



City Clerk: (316) 775-4510 | City Manager: (316) 775-4510 |  
Community Development: (316) 775-4505 | Public Safety: (316) 775-4500 |  
Public Works: (316) 775-4507  
City of Augusta | 113 East 6th Avenue | P.O. Box 489 | Augusta, KS 67010

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# City of Augusta 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.**

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Event Name

Event Date

Start/End Times

Location of Event

Organization or Applicant Name

Event Planner / Contact Person

Address

Phone

Fax

Contact On-call During Event

Contact's Cell Phone

What time will event set-up begin?

What time will tear down be complete?

Number of Event Staff	Number of Spectators/ Attendees	Total
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**Please indicate if you are requesting permission to use one of the following city facilities  
(Some buildings and parks require fees and prior scheduling)**

Garvin Park  
Jim Brown Park  
Bill Reed Park  
Shryock Park  
Kerry Unrein Community Stage (Schedule/Fee)  
Gary W. Dryden Shelter  
Moyle Field  
Shryock Park Picnic Area (Schedule/Fee)  
Augusta Disc Golf Course  
Garvin Park Baseball Fields

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Will there be restrictions on parking?	Yes	No
Will your event include food or retail sales?	Yes	No
Will your event include a park or trail?	Yes	No
Will your event include a parade or race?	Yes	No
Will your event use tents/canopies?	Yes	No
Will your event include fireworks or open fires?	Yes	No
Other (Police Escort, Traffic Control, Barricades, Trash/Recycle Containers)	Yes	No

If "Yes" to previous question, please provide details below.

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**STREET CLOSURE**

Will your event require street closures?                      Yes                      No

If "Yes" please list the streets you are requesting to close

Have you contacted the residents / businesses affected by the street closure? **If not, you will need to contact them after receiving approval from the Governing Body.**                      Yes                      No                      N/A

Did you have any issues when you contacted the residents / businesses about the street closure?                      Yes                      No                      N/A

If "Yes" please explain

**\*\*If you are going to use paint to mark routes for runs/walks/bike rides on City streets, IT MUST be water soluble paint.\*\***

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**Site Plan or Sketch (please attach to this form): If you plan to have a parade or event involving the closure of streets, please provide a sketch of the parade route or sketch of the streets that you are requesting be closed for your event.**

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Please provide a detailed description of your event:

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**\*The City of Augusta will bill race 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 of any park - 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 park system for future events.\*\*\***

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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

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Please return this application and all supporting documents to:

**Augusta City Hall  
113 East 6th Avenue - P.O. Box 489  
Augusta, KS 67010  
Fax: (316) 775-4566  
E-mail: [sgeiger@augustagov.org](mailto:sgeiger@augustagov.org)**

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Approved

Initials

Date