



City of Merriam Parks and Recreation Special Event Requirements

Individuals or groups requesting use of the shelter for special events in a manner consistent with its normal use and beneficial to the general welfare of the public may make application within the following guidelines for consideration by the Director of Parks and Recreation.

“Special Event” means a temporary, short-term use of the shelter for events including, but not limited to the following types of activities:

1. Fundraising or non-commercial events for nonprofit, religious, educational, or community service organizations.
 2. Commercial activities intended to sell, lease, rent or pro-mote specific merchandise.
 3. Public events intended primarily for entertainment or amusement such as concerts or festivals.
- Permits will be issued or denied by the City of Merriam, based upon an appraisal of the information provided and the impact to the facility, area, adjacent property owners and the City.
 - Event activities must be in compliance with applicable city, county, state and federal laws, and facility regulations.
 - The City of Merriam has the authority to cancel the Special Event Permit for any violations of permit requirements, city ordinances or applicable county, state or federal laws.
 - The City of Merriam reserves the right to cancel any permit due to severe or potentially dangerous weather conditions.
 - The sponsoring individual or agency shall obtain and continuously maintain comprehensive general liability insurance against damage or liability caused by the permit holder, its officers, members, agents, employees, guests, invitees and participants in the special event throughout the term of the event in an amount of not less than \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage, with an aggregate limit of not less than \$1,000,000.

Said policy shall be issued by a company duly authorized to conduct business in the State of Kansas, and if mutual, shall be non-assessable. The form of the policy shall be acceptable to the City and the permit holder shall provide the City with a copy of the certificate of insurance naming the City of Merriam, Kansas, its officers, employees and agents as additional insureds at least 14 days prior to the event. Failure to provide such insurance coverage shall be grounds for the immediate termination of the event and permit.

ALCOHOL IS NOT ALLOWED IN OUR CITY PARKS!