



City Clerk: (316) 775-4510 | City Manager: (316) 775-4510 |
Community Development: (316) 775-4505 | Public Safety: (316) 775-4500
Airport: (316) 733-1326 | Public Works: (316) 425-4558
City of Augusta | 113 East 6th Avenue | P.O. Box 489 | Augusta, KS 67010

Augusta Municipal Airport Event Planning Form

This form must be submitted at least 30 days prior to the event for review by City Departments and approval by the Governing Body.

Event Name

Event Date(s)

Start/End Times

Organization or Applicant Name

Event Planner/ Contact Person

Address

Phone

Alternate Phone

Email

Website

Contact On-call During Event

Contact's Cell Phone Number

What time will event set-up begin?

What time will event tear down be complete?

Number of event staff

Estimated number of attendees

Estimated number of vehicles in attendance

Number of staff performing security

Briefly describe the event

Will the event be open to the public Yes No
 If no, describe _____

Will the event include food or retail sales Yes No
 If yes, describe: _____

Will the event include alcohol sales Yes No
 If yes, does event organizer carry Host Liquor Liability? Limit: _____

Will there be any charge for admissions Yes No
 Will event include fireworks or open flames? Yes No
 Will event use canopies/tents Yes No
 Will event have any vehicle exhibitions, competition, racing, burnouts? Yes No
 If yes, describe: _____

Will any portion of the airport require closure Yes No
 If yes, describe: _____

Will event organizer bring trash cans and constantly monitor trash? Yes No
 Will event include any aerial demonstration or activity? Yes No
 If yes, describe: _____

Will unmanned aerial systems or drones be used during event? Yes No
 If yes, describe: _____

Will objects such as helium balloons or lanterns be released at event? Yes No
 If yes, describe: _____

Describe any vehicles, machinery, or erected structures taller than ten (10) feet at the event

The City of Augusta will bill organizers for police officer's overtime rate plus fringe benefits for each additional officer required as a result of an event to be held within the city. If no additional officers are required above normal shift levels, no charges will be assessed.

The event organizers agree to secure and maintain event liability insurance in a sum not less than \$1 million and to provide a certificate of insurance coverage to the City PRIOR to the event. The City of Augusta shall be named as an "Additional Insured" for the event on the certificate.

Under no circumstances are vehicles allowed in any location - except for designated parking areas - without prior consent granted at the time the event is approved by the Governing Body. Failure to abide by this request may result in a loss of privilege to use the airport for future events.

****Please attach to this form a site plan or sketch of the area(s) at the airport where the event will take place including parking, exhibits, displays, food vendors, storage, portable toilets, etc. if applicable.****

I, the undersigned, certify the statements and information included in this event form are true, accurate and complete to the best of my knowledge and belief.

Event Coordinator Signature _____ Date _____

Please return this form and all supporting documents to: Augusta City Hall
113 East 6th Avenue, P.O. Box 489
Augusta, KS 67010
E-Mail: Jshaw@AugustaGov.Org

Approved _____
 Initials _____ Date _____