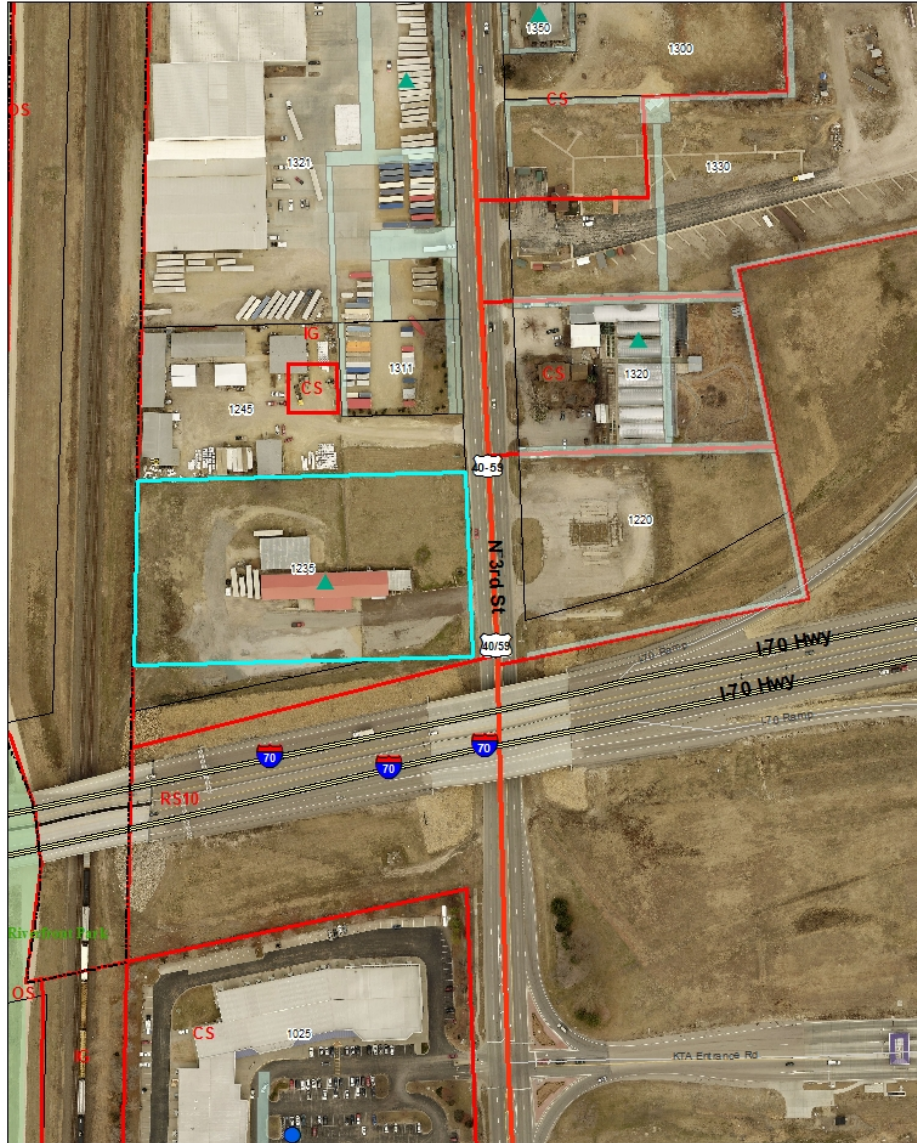
- c. 2A1OBC Portable fire extinguishers shall be provided on site.
- d. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents, tents with walls rather than canopy tents.

## Site



DISCLAIMER NOTICE  
The map is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, marketability and fitness for or the appropriateness for use rests solely on the requester. The City of Lawrence makes no warranties, express or implied, as to the use of the map. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the map, including the fact that the map is dynamic and is in a constant state of maintenance, correction and update.

Date: 4/8/2015



# SPECIAL EVENT PERMIT 2015 POP UP FEST SE-15-00148

40 20 0 40 80 120 160  
1 inch = 83 feet

NOT A PERMIT  
This is a preliminary site plan for the 2015 Pop Up Fest. It is not a permit and should not be used for any other purpose. The permit for the 2015 Pop Up Fest is SE-15-00148. The permit holder is responsible for obtaining all necessary permits and for ensuring that the event complies with all applicable laws and regulations. The permit holder is also responsible for obtaining all necessary insurance and for providing adequate security for the event. The permit holder is also responsible for obtaining all necessary permits and for ensuring that the event complies with all applicable laws and regulations. The permit holder is also responsible for obtaining all necessary insurance and for providing adequate security for the event.

Date: 4/8/2015

