



COMMUNITY EVENT RESOURCE GUIDE



2025

TABLE OF CONTENTS

03	INTRODUCTION
04	EVENT CATEGORIES
05	SUBMITTING AN APPLICATION
05	APPLICATION DUE DATES
06	EVENT APPLICATION PROCESS
07	ALCOHOLIC BEVERAGES AND LIQUOR LICENSES
09	AMUSEMENT RIDES / INFLATABLES
09	DAMAGES / DEPOSITS
10	DOGS / PETS
10	ELECTRICAL CONNECTIONS
10	EMERGENCY RESPONDER REQUIREMENTS
11	EMERGENCY ACTION PLAN
12	ENTERTAINMENT
12	FIREWORKS
12	FIRES
13	FOOD PREPARATION
14	INCLEMENT WEATHER
14	INSURANCE
14	RAFFLES / PRIZE DRAWINGS
15	NOISE RESTRICTIONS
15	PARKING / VEHICLES IN PARKS
17	PERMIT REQUIREMENTS
17	PETTING ZOO / ANIMALS
18	POLICE SERVICES / SECURITY
18	PROMOTIONS AND MARKETING
19	PUBLIC ACCESS TO PARKS
19	RESTROOM FACILITIES
20	ROAD CLOSURES AND USE
21	SALES TRANSACTIONS
21	SITE MAP
22	TENTS AND TEMPORARY STRUCTURES
23	UTILITY LOCATES
23	VEHICLES
23	VOLUNTEERS
24	WASTE MANAGEMENT

INTRODUCTION

The City of Liberal recognizes the positive impact and importance of community festivals and events. These events bring our residents together to experience a shared culture and are an important piece of our vibrant community. We are committed to supporting events by providing organizers with the resources and tools required to plan and execute festivals and events in a safe manner.

The purpose of this guide is to help organizers identify the provisions, permits, and plans that must be in place in order to host a successful event in Liberal. Depending on the size, scope, and location of an event, organizers may be required to complete our **Community Event Application**. This requirement applies to events that are open to the public with activities or impacts taking place on City-owned properties, such as streets, rental facilities, and outdoor spaces.

Event organizers are obligated to submit proper paperwork and keep City of Liberal staff informed as changes to planned event activities occur. Keeping the City of Liberal updated will help ensure that organizers meet key paperwork filing deadlines and allow us to provide the best possible resources to support your event.

Please note that the submission of an application does not guarantee approval. Approval may not be granted if another event is already scheduled for the same location and date. A staff member from the City of Liberal will be in touch should additional information be required or to provide a status update for your application.

EVENT CATEGORIES

PRIVATE EVENTS

Private events are restricted to a limited, invited group of attendees. These events may or may not involve the rental or reservation of a city-owned facility or outdoor space. *Examples: weddings, birthday parties, invitation-only celebrations and banquets.*

Community Event Application required? No.

Private events do not generally require a Community Event Application, unless impacts/closures of roadways are involved.

LOCAL EVENTS

A local event is promoted for the general public to attend. *Examples: neighborhood block parties, cultural festivals, trade shows, holiday celebrations, or events hosted by a faith-based organization or civic group.*

Community Event Application required? It depends.

Events taking place at locations that are not owned by the City of Liberal do not require a Community Event application to be filed unless impacts/closures of city roadways are involved.

Events located in or impacting city-owned properties, including city-owned rental facilities, public parks or pavilions, and/or public streets do require a Community Event Application.

Note: Other applicable permits (such as temporary alcohol permits, carnival permits, etc.) must be completed appropriately.

MAJOR EVENTS

A major event is promoted to the local and surrounding communities with anticipated use and/or impacts on city-owned properties.

Examples: Pancake Day Race, Chamber Duck Festival, car/truck shows, outdoor live entertainment events on public property, groups of food trucks and/or vendors on City-owned streets or properties, and recreational and/or commercial events resulting in public roadway closures.

Community Event Application required? Yes.

Events located in or impacting city-owned properties, including city-owned rental facilities, public parks or pavilions, and/or public streets do require a Community Event Application.



SUBMITTING AN APPLICATION

Community Event Applications may be submitted by hard copy to the City Clerk's office at City Hall, or via our online application available at: www.cityofliberal.org/eventplanning

The application must include general event information, an event site map, and a certificate of insurance if an event takes place on public streets or properties.

Given the complexity of certain events, there may be additional permits, requirements, security deposits, or operating plans requested before an event application is approved.

APPLICATION DUE DATES

Applications must be submitted no less than 45 days prior to the scheduled event. A separate Community Event Application will be required for each event date for events that do not run consecutive days.

Changes to an event date taking place after event application approval will require the submission of a new application for the rescheduled date. Staff will expedite efforts to review and approve an application ahead of a proposed reschedule date. Organizers are asked to communicate event cancellations and unforeseen date changes with City staff as soon as possible.

Please note: required permit fees and review timelines are subject to change and the submission of an application does not guarantee approval. Once the application is received, a staff member from the City of Liberal will contact the organizer to review the request in further detail to determine the need for any additional permit applications to be filed.

EVENT APPLICATION PROCESS

The application and approval process is outlined below. All timelines, payment information and requirements for submitting supporting documentation must be adhered to in order for an approval letter to be issued. It is important that organizers review this resource guide in its entirety to ensure a smooth event application process.

1

Reserve Your Space

If you will use a city-owned rental space (including outdoor pavilions/shelters), you must first reserve the space for your event date. Reservations can be made in person at the Liberal Rec Center. View availability and pricing at: <https://secure.recl.com/KS/liberal-ks/catalog>.

2

Submit Event Application

Complete and submit an application no later than **45 days prior to the event**. Applications are accepted online or by hard copy at the City Clerk's office inside City Hall, 324 N. Kansas Ave.

3

Application Check

City staff will review applications for completeness and any additional documents needed before sending for further review.

4

Application Review

Staff will review the application and, if necessary, request a meeting with the organizer(s) as part of this process. A presentation of the event plan may be required.

5

Confirmation

Once approved, an approval letter and description of any terms and conditions will be sent to the organizer. Any applicable security deposits identified must be remitted to the City of Liberal within 7 days of issuance of the approval letter.

6

Terms & Conditions

Additional permits, permissions, or plans may be required. City staff will work with the organizer(s) to ensure all necessary conditions are met and will serve as a resource throughout the planning process.

7

Event Debrief

A joint meeting may be requested by the City of Liberal or the event organizer(s) to discuss any feedback or follow-up items requiring attention within 60 days following the event.

ALCOHOLIC BEVERAGES & LIQUOR LICENSES



ALCOHOLIC BEVERAGES ARE NOT PERMITTED TO BE SOLD OR CONSUMED IN CITY OF LIBERAL PARK LOCATIONS, INCLUDING PARK RENTAL BUILDINGS.

Organizers must observe all regulations mandated by the Kansas Department of Revenue's (KDOR) Division of Alcoholic Beverage Control (ABC).

The KDOR ABC Division is responsible for overseeing the administration of **Temporary Permits**. If there are plans to serve or sell alcoholic beverages in an area that is not approved for alcohol sales, organizers must apply for a Temporary Permit from the Division of Alcoholic Beverage Control **at least 30 days before** the event takes place. Information about Temporary Permits is available here: <https://www.ksrevenue.gov/abchbtemporarypermits.html>.

A **Temporary Permit** issued by the City of Liberal is also required. For a Temporary Permit to be issued, applicants must bring a copy of the approved state Temporary Permit to the City Clerk and pay a \$25 permit fee at City Hall.

No temporary permit holder shall allow the serving, mixing, or consumption of alcoholic liquor between the hours of 2:00 a.m. and 6:00 a.m. at any event for which a temporary permit has been issued. No alcoholic beverage shall be given, sold, or traded to any person under 21 years of age.

Failure to comply with local or state liquor licensing requirements may result in the cancellation of the event and/or denial of future event requests from the organizing party.

FOR MORE INFO ABOUT STATE LICENSE REQUIREMENTS:

Licensing Unit, KDOR Division of Alcoholic Beverage Control

Phone: (785) 296-7015 (press Option #2)

Email: KDOR_abc.licensing@ks.gov

FOR MORE INFO ABOUT CITY LICENSE REQUIREMENTS:

Liberal City Clerk

Phone: (620) 626-2206

Email: alicia.hidalgo@cityofliberal.org



ALCOHOL – COMMON CONSUMPTION AREAS

ABOUT CCA

Liberal's established Common Consumption Area (CCA) allows citizens to walk freely between drinking establishments within a defined area while consuming alcoholic beverages purchased from drinking establishments within the CCA under a permit issued by the Kansas Department of Revenue Division of Alcoholic Beverage Control. CCA permits are for possession and consumption of alcoholic liquor and CMB only. No sales of alcoholic liquor and CMB may occur on the premises of a permitted CCA unless sales are:

- Conducted by a licensed caterer in accordance with all requirements for a catered event;
- Sold by a separate temporary permit that has been issued for that specific area; or
- A drinking establishment has been authorized by the permit holder to operate a non-contiguous service area in accordance with K.S.A. 41-2659(e)(2).

RULES OF CONDUCT

The City of Liberal has a common consumption area which allows consumption of alcoholic beverages within the defined CCA from 12:00 p.m. (noon) until 11:59 p.m.

Per city ordinance, consumers are limited to carry only one drink per person at one time. Drinks must be served in a paper or plastic cup no larger than sixteen (16) fluid ounces that displays the licensee's trade name, logo, or other identifying brand unique to the licensee.

Beverages may be consumed on public property within the CCA, including sidewalks and crosswalks. Citizens are prohibited from consuming alcohol in parking lots, street parking stalls, or on a public street *unless* the street has been closed to vehicular traffic by the City of Liberal for a special event.

The established CCA boundaries are marked by conspicuously posted signage and other lines of demarcation. Beverages may not be carried past the boundaries of the CCA.



More CCA information and answers to frequently asked questions are available at: www.cityofliberal.org/ccca



FOR MORE INFO ABOUT COMMON CONSUMPTION:

Alicia Hidalgo, Liberal City Clerk
Phone: (620) 626-2206
Email: alicia.hidalgo@cityofliberal.org

Chris Hebbard, Enforcement Agent
KDOR – Alcohol Beverage Control
Phone: (785) 230-2631
Email: christopher.hebbard@ks.gov

[View the KDOR ABC Common Consumption Area Handbook](#)

AMUSEMENT RIDES & INFLATABLES

Kansas law ([K.S.A. 44-1601](#)) requires that amusement ride operators be registered with the Kansas Department of Labor in order to legally operate structures such as inflatables (bounce houses), Ferris wheels, carousels, water slides taller than 35 feet, trampoline courts, bungee jumping, go-karts, zip lines, roller coasters, and similar rides. Hay rides and barrel trains do not require an amusement registration. For more information, please visit:

<https://www.dol.ks.gov/industrial-safety-health/amusement-ride-services>.

The use of inflatable amusement devices such as bouncers, bouncy castles and similar devices will be permitted so long as organizers provide adequate supervision and follow proper installation and operation procedures to protect public safety.

If the installation of the amusement ride or inflatable requires any object to penetrate the ground, a utility locate finding must be arranged through the City of Liberal Parks Department at least 2 weeks prior to the event to prevent damage to underground utilities or sprinkler systems.

Large mechanical rides requiring hitching/towing greater than a ball hitch are not permitted on turf. If event organizers would like to include these large mechanical rides as part of their festival or event, they must ensure that the rides are placed on a paved surface.

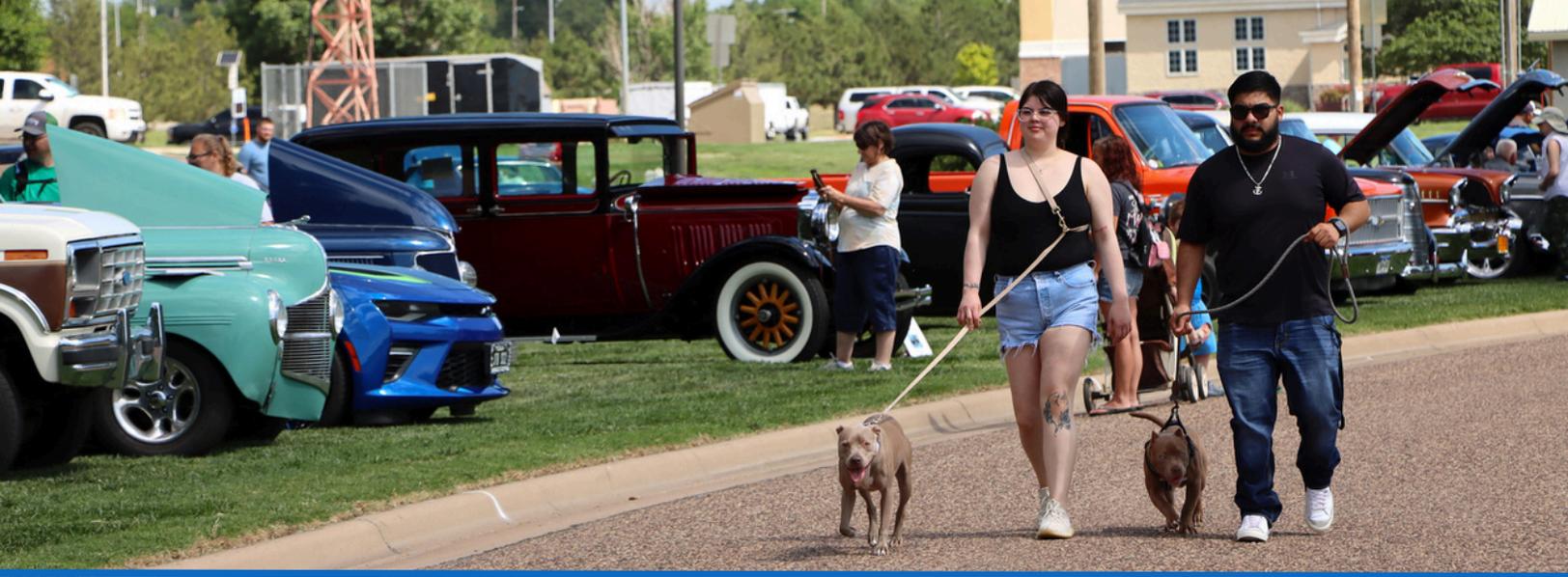
DAMAGES / DEPOSITS

It is the organizer's responsibility to ensure public property is protected from vandalism or damage.

A security deposit in the minimum amount of \$500.00 may be required to cover any potential damage to City of Liberal property. The deposit will be refunded after a successful site audit.



A security deposit will be retained and additional charges may be incurred if an event extends beyond the permitted time frame. The cost to repair damages to any park property, facility, street or sidewalk, etc. is the responsibility of the organizer. Repair costs will be evaluated and communicated to the organizer by City of Liberal staff as soon as possible after the event is completed.



DOGS & PETS

Dogs are permitted outdoors in City of Liberal parks, but must be on a leash at all times. Pet owners are required under City ordinance to clean up animal waste deposited on all publicly owned properties. Cats and dogs over the age of six (6) months residing in Liberal city limits are required to wear their annual registration tag indicating their vaccination status.

Pets are not permitted inside City of Liberal indoor rental facilities, with the exception of service animals meeting ADA expectations.



ELECTRICAL CONNECTIONS

Electrical connections are available throughout different City-owned properties. When planning your event, it's important to consider the electrical needs of your vendors and activities. The City of Liberal does not supply extension cords, generators, or other specialty hook-up connections. Please indicate on your site map where your generator equipment will be placed.



EMERGENCY RESPONDER REQUIREMENTS

Depending on the size and scope of your event, confirmation that emergency services (Police, Fire, and Emergency Medical Services) have been notified and/or will be on-site for the duration of the event may be required.

The City of Liberal Fire & Police Departments will determine the level of protection (if any) to be provided. The cost of supplemental staff protection, if applicable, is to be covered by the organizer(s).

EMERGENCY ACTION PLAN

The safety and security of event patrons, the community, and residents must be top priority. Organizers seeking to host events in City of Liberal facilities or on City of Liberal properties must identify methods for mitigating and managing risks.

Depending on the size and scope of the event, organizers may be asked to submit an Emergency Action Plan for review.

THE EMERGENCY ACTION PLAN SHOULD INCLUDE:

- Two event contact personnel, including their cell phone numbers and how they will be contacted in case of an emergency.
- Evacuation area location(s) with an evacuation route.
- Inclement weather plans, including procedures for monitoring conditions and communicating with attendees.
- Procedures to be followed in the case of an emergency or disaster.
- Communication procedures made with the necessary authorities.
- Details on how volunteers and organizational staff have been prepared to handle a disaster or emergency situation; and details of how security will be contacted and respond to an emergency or disaster during the event.

A DETAILED SITE MAP MUST BE INCLUDED WITH AN EMERGENCY ACTION PLAN TO SHOW THE LOCATION OF:

- Emergency Access Route(s)
- Event Information Booth/Incident Center
- Lost Person/Reunification Areas
- First Aid Posts
- Security Post
- Potential Hazard Areas (propane, generators, open flames, etc.)

ENTERTAINMENT

Any entertainment associated with a festival or event that is open to the public and on City of Liberal property must be suitable for the enjoyment of both adults and children. Rude or foul language, nudity or any form of profanity in verbal form or visual gesture will not be tolerated.



FIREWORKS

A permit is required for all fireworks displays. To obtain a permit for a public fireworks display, an application must be completed 30 days prior to the event. The City Fire Chief, in conjunction with the Liberal City Commission, may grant permission for public firework displays. The permit issued is subject to compliance with the conditions specified in Ordinance No. 4555, which regulates the sale and vending of fireworks and the discharge of fireworks for special occasions. No permit shall be approved unless the applicant furnishes a certificate of public liability insurance for display in a minimum of one million dollars (\$1,000,000.00), written by an insurance carrier licensed to do business in Kansas.



FOR MORE INFO ABOUT FIREWORKS & FIRES:

Liberal Fire Department

Phone: (620) 626-0128

Email: kelly.kirk@cityofliberal.org

FIRES

A permit is required for all open fires or outdoor burning. No person shall set a fire in the open air within City limits without first having obtained a permit from the City Fire Chief. Open fires or outdoor burning must comply with the State of Kansas burn regulations. Small, confined, supervised fires used to cook food on a grill or barbeque and fires contained in an approved outdoor fireplace, chiminea, or burn pit do not require an open-air burn permit.

FOOD PREPARATION & SALES

All food vendors must comply with the health and safety standards listed in the [Kansas Department of Agriculture's Food Code](#). Mobile vendors at public events must be properly licensed with a City business license and a mobile vendor license issued by the [City of Liberal Building Department](#), unless exempted by City ordinance.

[City Ordinance No. 4371, Section 11](#) identifies sales activities that are exempt from obtaining a business license.

Chapter 5, Article 15, Section 5-1501 of the City Code exempts mobile vendors from obtaining a mobile vendor license for a specific event sponsored in part by the city, civic organizations, not-for-profit organizations, charitable organizations, public or private schools, or educational institutions.

For questions about business and mobile vendor licensure requirements, please contact the Building Department: (620) 626-2261 or blgddept@cityofliberal.org.

MOBILE FOOD TRUCKS MUST BE PROPERLY LICENSED AND ADHERE TO LOCAL SAFETY REGULATIONS, WHICH STATE:

- Propane shall be limited to a maximum quantity of one hundred (100) pounds. Propane cylinders must be secured from tipping over and must be protected from impact dangers. Propane tanks shall not be stored or operated indoors at any time.
- Mobile food vendors which produce grease laden vapors shall have a Type I hood system for commercial cooking operation with a fire suppression system in the hood. Mobile food vendors which use other warming apparatus or produce steam shall have a Type II hood system. No hood system is required for those mobile food vendors which do not perform cooking or use heat producing devices.
- Hood system grease collection must be cleaned frequently to minimize grease build up. Type I hood systems shall be serviced annually.
- One minimum size 2A-10BC class fire extinguisher is required for each mobile food vendor and shall be serviced annually.
- All food vendors (concessions and trucks) must ensure that all onsite personnel are trained on good fire safety practices, including the use of fire extinguishing equipment, and calling 911 in the event of an emergency.

FOOD VENDORS USING GRILLING EQUIPMENT MUST ABIDE BY THE FOLLOWING FIRE SAFETY MEASURES:

- Maintain adequate distance away from any building or structures (at least 3 meters or per the manufacturer's instructions).
- Cooking is restricted to outdoor and uncovered locations only with prohibited access from the public.
- Grills must be of solid construction and be placed on a noncombustible surface (asphalt, sand, or cement).
- Coals are to be ignited using self-starting briquettes or electric starters (the use of paper/sticks and/or flammable liquids is prohibited).
- Coals are to be fully extinguished by thoroughly wetting and disposed of in noncombustible containers or approved locations after the event.
- Gas appliances, tanks, and connections are to be inspected and tested for gas leaks as per manufacturer's instructions before use on City property.

INCLEMENT WEATHER

Organizers are responsible for tracking and communicating extreme weather conditions to participants and attendees before and during the event. Hot temperatures, high winds, heavy rain, snow and sleet can all pose safety risks. Details on how organizers will monitor and respond to extreme weather and its effects must be included in an Emergency Action Plan, if requested, as part of the organizer's application.

INSURANCE

Hosting an event within the City of Liberal on public property requires event organizers to obtain General Liability Insurance coverage for your event.

Event organizers are required to provide evidence of General Liability Insurance with a minimum of \$1 million per occurrence coverage. The "City of Liberal, its officers, and agents" must be named as an additional insured. The certificate of insurance must be current through the date(s) of the event. Event applications will not be approved without acceptable proof of insurance.

RAFFLES / PRIZE DRAWINGS

The Kansas Department of Revenue issues raffle licenses for qualified, registered non-profit organizations. If an event features a raffle or prize drawing, the City of Liberal will request supporting documents to validate compliance with various raffle/prize drawing terms and conditions required by KDOR.

Per KDOR, only non-profits whose gross raffle receipts exceed \$25,000 need to apply for a raffle license.

Applications must be filed and license received prior to ticket sales. [Click here to access the Raffle License Application \(BI-70\).](#)



FOR MORE INFO ABOUT OBTAINING A RAFFLE LICENSE:

KDOR Charitable Gaming

Phone: (785) 368-8222, option 5, then option 4

Email: kdor_bingo@ks.gov



NOISE

All outdoor events shall comply with Article 4 of the Liberal Code Book (Unreasonable Noise). The use of loudspeakers and sound amplification shall be permitted contingent on an approved Community Event Application issued by authorized City staff.

PARKING – GENERAL

Organizers are responsible for ensuring that there is sufficient parking for event attendees. If an event is going to impact parking capacity (both on and off city streets), it is advised that the organizer prepare a “Parking Plan” that reviews how these impacts will be managed.

A parking plan should include:

- A review/identification of the applicable Emergency Access Routes and Designated Disabled Parking spaces.
- The availability of surrounding streets and lots where parking may be allowed.
- The provision of organization volunteers on-site (in the parking, and non-parking areas) to provide event attendees with appropriate parking information/direction related to the event.

Consideration must also be given to the following:

- Additional off-site parking needs to be arranged if on-site parking is insufficient.
- All event attendees should be made aware of parking arrangements and enforcement policies for the event.
- Attendees parking in municipal parking lots shall ensure their vehicle is parked in a designated parking space.
- Shuttle service(s) should be arranged if off-site parking is required. Parking on the grass, pathways, in driving lanes, in fire routes, outside of designated parking spaces (i.e. at the end of an isle of marked parking), and in designated accessible parking spaces without a valid permit on display is prohibited.

PARKING – STREETS

Organizers relying on access to on-street parking are asked to advise attendees in advance of the event so drivers have sufficient time to park properly. Vehicles violating standard parking regulations shall be subject to fines or penalties.

PARKING – VEHICLES IN PARKS

Parking vehicles on turf at city parks is prohibited unless permission has been granted by the City of Liberal. Requests for vehicles to park on park lawns must be made in advance using the Community Event Application. The application site map must include the location of these vehicles. Organizers are responsible for any damages to the site, including damage to park turf leading up to, during, and immediately after the event.

THE FOLLOWING IS A LIST OF PREVENTATIVE MEASURES THAT MUST BE ADHERED TO:

- Parks staff will mark irrigation heads in advance of the event if grass parking permission is granted for an event.
- Vehicles are prohibited from driving onto the turf if the grounds are damp and/or inclement weather is forecasted for the event.
- Absolutely no oversize trucks, trailers, or mobile food vehicles will be allowed to park on grass.
- Designated access points for event set-up and tear-down must be controlled and monitored during the operating hours of the event by an adult volunteer or committee member as it is the responsibility of the organizer to ensure that all vehicle operators comply with the City of Liberal's regulations.
- If a vehicle is operated in a manner that is deemed unsafe to the public, the vehicle will be immediately banned from the premises and, if necessary, must load in or load out from a location outside of the park.
- Access/entry for emergency vehicles shall be permitted at any time.
- Designated service vehicles such as utility carts may be approved for use during festival or event hours to transport supplies or garbage.

PERMISSION TO ALLOW VEHICLE ACCESS TO PARK PROPERTY IS CONTINGENT ON THE FOLLOWING:

- A damage deposit may be required based on the nature of the event.
- Access will be restricted to designated areas as approved by the City of Liberal's Parks Department.
- Any costs to repair damages to the park or facility as the result of vehicular access will be the responsibility of the organizer. Repair costs will be communicated to the organizer within 72 hours following the end of the event.
- Vehicle access approval may be revoked prior to the event due to weather and/or ground conditions.

PERMIT REQUIREMENTS

Certain events may require a specialty permit, even if a Community Event Application is not required. Such events include:

PARADES

A **Parade Permit Application** will need to be submitted to the City Clerk's Office at City Hall in accordance with our parade ordinance regulations. The parade will be required to follow the route specified by City ordinance. Parade Permit applications must be received a minimum of 30 days prior to the parade event.

A separate Community Event Application will not be required **unless** special circumstances apply: *ex) parades requiring an event stage or extended roadway closures for activities and performances.*

CARNIVAL / CIRCUS EVENTS

A **Carnival/Circus License Application** must be received by the City Clerk's Office at City Hall, regardless of the private or public property location of the event. A separate Community Event Application will only be required if the event is to be hosted on City-owned property.

RODEO OR STREET FAIRS

A **Rodeo or Street Fair License Application** must be received by the City Clerk's Office at City Hall, regardless of the private or public property location of the event. A separate Community Event Application will only be required if the event is to be hosted on City-owned property.

PETTING ZOO / ANIMALS

Use of animals for entertainment, including animal/reptile exhibits, animal rides, open farms, petting zoos and pony rides must be indicated in the Community Event Application. Any animals allowed on City grounds must be monitored at all times and properly secured by trained staff.



FOR MORE INFO ABOUT PERMIT REQUIREMENTS:

Liberal City Clerk

Phone: (620) 626-2206

Email: alicia.hidalgo@cityofliberal.org

POLICE / SECURITY

In the event that large crowds are anticipated and/or security is needed, and/or where a beer garden or alcohol is offered, organizers may be required to hire private security guards or Liberal Police Department staff for security, crowd control and/or traffic control at their expense. An invoice or letter confirming such arrangements have been made must be provided prior to the event to the City Clerk's office.

A Paid-Duty Officer is an off-duty police officer performing policing duties for an individual or organization other than the Liberal Police Department (LPD). The LPD will determine the total number of off-duty officers required based on anticipated attendance. Requests for LPD staff require at least 4 weeks' notice and the availability of officers is not guaranteed. A **Paid-Duty Officer Request Form** must be completed, signed, and submitted to the LPD, at which time a rate for services will be quoted. Payment is due within 7-days after confirming LPD staffing for an event.

FOR PAID-DUTY OFFICER INFO:

Liberal Police Department
Phone: (620) 626-0141
Email: chester.pinkston@liberalpd.org



FOR MORE INFO ABOUT MARKETING:

Liberal Convention & Visitor's Bureau
Phone: (620) 626-0170
Email: sally.fuller@cityofliberal.org

PROMOTIONS & MARKETING

The City of Liberal logo cannot be used in any promotional and/or marketing material unless the City of Liberal is a sponsor of the event. If the City of Liberal is a sponsor, and the city logo is used, marketing materials must be approved by a designated member of City staff.

Organizers are responsible for all event promotion. Eligible applicants may apply for Tourism Marketing funds available through the Liberal Convention & Visitor's Bureau to support marketing expenses.

Organizers can also enhance their event marketing by sending event information to the Liberal Convention & Visitor's Bureau to be shared in our **Community Calendar** and social media posts. For more information or to submit your event information to the Community Calendar online, visit: www.visitliberal.com.



PUBLIC ACCESS TO PARKS

Public access to park walkways and thoroughfares must be maintained at all times during events which are open to the public. This includes all play structures for children. Full access closure is only granted for private, invitation-only events with proper paid reservations.



RESTROOM FACILITIES

It is essential to ensure that the number of restroom facilities available for community events are adequate for the anticipated peak attendance in order to reduce the risk of disease or illness. Organizers should note that **City park restrooms are not open year-round**, and contingency plans may be needed for the use of portable restroom facilities at the organizer's expense.

Consideration should be given to the following in order to help determine the number and type of facilities required:

- Duration and layout of the event
- Type of event
- Crowd size
- Possible weather conditions
- Whether food/beverages will be available and alcohol will be consumed

A suggested formula for anticipating the number of restrooms needed is one per 100 people. The Parks Department maintains secure access to City-owned park restroom facilities and supply refill locks. Organizers are encouraged to regularly check restrooms to ensure that facilities are cleaned and supplies replenished as needed. Supplies must be replenished at the end of the event to ensure park patrons have adequate facilities.

Lighting for portable restrooms should be provided if the event takes place at night. **Portable restroom facilities must be removed from City property within 24 hours of the event end time.**

ROAD CLOSURES & USE

Applicants requiring use or occupancy of a City of Liberal roadway must specify their need in their Community Event Application. Major thoroughfares are not eligible for street closure or occupancy.

Events requesting a roadway closure longer than 45 minutes will be required to provide written notification to the businesses and residents along the closed route no later than 14 days prior to the event date.

This written notification should include:

- Name of the event
- Date and timeframe of the event
- Time, duration, and names of streets to be closed
- Name and contact information for the event promoter

Organizers must identify the specific location and duration of the road occupancy, affected traffic movements, and the locations for detouring affected traffic movements. This information may be submitted as part of the event site map.

Organizers must indicate the locations and types of barricades to be used for street closures. **Barricades may be requested by contacting the Liberal Street Department at (620) 626-0135.**



FOR MORE INFO ABOUT STREET CLOSURES:

Liberal City Clerk

Phone: (620) 626-2206

Email: alicia.hidalgo@cityofliberal.org

SALES TRANSACTIONS

All event coordinators planning an event with vendor sales transactions must complete a “Special Event Coordinator’s Sales Tax Packet Request” form at least 14 days prior to the event date through the Kansas Department of Revenue (KDOR). This applies to any event – even those which do not require a Community Event Application. KDOR will require a list of vendors participating in the event and provide instructions for event coordinators to supply vendors with a sales tax packet. More information is available at: <https://www.ksrevenue.gov/specialsalesevents.html>

FOR MORE INFO ABOUT VENDOR SALES:

KDOR Wichita Assistance Center
1883 W 21st St. N Wichita, KS 67203
(316) 337-6152
kdor_special.events@ks.gov



SITE MAP

A site map detailing the layout of all event activities and equipment is to be submitted by the organizer(s) along with the Community Event Application.

The site map must:

- Include marked compass directions.
- Locate and label the location of:
 - Vendors
 - Tents/Stages/Bleachers
 - Portable Restrooms
 - Electric Generators
 - Additional Trash Receptacles/Dumpsters
 - Amusement Rides/Inflatables
 - Visitor Parking
 - Walk/Run Race Routes
- Clearly identify streets that are requested for closure. Include detailed traffic control plans with proposed devices (ex. cones, barricades) for street and/or sidewalk closures.
- Define the enclosed area where alcoholic beverages will be consumed:
 - Mark all entry and exit points for the alcohol consumption area
 - Label the precise point of sale location for alcoholic beverages
 - Label the location of “No Alcohol Beyond This Point” signs (required for consumption areas)

Note: Major changes to site maps prior to an event must be presented to City staff no less than 3 days before the scheduled event.



TENTS AND TEMPORARY STRUCTURES

A Building Permit is not required for the erection of temporary tents and structures, for the purpose of special events, that are to be installed for 4 days or less. The City of Liberal's Building Department can, if needed, assist and consult with organizers on Building Permit and Zoning requirements.

TENTS AND STAGES

A building permit is required for a tent or group of tents if they are:

- More than 400 sq. ft. in size
- Attached to a building

A building permit is required for the erection of performing/festival stages that are more than 400 sq. ft. in area and more than 30 inches above finished grade.

Applications for a building permit must be made in person **at least two weeks prior** to the erection date and must include three copies of each of the following:

- Site map showing the tent location with setbacks to property lines and any other structures;
- Floor layout of tent; tent dimensions;
- Exit locations;
- Occupant load;
- Engineered stamped drawings from tent manufacturer including anchorage details;
- Flame spread rating certificate (ULC listed);
- Hours the tent will be in use;
- Erection and dismantle dates

TEMPORARY STRUCTURES

Organizers must notify the Building Department regarding the use of temporary structures if it:

- Will be used for multi-day festivals or events; or
- Requires large equipment, such as cranes, to assemble the temporary structure



FOR MORE INFO ABOUT BUILDING STRUCTURE REQUIREMENTS:

Building Department

Phone: 620-626-2261

Email: bldgdept@cityofliberal.org



UTILITY LOCATES

Utility lines (water, gas, or internet lines) may be buried below the surface of city property. To prevent damage to these underground utilities, a utility locate (the search for these underground utility lines) must be completed prior to installation of any equipment or object that penetrate the ground. This includes, but is not limited to, the installation of fence posts, large tent poles or pegs, and/or large signage installation. In order for permission to be granted to stake or dig into city property, a locate finding must be arranged through the City of Liberal Parks Department at least 2 weeks prior to the event.



FOR MORE INFO ABOUT UTILITY LOCATES:

Parks Superintendent

Phone: (620) 626-0132

Email: bruce.young@cityofliberal.org

VEHICLES

See the Parking section of this guide for more information.

VOLUNTEERS

Volunteers are often used to facilitate the successful execution of an event. In order to ensure that there are sufficient human resources available, it is advisable that organizers recruit adequate volunteers to staff events. *City staff are not provided to operate community events.* Volunteers should be made aware of all event logistics, including the site map, waste management procedures, and emergency response protocols.



WASTE MANAGEMENT

Organizers are responsible for the clean-up and removal of garbage and debris from the event site(s). Organizers must ensure that there are an adequate number of receptacles for all waste that is generated. The placement of receptacles and the number needed will depend on the grounds and layout of the festival or event.

To facilitate the disposal and recycling of waste, it is recommended that organizers include and budget for the following in their waste management plan:

- Rental of a large-capacity, roll-off dumpster can be arranged through the City of Liberal's Solid Waste Department. Large events are encouraged to use these larger dumpsters to prevent overflow of standard on-site trash dumpsters.
- The use of plastic bags as liners for receptacles is required to allow for frequent and easy removal.
- Staff or volunteers to monitor and empty waste receptacles as needed. Share the details of your waste management plan with vendors and volunteers to ensure everyone does their part to manage waste.

Organizers hosting an event on City-owned property are expected to clear the event grounds of all trash following the event (including emptying all trash receptacles). Failure to comply with reasonable waste disposal practices may result in loss of applicable event deposit funds.



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