

Checklist for Carnivals, Street Fairs, & Rodeos – Non Liquor

Investigator: _____

D/B/A Name and Address: _____

Date Application Assigned: _____ Date Case Completed: _____

The following requirements will be completed by the Investigator working on your case:

____ **Investigator Requirement** – The zoning of the premises as well as a map of the zoning overlay of the area immediately surrounding the proposed premise – **New Only**

____ **Investigator Requirement** – Notification letters mailed out to all neighborhood associations within the same zip code as the proposed establishment and City Council Representatives who are located in the same district of the proposed premise as well as other pre-determined government agencies.

____ **Investigator Requirement** – A walk through (with the applicant) at the site where the planned event is to take place. Verify the diagram is accurate, the type of barriers to be used will be efficient, and all other requirements will be met during the event.

Yes No

____ ____ **Investigators Requirement** – Has the applicant or anyone with ownership in the business been convicted of a felony or other offense involving moral turpitude? **Sec. 12-2**

____ ____ **Investigators Requirement** – Do you believe that the operation of such business or establishment has or will create a neighborhood nuisance or disturbance, prove a menace to the public safety, or impair the health, peace or comfort of persons working or residing in the vicinity? **Sec. 12-7(a)**

*In order to begin processing a liquor application, an **applicant** must submit the following:*

____ Amusement Application signed & notarized. **Must be filled out at least Fourteen {14} days prior to the event taking place.**

____ \$40 processing fee per person for a criminal history record check to include all cities, states, & countries where applicant/s and/or owner/s have resided. This includes anyone who owns **more than 10%** of the stock in the business or owns more than 10% of the business - check made out to the City Treasurer. Anyone who is an active practicing attorney in the State of Missouri will not be subject to a criminal history record check but must submit a copy of their bar card.

All of the following information listed below must be submitted by the applicant:

Have Need

____ ____ Consultant consent form signed by the applicant (only applicable if a consultant is used). **Form provided by Regulated Industries** (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

____ ____ Property owners consent (must bring in a **notarized letter** from the owner and a **certified copy** of the deed {warranty deed, quit claim deed...} proving ownership of property).

____ ____ The applicant must file a notarized written statement, signed by a majority of the residents or property owners **within three blocks on all sides** of the proposed premises of the carnival, street fair or rodeo stating that they have no objection to a carnival, street fair, or rodeo being permitted to operate as such on the premises.

____ ____ Submit recent photographs of all tents, buildings, concession stands and ticket booths. Submit a photo and description of each ride along with a written statement as to the time of day each ride will be in operation.

Have Need

- ___ ___ A diagram of the premises including the total number of **square feet** in the building and the **number of floors** involved. A separate measurement of total **square feet** will be necessary for all outdoor seating areas (not to include a sidewalk café).

- ___ ___ **LLC Only** – A copy of the OPERATING AGREEMENT listing all of the members and managers of the LLC, or;
Corporation Only – A copy of the BYLAWS and all amendments *and* organizational minutes, verifying all corporate officers, share holders and number of shares held, or;
Partnership Only – A copy of the PARTNERSHIP AGREEMENT (limited partnership requires partnership application and appointment of the managing partner) – The managing partner must be noted on the application

- ___ ___ **CERTIFICATE OF GOOD STANDING from the State of Missouri.** If the business is less than one year old or a Certificate of Good Standing cannot be retrieved, submit a **CERTIFICATE OF ORGANIZATION** (LLC or limited partnership – Not *general partnership*), or; **CERTIFICATE OF INCORPORATION** (corporation) **from the State of Missouri** – State Office Building, 615 E. 13th Street, (816) 889-2672

- ___ ___ Fictitious Name Registration (**If D/B/A is different than the corporate name**) from State Office Building, 615 E. 13th St., (816) 889-2672

- ___ ___ Two (2) recent passport style photos (without hat) of anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business.

- ___ ___ Schedule P from anyone who owns **more than 10%** of the stock in the location or who owns **more than 10%** of the business. **Form provided by Regulated Industries** – (http://www.kcmo.org/neigh.nsf/web/RI_main?opendocument)

- ___ ___ Submit a **Missouri Amusement Ride Operating Permit** for each Ride. (Missouri Department of Public Safety, Missouri Division of Fire Safety, Amusement Ride Safety Unit – 1709 Industrial Drive, Jefferson City, MO 65102; 800-877-5658).

- ___ ___ A statement of no sales/use tax due dated within the preceding 90 days from the date of application (City Hall, Finance Department, 414 E 12th Street, 816-513-1120 or 816-513-1135) – **Buyer Only**

- ___ ___ Insurance Requirements. A certificate of insurance (**including Workers Compensation coverage**) for a combined single limit liability insurance policy of \$1,000,000 for events without mechanical amusement rides or \$2,000,000 combined single limit with mechanical amusement rides. The City of Kansas City is to be an additional insured to the policy by separate endorsement; the certificate of insurance must also require the insurance company to notify the City of Kansas City, Missouri, in writing, of any change in or cancellation of the policy at least Ten days prior thereto.

- ___ ___ **Security** - A detailed description of what security measures (including the number of employees and/or the number of commissioned security officers) will be in place for crowd control.

- ___ ___ **Porta Potty's** - The number of porta-potty's that will be on site for the event.

- ___ ___ Submit a detailed outdoor event emergency evacuation plan to be posted at the premises.

An amusement application can be processed without the **Contingency Items** that are listed below; however, all **Contingency Items** must be submitted before a license will be issued:

Have Need

- ___ ___ A copy of the Zoning Determination (must be from the DBA making application) stating the use of the premises for the proposed business (**alcohol is permitted / parking is sufficient**) is permitted through zoning (City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407) – **Contingency Item**

Have Need

- ___ ___ A copy of the Certificate of Occupancy (must be from the DBA making application) - City Hall, City Planning & Development, 414 E 12th Street, 816-513-1407) – **Contingency Item**
- ___ ___ A copy of the “Occupant Load Certificate” which states the occupancy load (must state the interior occupant capacity) City Planning & Development, City Hall, 414 E 12th Street, 816-513-1407 – **Contingency Item**
- ___ ___ A copy of the Health Permit (must be from the DBA making application) - Health Department: 2400 Troost, (816) 513-6247 – **Contingency Item**
- ___ ___ A copy of the Fire Permit or Certificate of Compliance from the most recent inspection (must be from the DBA making application) – Fire Marshals Office, 635 Woodland, (816) 784-9100 – **Contingency Item**
- ___ ___ **Place of Assembly permit** – Outdoor Event Only if a Tent will be on site (Fire Marshals Office, suite 2103, 635 Woodland, 816-784-9100) – **Contingency Item**
- ___ ___ **Noise Permit** - If a band or DJ will be used – **Outdoor Event Only** (Health Department: 2400 Troost, 816-513-6314) – **Contingency Item**
- ___ ___ **Dance Hall Permit** - If there will be dancing at the event, a dance hall permit must be obtained by the Caterer – Regulated Industries, \$15 per day – **Contingency Item**
- ___ ___ A Certificate of Compliance (must be from the DBA making application) stating no exterior code violations currently exist on the property (Neighborhood Preservation: 4900 Swope Pkwy, 816-513-9010) – **Contingency Item**
- ___ ___ **Street Closure Permit** – Must be approved by the public works department and KCPD that shows your plan for traffic control or for a street closure (Public Works Department, City Hall, 20th floor, 816-513-2627) – **Contingency Item**

Sec. 12-284. Outdoor event evacuation plans.

- (a) An operator of an outdoor event or venue that is not subject to the fire code, including, but not limited to, an amusement park, carnival, rodeo, stadium, theatre, circus, concert, festival or race that is conducted for profit and intended or designed for the assembly of 1,000 or more people shall have an emergency plan for individuals attending such event.
- (b) The emergency plan shall consist of the means by which directional signage or similar marking, that indicates the nearest exit either from the event or to a protective shelter, if such exists, are posted at the event. The emergency plan shall also include the means by which individuals attending the event will be warned in case of disaster, fire, terrorist attack, severe weather conditions such as tornadoes or thunderstorms or other emergency situations.
- (c) The directional signage or similar marking shall be posted throughout the event in a manner that is conspicuous and reasonably calculated to be seen by individuals attending the events.
- (d) A copy of the emergency plan shall be available at the event for public inspection.

Sec. 12-216. Same--Consent of neighboring property owners.

- (b) Even though written permission signed by a majority of residents and property owners signifying their agreement to the operation of a carnival, street fair or rodeo is submitted to the director of finance, if, after investigation, the director determines that such carnival, street fair or rodeo will result in substantial danger to the peace, health or safety of the neighborhood, he shall refuse to issue the permit.