



City of Newton

Street Closing and/or Special Event Application

For a Street Closure: City Clerk's office must receive completed form with a permit fee of \$25.00 at least 1 Month for "thoroughfares" and 1 week for "block parties" prior to the event. ***the \$25.00 application fee is not subject to be waived**

For a Special Event: Submit this application with permit fee of \$25.00 to: City of Newton, City Clerk's Office, 201 East 6th Street, PO Box 426, Newton, KS 67114 ***the \$25.00 application fee is not subject to be waived**

Name of Event: _____ Date of Event: _____
 Event: _____
 Event Location(s): _____ Event Start Time: _____ Event End Time: _____
 Estimated Attendance: _____ Is this a public or private event? Public Private
 Will your event be in a City Park? Yes No If yes, what park? _____
 Type of event: Festival Parade Carnival Block Party Concert Run/Walk Other _____
 Is this an annual event? Yes No Will there be an admission fee for the event? Yes No
 Application Organization: _____ Phone: _____
 Address: _____ City: _____ State: _____
 Event Organizer: _____
 Address: _____ City: _____ State: _____
 Phone: _____ Cell: _____ Email: _____
 Secondary Contact Person (Optional): _____
 Phone: _____ Cell: _____ Email: _____

STREET CLOSING

Proposed Street Closure: _____ From: _____ To: _____
 Proposed Street Closure: _____ From: _____ To: _____
 Proposed Street Closure: _____ From: _____ To: _____
 Proposed Street Closure: _____ From: _____ To: _____

* The City of Newton is required to submit K-15/Main Street closure requests to KDOT for approval.

PUBLIC WORKS SUPPORT SERVICES

for public events only – to reserve a water meter, call 284-6080

***picnic tables and trash containers are not available for residential block parties**

Are you requesting traffic cones? Yes No Number of traffic cones: _____
 Are ornamental flags to be displayed on Main Street? American Flag Welcome Flag Alternate both
 Are you requesting picnic tables? Yes No Number of tables: _____ Location: _____
 Are you requesting snow fencing? Yes No Location: _____
 Does the event require the use of electricity provided by the City? Yes No Location: _____
 Does the event require the use of water provided by the City? Yes No Location: _____
 Does the event need trash/recycling container? Yes No Number of containers: _____ Location: _____
Request to waive fees: Yes No ***the \$25.00 application fee is not subject to be waived**

SECURITY & LAW ENFORCEMENT FIRE/EMS SUPPORT SERVICE

*** Emergency Services are not subject to be waived.**

Are you requesting law enforcement services from the Newton Police Department? If yes, check all that apply.
 Event Security Parade Escort (Rolling Road Block) Traffic Control
 Will private security be used at the event? Yes No Volunteers Security Service
 Private Security Address: _____ Phone: _____
 Will Emergency Services have vehicle access in the event of an emergency? Yes No
 Will a first aid station be provided? Yes No Location: _____
 Are you requesting fire or emergency medical support for the event? Yes No ***See Fee Schedule**
 If yes, check all that apply: Fire Standby EMS Standby Special Hazard

Duly signed by: _____ Name: _____

City of Newton
Administration Office
201 E. 6th St. Newton, KS 67114
316-284-6001
Fax: 316-284-6090
dduerksen@newtonkansas.com

Date organizer notified of approval or decline: _____ Approved Declined
Signed by: _____ Date: _____

NPD and Fire/EMS service fees, when applicable, can be estimated and provided to the applicant prior to the event.

Cancellation Information: Permit fee, service charges and any security deposits are reimbursed if the event is cancelled, denied, or postponed and given that public property is left in good condition and without damage, and all City invoices are paid. Failure to comply with restrictions imposed automatically forfeits any fees paid. All fees subject to change without notice.

FIRE/EMS & LAW ENFORCEMENT FEE SCHEDULE

call 284-6030 to arrange for dedicated police services
call 284-6060 to arrange for dedicated fire/EMS services

Event Security: Fees may be applicable to any event charging admission or requiring officer overtime compensation. Rates are per officer/per hour.	Dedicated Police Officer	\$40/hour
Parade escort/rolling roadblock	Dedicated Reserve Officer	\$20/hour
Special Attention: Quoted		\$170/event
EMS Standby	Dedicated	\$100/hour
Fire Standby	Dedicated	\$100/hour
Fire or EMS Standby	In-service	No charge
Special Hazard: Quoted		

PUBLIC WORKS FEE SCHEDULE

Street/Lane Closing: traffic control planning, detour routing, set-up & take down of all traffic control devices to conform to MUTCD.

- Arterial/Collector, Residential \$20/block

Sanitation Service: delivery, removal, one tipping & materials disposal. Recycling is a standard feature with this service.

- Standard service \$7.00/cart

- Additional tip fee \$3.50/cart

Crowd Control Fence: includes utility locate service, set-up & take-down. (Subject to availability)

- \$0.25/lineal foot

Utilities: where available. Fees based on actual usage.

- Electric \$40/day

- Water \$5.95/100 c.f. **(to reserve a water meter call 316-284-6080)**

Equipment Rental: subject to availability.

- Barricades \$5.00 ea.

- Traffic cone \$2.00 ea.

- Message Board \$50/day

- Picnic tables \$5.00 ea.

Site Cleanup

- Grounds crew \$150/hr.

- Street Cleaning \$75/hr.

