

City of Kansas City, Mo.
Neighborhoods and Housing Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 513-4561

Daily dance hall application

A daily dance hall permit costs \$15 per day

Name of the event (i.e., First Friday)	Dance)		
Applicant's name	plicant's name Phone		
Names and phone numbers of all peo		e in active control and managemen	
Complete the following based on w	here the event will be held		
Business/Building name		Phone	
Address			
Property owner	Street	City Owner's day phone	State ZIP
This event will be a [] public even	nt [] private event (invitation	on only) Number of attendees ex	pected each day
Type of event or function to be cater	ed [] concert [] reception	[] other	
Will an entry fee, admission charge,	door charge, ticket sales or do	nations be taken to attend the event	?? [] yes [] no
Will alcohol be served or allowed on	the premises during the event	? [] yes [] no	
Person or group sponsoring event			
List all that will be provided []	band (noise permit) [] DJ (1	noise permit) [] dance area (dance	e permit) [] food (health permit)
[] tent (fire permit) []	street closing (street closure pe	ermit) [] Public park (Park	s & Recreation authorization)
Date(s) of event		Time(s) of event	
Location of event [] indoors [] or	tdoors [] commercial buildir	ng [] public park [] other	
If event will be held outdoors, list the	e type of barricade that will be	used to enclose the event [] plas	tic snow fence [] chain link
[] wood barricade [] stee	el bike racks [] other		
What is the age group of the public t	o be invited? Eve	nt is to be held [] indoors [] o	outdoors [] indoors and outdoors
Security requirements (see #4 on p	age 2) Security will be: [] a	armed [] unarmed Number of so	ecurity officers onsite
Security company		Phone	
If the event will be held outdoors, lis	t the number of porta-potties tl	nat will be onsite during the event _	
All of the following documents (when [] Letter from the property owner a [] Detailed diagram of the premises [] Clearance from Fire Department [] A copy of the health permit or te [] A copy of the noise permit – out [] A copy of the street closure perm [] A copy of the certificate of occur [] A copy of the occupant load cert [] Do all medical staff working this	approving the event to be held of s (see #3 on page two for more for the premises where the event supported by the	on the premises information) ent will be held (see #5 on page two ite (see #6 on page two for more do ge two for more information) ore information) he event will be held (see #8 on page two event will be held (see #9 on page two for page two for more information)	o for more information) etailed information) ge two for more information) age two for more information)
further agree to co	omply with the ordinances of the	no may have legal authority for the pectity of Kansas City, Mo., and the later that the information given in this	nws of the State of Missouri.
I, the best of my knowledge and belief.		6	
Signature of managing officer		Date	
FO	R OFFICE USE ONLY – DO	O NOT WRITE BELOW THIS I	INE
This application is hereby [] appro	oved [] disapproved		Date

Additional requirements and policies governing events

- 1. If the application is denied, you may appeal the denial. For more information please **section 12-147** in the code of ordinances.
- 2. **Barriers** A description must be included which describes the type(s) of barrier(s) that will be used to close the street which will prevent alcoholic beverages from leaving the controlled area.
- **3. Diagram** The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.
- **4. Security** An indication of what security measures will be taken for crowd control must be submitted. For every 100 people projected to be at the event, two armed security officers or police officers must be present.
- 5. Fire Permit/Place of Assembly Permit A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave, (816) 784-9100. Sec 10-105(a)(3)(c)
- 6. **Health Permit** A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c).** A health permit is required under the following circumstances:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering <u>alcohol & food</u> onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
- 7. Noise Permit –Outdoor Events If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. Sec 10-105(a)(3)(c)
- 8. Certificate of Occupancy A copy of the certificate of occupancy for the premises hosting the event must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. Sec. 10-241(c)(1)&(d)
- Occupant load certificate A copy of the occupant load certificate which states the interior occupant capacity of the p must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. Sec. 10-241(c)(1)&(d)
- **10. Street closure** If a public street will be blocked off for the event, a permit for a street closure must be obtained from the KCMO Public Works Department.
- 11. As required by section 34-369 of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the EMS Medical Director. For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200, Kansas City, MO 64108.