

Why Do I Need A Permit?

The City of Prairie Village requires permits for certain types of events in order to:

- Ensure the safety of event participants and attendees
- Provide adequate City resources, including Police and Public Works personnel
- Be prepared in case of an emergency involving a large gathering of people

Except for Short-Term Special Use Permits, there are no application fees.

Other Resources For Event Planners

- Events involving the use of sound amplification (loudspeakers, concerts, etc.) require a separate Amplified Sound Permit available from the City Clerk's office.
- If you need access to public facilities, reservations can be made at the Community Center or at the City Clerk's Office in City Hall
- Your event may be eligible for inclusion in the City's event calendar or in *Village Voice*, the City's resident newsletter. Contact the City Clerk's office for more information or send an e-mail to cityclerk@pvkansas.com



PRAIRIE VILLAGE, KANSAS

www.pvkansas.com
(913) 381 - 6464
7700 Mission Road
Prairie Village, KS 66208

Holding a Special Event?

You Might Need a Permit



Your Guide to Obtaining a City Event Permit in Prairie Village



Short-Term Special Use

City Clerk
(913) 381 - 6464

Short-term special use permits are required for certain non-typical temporary land uses such as: inflatables, walk / runs, posting signs, banners, etc.

Requirements:

- File application
- Pay \$25 fee
- An amplified sound permit may be required

Parade, Organized Processions, Etc.

Police Dept.
(913) 642 - 6868

Parade permits encompass a number of common events including parades, marches, walk-a-thons, bike-a-thons, or any similar activity on any street, park, or other public place.

Requirements:

- File application at least 45 days prior to the event
- Charges may apply for signage and security
- Typically requires liability insurance or posting bond with the City
- Must be less than 2 hours long
- An amplified sound permit may be required

Neighborhood Special Event

Police Dept.
(913) 642 - 6868

These permits are required for certain events occurring on private residential property lasting 5 days or more within one month. Contact the Police Department to determine if your event requires this permit.

Requirements:

- File application at least two weeks prior to the event
- Charges may apply for signage and security

Street Race

Police Dept.
(913) 642 - 6868

Street races are contests with two or more people over a designated course on any public place in Prairie Village, such as marathons or bicycle races. No motorized vehicles are permitted.

Requirements:

- File application between 45 and 60 days prior to the event
- Proof of liability insurance required
- Charges may apply for signage and security
- An amplified sound permit may be required

Block Party

Police Dept.
(913) 642 - 6868

A Block Party is a community event that partitions no more than one minor city block from vehicle traffic. Unlike other permits, the block party permit requires the approval of all residents within the affected area.

Requirements:

- File application at least 5 working days prior to the event
- Must secure written landowner / neighbor approval on a petition
- An amplified sound permit may be required

