

**CITY COMMISSION MEETING
Winfield, Kansas**

DATE: Monday, April 17, 2023
TIME: 5:30 p.m.
PLACE: City Commission – Community Council Room – First Floor – City Building

AGENDA

CALL TO ORDERMayor Gregory N. Thompson
ROLL CALL.....City Clerk, Tania Richardson
MINUTES OF PRECEDING MEETING.....Monday, April 03, 2023

BUSINESS FROM THE FLOOR

-Citizens to be heard

NEW BUSINESS

Ordinances & Resolutions

Bill No. 2327 - A Resolution – Authorizing an Outdoor Community Event and Temporary Entertainment District Application (Stone Barn Farms)

Bill No. 2328 - A Resolution – Authorizing an Outdoor Community Event and Temporary Entertainment District Application. (Island Park Productions)

OTHER BUSINESS

-Consider Temporary Caterer license application for Xclusive Events LLC, 200 Main St.

ADJOURNMENT

-Next Commission work session 4:00 p.m. Thursday, April 27, 2023.

-Next regular meeting 5:30 p.m. Monday, May 01, 2023.

CITY COMMISSION MEETING MINUTES
Winfield, Kansas
April 3, 2023

The Board of City Commissioners met in regular session, Monday, April 03, 2023 at 5:30 p.m. in the City Commission-Community Council Meeting Room, City Hall; Mayor Gregory N. Thompson presiding. Commissioners Brenda K. Butters and Ronald E. Hutto were also present. Also in attendance were Taggart Wall, City Manager; Tania Richardson, City Clerk; and William E. Muret, City Attorney. Other staff member present was Patrick Steward, Director of Community Development.

Mayor Thompson noted all Commissioners present.

Commissioner Butters moved that the minutes of the March 20, 2023 meeting be approved. Commissioner Hutto seconded the motion. With all Commissioners voting aye, motion carried.

PROCLAMATION

-Proclaiming the Month of April as Fair Housing Month. Mayor Thompson proclaimed the month of April 2023 as Fair Housing Month.

BUSINESS FROM THE FLOOR

- Seth Montgomery, 2740 Main St, appeared before the Commission to talk about the business moving into his neighborhood.
- Robert Tyler, 2701 Cabrillo Dr, appeared before the Commission to talk about property taxes.

NEW BUSINESS

Bill No. 2324 – An Ordinance – Accepting and authorizing the final plat of the Broadway Estates Subdivision, in the Northeast quarter of Section 33, Township 32 South, Range 4 East of the 6th P.M., Winfield, Cowley County, Kansas. Director of Community Development Steward explains this Ordinance will approve the final plat of the Broadway Estates Subdivision. Upon motion by Commissioner Hutto, seconded by Commissioner Butters, all Commissioners voting aye, Bill No. 2324 was adopted and numbered Ordinance No. 4197.

Bill No. 2325 – A Resolution – Authorizing and directing the Mayor and Clerk of the City of Winfield, Kansas, to execute Transportation Alternatives Project Agreement No. 047-23 between the City and the Secretary of the Kansas Department of Transportation, relating to State Aid for the improvement of US-160 Pedestrian Path. Director of Community Development Steward explains this Resolution will approve the agreement with the Secretary of Transportation for funding for a transportation alternatives project. Upon motion by Commissioner Butters, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2325 was adopted and numbered Resolution No. 2223.

Bill No. 2326 – A Resolution – Authorizing and directing the City Manager and Clerk of the City of Winfield, Kansas to enter into an agreement between Versasport, LLC., Wichita, Kansas and the

City of Winfield, Kansas, regarding playground improvements at Cochran Park. Director of Community Development Steward explains this Resolution authorizes the City Manager to enter into an agreement for installation of playground improvements at Cochran Park in the amount of \$101,462.00. Upon motion by Commissioner Hutto, seconded by Commissioner Butters, all Commissioners voting aye, Bill No. 2326 was adopted and numbered Resolution No. 2323.

OTHER BUSINESS

ADJOURNMENT

Upon motion by Commissioner Hutto, seconded by Commissioner Butters, all Commissioners voting aye, the meeting adjourned at 5:47 p.m.

Signed and sealed this 11th day of April 2023.

Signed and approved this 17th day of April 2023.

Tania Richardson, City Clerk

Gregory N. Thompson, Mayor



Request for Commission Action

Date: March 14, 2023

Requestor: Taggart Wall, City Manager

Action Requested: Consider Outdoor Community Event & Temporary Entertainment District application from Stone Barn Farm (Def Leggend Concert)

Analysis: Stone Barn Farm requests a the use of the Island Park Performance Stage venue for the Def Leggend concert, 12:00p.m. to 11:59p.m. , on June 24, 2023. The application requests the sale, possession, and consumption of alcoholic liquor or cereal malt beverage during the event. Stone Barn Farm has enlisted and contracted with Xclusive Event Svc, a Caterer licensed by the Kansas Department of Revenue, Alcoholic Beverage Control Division. The same is not a caterer licensed by the City of Winfield, thus a separate Temporary Alcohol Permit is required.

Fiscal Impact: Performance stage fees of 5% of gate, plus certain commodities will apply. The tourism impact is positive for the community.

Attachments: Proposed Resolution, OCE/TED Application

A RESOLUTION

AUTHORIZING an Outdoor Community Event and Temporary Entertainment District Application (Stone Barn Farm)

WHEREAS, Stone Barn Farm has made application for an Outdoor Community Event and Temporary Entertainment District; and

WHEREAS, Stone Barn Farm requests the sale, possession, and consumption of alcoholic liquor or cereal malt beverage on city streets, alleys, parking lots, and public sidewalks during the Def Legend outdoor concert, a special event, from 6:00 pm to 11:30 pm, on June 24, 2023, in Island Park.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. Within Section 6-120 of Article IV of Section 6 of the Code of the City of Winfield, Kansas, "Temporary Entertainment District" means a defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a community event which has been properly permitted under Chapter 8 of this Code.

Section 2. A Special Event is defined by K.S.A 41.719(a)(2). Alcoholic liquor may be consumed at a special event held on public streets, alleys, roads, sidewalks, or highways when a temporary permit has been issued pursuant to K.S.A 41-2645 for such special event. Such special event must be approved, by ordinance or resolution, by the local governing body of any city, county, or township where such special event is being held. No alcoholic liquor may be consumed inside vehicles while on public streets, alleys, roads, or highways at any such special event.

Section 3. Xclusive Event Services. is a Caterer licensed by the Kansas Department of Revenue, Alcoholic Beverage Control Division.. A "caterer" means an individual, partnership or corporation which sells alcoholic liquor by the individual drink, and provides services related thereto, on unlicensed premises which may be open to the public but does not include a holder of a temporary permit. [Subsection (c) of K.S.A 41-2601]. Kansas Department of Revenue, Alcoholic Beverage Control Division granted Xclusive Event Services liquor license #12002247801, attached and made a part hereof, effective 12/11/2022 and expiring 12/10/2024. Xclusive Event Services will notify the Alcoholic Beverage Control Division Director by electronic notification of its intent to sell and serve alcoholic liquor by individual drink at least 48 hours prior to the event. A separate Temporary Alcohol Permit is required of Xclusive Event Services.

Section 4. The governing body of the city of Winfield Kansas hereby authorizes an Outdoor Community Event and Temporary Entertainment District Application in accordance with the rules and procedures set forth by Article IV of Section 6 of the Code of the City of Winfield, Kansas, regarding the sale, possession or consumption of alcoholic liquor or cereal malt beverage as presented by the Stone Barn Farm for the Def Leggend outdoor concert, a special event, from 6:00 pm to 11:30 pm , on June 24, 2023, in Island Park, Winfield Kansas, as identified in the Outdoor Community Event and Temporary Entertainment District Application; a copy of which is attached hereto and made a part hereof.

Section 5. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 20th day of March 2023.

(SEAL)

Gregory N. Thompson, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission Action: _____
Taggart Wall, City Manager



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted **at least 30 days** prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Contact Name:

Email:

Telephone:

Address:

City/State/Zip:

EVENT INFORMATION

Event Title:

Event Date:

Event Type:

Event Time (setup & teardown):

Public Property Needed:

Street Closure Requested? **Yes** ☐ or No ☐

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☐ or No ☐ *if yes, attach copy*

Date(s)/Time of Street Closures *(or attached information)*:

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☐ Fire ☐ EMS ☐

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☐ or No ☐

Is this event a fundraiser? Yes ☐ or No ☐

Estimated Attendance: *(maximum)*:

Number of participants in previous years:

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage. with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☐ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

Who is Providing the Food and/or Drink?

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☐ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:



Outdoor Community Event and Temporary Entertainment District Application

I, _____, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Event Applicant Date

APPLICATION APPROVAL

Winfield City Manager Date

**Kansas Alcoholic Beverage Control Division
Liquor License**

Caterer

OWNER NAME: **Xclusive Events LLC**
DBA: **Xclusive Events**
ADDRESS: **709 W 30th Street S**
Wichita, KS 67217-3213

LICENSE NO: 12002247801

The licensee named above has been granted a liquor license by the Kansas Department of Revenue, Alcoholic Beverage Control Division. This license is neither transferable nor assignable and is subject to suspension or revocation.

PRIVILEGES:

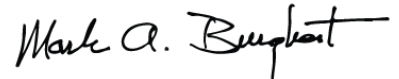
Allows the licensee to sell and serve alcoholic liquor for consumption on unlicensed premises and other activities as authorized by K.S.A. 41-2643.

AGREEMENT:

By accepting this license, the licensee agrees to conduct business in compliance with all applicable federal, state, county and city statutes and regulations.



Debbi Beavers
Director, Alcoholic Beverage Control



Mark A. Burghart
Secretary of Revenue

EFFECTIVE: 12/11/2022

EXPIRES: 12/10/2024

THIS LICENSE MUST BE FRAMED AND POSTED ON THE PREMISES IN A CONSPICUOUS PLACE

IMPORTANT INFORMATION

Contact the ABC Licensing Unit at 785-296-7015 or email Kdor_abc.licensing@ks.gov if you have any:

- questions regarding this license
- changes to your business name, location, ownership or officers
- questions about filing gallonage tax; if applicable

Contact your local ABC Enforcement Agent at 785-296-7015 or visit our website at <http://www.ksrevenue.gov/abccontact.html>

Contact the Miscellaneous Tax Segment at 785-368-8222 or email Kdor_miscellaneous.tax@ks.gov if you:

- need assistance with liquor drink or liquor enforcement taxes
- have questions about liquor drink tax bonds, bond relief or bond release

CLOSING YOUR BUSINESS

If you are closing your business, you must surrender your liquor license and complete the form at <https://www.ksrevenue.gov/pdf/abc824.pdf>



Request for Commission Action

Date: March 30, 2023

Requestor: Taggart Wall, City Manager

Action Requested: Consider Resolution authorizing an Outdoor Community Event & Temporary Entertainment District Application from Island Park Productions.

Analysis: Island Park Productions (IPP), through an Outdoor Community Event & Temporary Entertainment District application, requests authorization to allow possession and consumption of alcohol or cereal malt beverages in Island Park from 5:00 pm to 11:00 pm during a series of outdoor concert events in 2023.

A separate temporary Alcohol or Cereal Malt Beverage Permit is not required of Island Park Productions for possession and consumption only. The Governing Body would need to adopt a Resolution acknowledging the "Special Event" and authorizing possession and consumption.

This resolution allows postponement & rescheduling in 2023, if necessary, with notice to the City Manager's office. And, no further action required by the governing body for rescheduling in 2023.

Fiscal Impact: The concert series is provided free to the general public. The City is a member and represented on the IPP Board. Standard fees are being sought from IPP. Their requests are trash containers, access to electricity and on site and mobile restrooms.

Attachments: Draft Resolution, Outdoor Community Event Application

A RESOLUTION

AUTHORIZING an Outdoor Community Event and Temporary Entertainment District Application (Island Park Productions)

WHEREAS, Island Park Productions has made application for an Outdoor Community Event and Temporary Entertainment District; and

WHEREAS, Island Park Productions requests the possession and consumption of alcoholic liquor or cereal malt beverage in Island Park during a series of outdoor concert events in June, July, August and September 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. Within Section 6-120 of Article IV of Section 6 of the Code of the City of Winfield, Kansas, "Temporary Entertainment District" means a defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a community event which has been properly permitted under Chapter 8 of this Code.

Section 2. Island Park Productions requests the possession and consumption of alcoholic liquor or cereal malt beverage in Island Park from 5:00 pm to 11:00 pm during a series of outdoor concert events on June 1, July 6, July 20, August 17 and September 28, 2023. A Temporary Alcohol or Cereal Malt Beverage Permit is not required of Island Park Productions for possession and consumption only. Should any of the 2022 outdoor concert events require postponement and rescheduling, notice will be given to the Winfield City Manager's office. The parties will coordinate, to the best of their abilities, rescheduling in 2023. No further action will be required by the Governing Body of the City of Winfield for said rescheduling in 2023.

Section 3. The governing body of the city of Winfield Kansas hereby authorizes the Outdoor Community Event and Temporary Entertainment District Application, in accordance with the rules and procedures set forth by Article IV of Section 6 of the Code of the City of Winfield, Kansas, regarding the possession or consumption of alcoholic liquor as presented by the Island Park Productions from 5:00 pm to 11:00 pm during a series of outdoor concert events on June 1, July 6, July 20, August 17 and September 28, 2023, in Island Park, Winfield Kansas, as identified in the Outdoor Community Event and Temporary Entertainment District Application; a copy of which is attached hereto and made a part hereof.

Section 4. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 17th day of April 2023.

(SEAL)

Gregory N. Thompson, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission Action: _____
Taggart Wall, City Manager



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted **at least 30 days** prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Island Park Productions

Contact Name:

Jill Long

Email:

jill@jploncpa.com

Telephone:

620-221-2750

Address:

City/State/Zip:

Winfield, KS 67156

EVENT INFORMATION

Event Title:

Duck Jam in the Park Concert Series

Event Date:

Event Type:

Event Time (setup & teardown):

6/1,7/6,7/20,8/17,9/20

Public Property Needed:

Island Park

Street Closure Requested? **Yes** ☒ or No ☐

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☐ or No ☐ if yes, attach copy

Date(s)/Time of Street Closures (or attached information):

Island Park Closure at Noon

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☐ Fire ☐ EMS ☐

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☐ or No ☐

Is this event a fundraiser? Yes ☐ or No ☐

Estimated Attendance: (maximum):

Number of participants in previous years:

750

250-750

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage. with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☐ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

jill@jploncpa.com

Telephone:

620-221-2750

Address:

City/State/Zip:

Winfield, KS 67156

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☒ or No ☐ If yes, complete the following

Who is Providing the Food and/or Drink?

Winfield Lions Club, Winfield Soroptomist Club

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☐ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

David Fritzlen

Email:

dfritzlen@swbell.net

Telephone:

Address:

City/State/Zip:



Outdoor Community Event and Temporary Entertainment District Application

I, _____, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

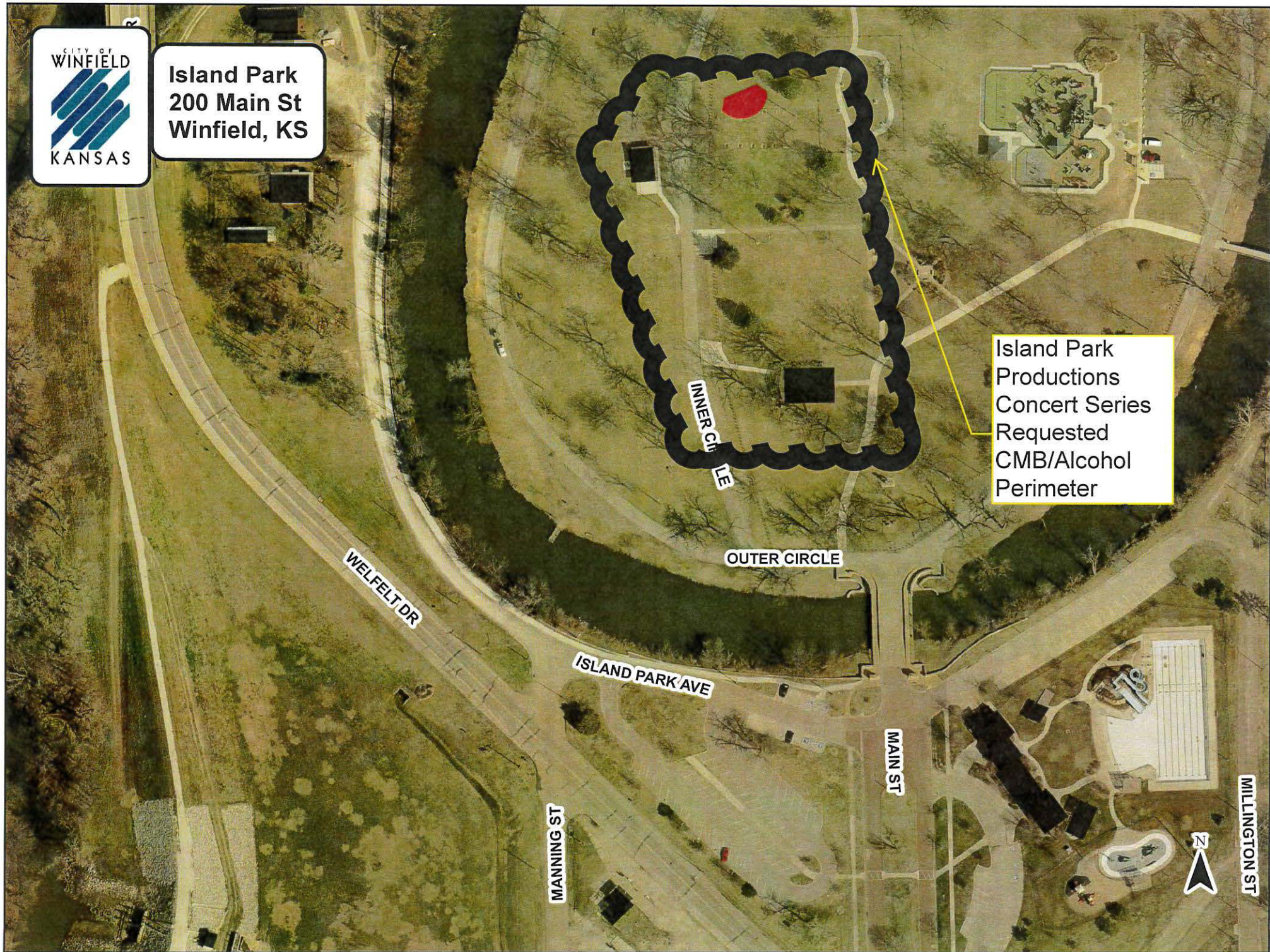
Signature of Event Applicant Date

APPLICATION APPROVAL

Winfield City Manager Date



Island Park
200 Main St
Winfield, KS



Island Park
Productions
Concert Series
Requested
CMB/Alcohol
Perimeter