

WHEN HAVING AN EVENT

No bottles are allowed on premises.

One banner is allowed with an approved permit and is subject to Osage County size regulations. No banner shall be placed over any road right of way.

Lights shall be provided if event is held after dark

No parking is allowed in road right of ways.

Proof of Liability insurance is required for Fireworks Display and Type 4 permits being issued.

Any type of event having a crowd more than 50 will be reviewed by all Emergency Service Departments. Crowds over 50 will be required to have emergency staff and an evacuation & safety plan.

A Public Announcement System may be required at the request of Osage County Emergency Manager

Application for the sale of 3.2 beer can be obtained in the County Clerk's Office. Allow at least 10 days for permit to be issued.

Application for permits can be obtained in the
Osage County Land Development Office
2nd floor of the County Courthouse



*If there is a violation of an issued permit the Sheriff's Office has the right to cease operation of said event.

*Failure to obtain a permit or comply with an issued permit is a violation of Osage County Regulations and can be forwarded to Osage County Attorney's Office. Violations are punishable by a fine of up to two hundred (\$200.00) for each offense, and each days violation shall constitute a separate offense.

*In connection with sponsoring the event described in an application, a "Special Event" to be held in Osage County, Kansas, Applicant acknowledges and agrees that the County of Osage County, Kansas (the County) shall not be liable for any expenses, losses, claims, actions, judgments for damages, injuries to persons, and/or injuries to property caused or incurred by Applicant, its servants, agents, employees, guests, and/or business invitees. Further, Applicant shall indemnify and hold harmless the County, its officials, agents, and employees from and for any and all expenses, losses, claims, actions, judgments for damages, injuries to persons, and/or injuries to property caused or incurred by Applicant, its servants, agents, employees, guests, and/or business invitees.

PO Box 221
Lyndon, Ks 66451
Phone 785-828-3347

OSAGE COUNTY LAND
DEVELOPMENT

SPECIAL EVENT PERMIT

This brochure was adopted by
the Board of County Commis-
sioners on April 6, 2015 in con-
junction with Resolution 15-04



Phone 785-828-3347

PUBLIC SAFETY

The number of personnel required for events has been designed by the Public Safety Committee and approved by the governing body of Osage County . Permit application of Type 5 events require approval by the governing body of the Board of County Commissioners. .

Security

Crowds of 50 and under must have a designated person serve as security and EMS

50—149 must have one trained security personnel

150—299 must have two trained security personnel

300-499 must have three trained security personnel

500-999 must have four trained security personnel Events over 1000 will be designed specifically for event.

Applicant can hire through a professional security company or inquire through Osage County Sheriff's Office.

Emergency Medical Services

Crowds of 50 and under must have a designated person serve as security and EMS

50—149 must have one trained medical personnel

150—299 must have two trained medical personnel

300-499 must have three trained medical personnel

500-999 must have four trained medical personnel

Events over 1000 will be designed specifically for event.

Medical Services must provide medical staff that is covered by protocol either through local fire department or Osage County EMS.

Emergency Management—an evacuation and safety plan is required. Applicant must visit with Osage County Emergency Manager.

Sanitation - Portable Toilets

Hours	1-4	5-8	9-12
Crowd size			
50 and under	1	2	2
50—99	2	2	3
100— 249	3	4	6
250-499	4	6	8
500-1000	6	7	9

TYPES OF EVENTS AND FEES

The current fees were adopted by the Osage County Board of Commissioners on July 1, 2011

Type 1— no fee

* Fireworks Display

* Non-commercial events for nonprofit religious, educational or community service organizations.

Type 2—\$25.00

*Temporary banners

Type 3—\$25.00

*Promotional Activities

Type 4— \$50.00

* Commercial activities intended to sell/lease/rent or promote specific merchandise, services or product lines. This type includes activities such as film productions, outdoor play productions, tent sales, farmers market, seasonal sales or product demonstration.

Type 5—\$100.00

* Public or Private events primarily for entertainment such as concerts, festivals, carnivals, circuses, motorized races/competitions, temporary placement of portable asphalt plant during construction work on any public road when placement is not adjacent to said construction.

Type 6—\$100.00

*Establishment of a private family burial plot. This fee includes the required Lot Split fee.

For further details please refer to Osage County Regulations Article 21—Special Events.

The following information is required at time applying for a Special Event

- Name, address and phone number of property owner
- Name , address and phone number of event coordinator
- Name and address of builder
- Site Plan
- Proof of Liability Insurance

Application must be made at least **30** days prior to the date of event. Osage County Zoning Regulations require that a Special Event Permit be either issued or denied within Thirty (30) days after application has been received in the Land Development Office.