



Daily Dance Hall Application

Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland, Suite 2101
Kansas City, Missouri 64106-1551
Phone (816) 784-9000
Fax (816) 784-9030

(Name of the Event, i.e. Jones Wedding Reception)

Applicant's Name: _____ Telephone No.: _____

Business Name: _____

Business Address: _____

List the names and telephone numbers of all people (must be local) who will be in active control and management of this event:

1. Complete the following based on where the event will be held (**a daily dance hall permit costs \$15 per day**):

Location or Business Name: _____

Property Owner: _____

Property Owner Address: _____

Business Phone: _____ Cell Phone: _____ Home Phone: _____

2. Type of function or event: Concert Reception Other _____

3. Number of attendees expected on each day (including workers): _____

4. List all that will be provided: Band D.J. Dance Area Food Tent Street Closing

5. Date(s) of event: _____ Time(s) of event: _____

6. Barricade: Plastic Snow Fence Chain link Wood Barricade Steel Bike Racks Other _____

7. Location of event: Liquor Licensed Premises Private Residence Other _____

8. Event is to be held: Indoors Outdoors Both Indoors and Outdoors

9. Security Company being used: _____ Phone: _____

Security will be: Armed Unarmed Number of Security Officers who will be on site during the event: _____

10. Number of Porta Potty's to be on site during the event: _____

11. I have included a copy of the following documents:

- | <u>Yes</u> | <u>No</u> | <u>NA</u> | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approval Letter from property owner allowing the dance. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Diagram of premises (see #3 under Additional Policies for Events). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clearance from Fire Department for the location of the event (see #5 under Additional Policies for Events). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Health / Noise Permits (see #6 & 7 under Additional Policies for Events). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street Closure Permit (see #8 under Additional Policies for Events). |

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of Applicant _____ Date _____

----- FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS SPACE -----

This application is hereby: Approved Disapproved _____ Date: _____

Additional Policies for Events:

- If the application is denied, an application to protest the denial may be submitted to Regulated Industries as referred to in Chapter 10 of the ordinances. **Sec 12-147**
- 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.
- Diagram** – The diagram must show all of the outdoor seating (if any), the location of porta-potty's, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.
- 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.
- 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 KCMO Fire Marshal's Office.
- Health Permit** – A copy of the catering restaurant/bar's Health Permit.
- Noise Permit** – Outdoor Events – If live music will be performed, a noise permit will be required from the KCMO Health Department.
- 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.