



# 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: \_\_\_\_\_ Street Closure Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 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: \_\_\_\_\_  
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 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

<b>Event Security:</b> 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
<b>Parade escort/rolling roadblock</b>	Dedicated Reserve Officer	\$20/hour
<b>Special Attention:</b> Quoted		\$170/event
<b>EMS Standby</b>	Dedicated	\$100/hour
<b>Fire Standby</b>	Dedicated	\$100/hour
<b>Fire or EMS Standby</b>	In-service	No charge
<b>Special Hazard:</b> 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.

