

## Frequently Asked Questions for Special Events in KCMO Parks

Q: Do I need to apply for a park permit for my event?

A: If you expect an attendance of 50 or more people; if you are bringing any type of equipment into the park for your event; if you are going to sell items, seek donations, or charge an admission fee; **or if you want to ensure no other organized event will occur during your event, then some type of park permit/contract is required.**

Q: How do I go about requesting a park for my event?

A: Fill out the “Event Request Form” on the Parks website and submit to the Parks Event Administrator, via e-mail ([shannon\\_dooley@kcmo.org](mailto:shannon_dooley@kcmo.org)) or fax (816-513-7715). You will be contacted within two business days of your request. All requests are processed in the order in which they are received.

Q: How much will my event cost?

A: Park permit fees vary depending on what is involved with your event. See the “Park Usage Fees” on Parks website for detailed pricing/categories. Keep in mind, several other City permits may be required if your event includes tents, food, street closures, etc. If you would like to inquire about those fees, see the “Event Permit Checklist” on the Parks website, for the City Department phone numbers.

Q: Does my park permit include a shelter?

A: Many of our parks have shelters, however, your Event Permit/Rental Agreement does not give you permission to use a particular shelter for your event. If the park you are interested in also has a shelter that you would like to utilize for your event, you must contact our shelter reservation line at **816-513-8931**, to try to reserve it. Shelter reservations begin on the first Monday in March of any given year. Park event reservations may be penciled in on the calendar one year in advance, but nothing can be confirmed until January of the event year once the “Event Request Form” is submitted.

Q: Is there any electricity in the park?

A: No, electricity is not provided with your park permit. Generators, battery-powered equipment, or acoustic instruments are recommended if needing or wanting sound, etc.

Q: Are there rest-rooms in the park?

A: No. Portable rest-rooms are the responsibility of the event applicant. Once your event and park space is secured, the Parks Department Events Administrator can provide you with numbers of portable sanitary unit providers, if requested. It is also the responsibility of the event applicant if portable rest-rooms are ordered for their event, that the rest-rooms are removed as soon as their event is over. If portable rest-rooms aren't removed, an additional fee may be incurred.

Q: Does my event require insurance?

A: Most events will require insurance, commercial general liability with limits of \$1 million per occurrence and \$2 million aggregate, written on an "occurrence" basis, listing the City of Kansas City, Missouri as the additional insured. However, if you keep your event simple, less than 250 people, no large equipment such as tents (larger than 10 x 10), staging, portable rest-rooms, etc, no athletic type of activities, no concessions, no donations or admission fees, then you may not need to provide insurance. For example, wedding ceremonies, smaller information rallies or picnics will not require insurance, if they do not have any of the above mentioned items at their event.

Q: What happens if it rains the day of my event?

A: Event permits are issued on a rain or shine basis. Refunds are not given for inclement weather. In case of rain, several precautions need to be made by the event coordinator to protect the park grounds and for the safety of the event participants/volunteers. Always have a "Plan B", for adverse weather conditions.

Q: What type of payment is accepted, and when is it due?

A: Cash, check or money order are accepted. Payment is due 60 days prior to your event. Once your payment is made, refunds are not given if you cancel your event. If you are requesting park space less than 60 days out, payment will be due immediately upon approval of the event.