



TO: APPLICANTS FOR A COMMERCIAL PARTY/SPECIAL EVENT PERMIT

The Board of Commissioners, Miami County, adopted "The Code of Miami County", Chapter 10, Article 1, which allows "Commercial Party or Event". The definition of such is:

Any public display of entertainment, either with or without the sale or provision of alcoholic liquor or cereal malt beverages occurring with the entertainment, for which there is some fee, charge, or donation required for admission and is held on private property in the unincorporated area of Miami County, Kansas.

PROCEDURE: To Obtain a Commercial Party Permit for an event such as a Tractor Pull or Dance in the unincorporated area of the County, the following guidelines must be adhered to:

- a) Applicant requests a permit to have a large event in the unincorporated area of the County.
- b) Applicant determines if desired event requires a permit.
- c) Applicant submits application to the Sheriff, Planning, Environmental Health, and Road and Bridge Departments. The commissioners will not sign the application without the signatures of the other departments
- d) Applicant completes the permit application and returns it and the fee to the County Clerk.
- e) County Clerk's office will hold the fee until the permit is approved or denied by the Board of County Commissioners.
- f) If the above departments approve, the application is returned to the Clerk's office and forwarded to the Administrator for placement on the Commissioners' Agenda. If approved by the County Commission, the application is signed, a copy is given to the applicant with the permit, and the original is filed with the Clerk.
- g) The fee money is forwarded to the Treasurer's office from the Clerk's office.
- h) If the application is denied, such is noted, and a copy and the fee are returned to the applicant; the original copy is filed in the County Clerk's office.

COMMERCIAL PARTY/SPECIAL EVENT PERMIT PROCEDURE
Signatures Received **Check When Received**

(Sign within 10 days of receipt)

_____ Sheriff Dept.	Fee - \$250.00
_____ Planning Dept.	Bond - \$25,000.
_____ Environmental Health	Liability - \$500,000
_____ Rd & Bridge	

1. Applicant requests an application for a permit to have a large event such as a tractor pull or a dance in the unincorporated area of the county. Give a copy of the Chapter 10, Article 1 of "The Code of Miami County" to the applicant.
2. If this is a "repeat" application, a copy of their previous Permit is on file in the A-Z cabinets under "Commercial Party Permit". If this is a new applicant, have them check the resolution from the file for information on which events need this Permit, or tell them to check with the County Counselor.
3. Instruct the applicant to complete the information requested on the application form. The individual must take the form to the following offices: Sheriff / Planning / Environmental Health / and Road & Bridge for completion of their portion and a signature. The commissioners will not sign the application without the signatures of the other departments.
4. The completed application is returned to the county clerk's office with the \$250.00 fee at least 20 days prior to Commissioners' meeting. The fee is held until the commissioners have approved the application. The clerk's office forwards the application to the administrator's office for the commissioners' agenda.
5. If the application is not approved, the clerk's office will note the reason on the application, make a copy of the application for our file, and return the original application and the money to the applicant. If there are any deviations to the process, it also, will be noted. Either way, the commissioners must sign the application.
6. After the commissioners have signed the application, the actual Permit is completed and signed by either the county clerk or a deputy in the county clerk's office. The original completed application and a copy of the permit is filed in the A-Z file under "Commercial Party Permit". The original permit and a copy of the application are mailed, or hand delivered to the applicant. The money is given to the treasurer's office with "Commercial Party/Special Event Permit" and the account number 100-60-4318 written on it.

EXHIBIT A

APPLICATION FOR PERMIT TO HOLD A COMMERCIAL EVENT OR PARTY
PURSUANT TO CHAPTER 10, ARTICLE 1 OF "THE CODE OF MIAMI COUNTY"

SECTION I

DATE: _____

1. Name, residence address, phone number, and date of birth of person holding event or party.

Name: _____

Residence Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: _____ Work Phone Number: _____

Date of Birth: _____

If party of event is held by a corporation - names of directors, president, and resident agent:
(If more space is needed, attach an extra page.)

NAME	ADDRESS	PHONE NO.
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Describe proposed party or event: _____

3. Date of event or party: _____

Starting time: _____ Ending time: _____

4. Where will the event or party be held? (Include Section / Range / Township)

5. Name, address, and phone number of property owner where party or event will be held:

Name: _____ Phone Number: _____

Street address: _____

City: _____ State: _____ Zip Code: _____

6. Describe entertainment to be provided: _____

7. Will cereal malt beverages be sold, given away, or otherwise provided by the applicant for this permit or any person connected with the party or event? YES _____ No _____

8. IF BEER, LIQUOR, OR WINE IS PROVIDED, A SPECIAL PERMIT FROM THE KANSAS DEPARTMENT OF ALCHOL BEVERAGE CONTROL MUST BE OBTAINED AND ATTACHED TO THIS PERMIT APPLICATION. (Dept. of Rev. #1-785-368-6612 - listen for Div. of Alcohol Beverage Control extension.)

9. Describe sanitary facilities to be provided at site of party or event: _____

10. Estimated number of patrons at party or event: _____

11. Describe security arrangements for party or event: _____

12. Describe parking area available for patrons of party or event: _____

13. Will an admission fee, charge, or donation be required to attend? YES _____ NO _____

14. Exclusive of entertainment, the number of persons employed by the applicant who will be on the grounds during the event: _____

15. Distance to nearest residence: _____

SECTION II

TO: PLANNING DIRECTOR

Does the holding of this commercial event or party comply with Miami County Regulations?

YES_____ NO_____

Signature: _____ Date: _____

SECTION III

TO: ENVIRONMENTAL HEALTH DIRECTOR

Are sanitary facilities (water, wastewater) available at this commercial event or party in compliance with Miami County Environmental Health Regulations? YES_____ NO_____

Signature: _____ Date: _____

SECTION IV

TO: ROAD AND BRIDGE DIRECTOR

Are the access roads to this commercial event or party capable of handling the number of patrons anticipated? YES_____ NO_____

Is parking off the County Right-of-way? YES_____ NO_____

Signature: _____ Date: _____

SECTION V

TO: SHERIFF

You or your authorized agent shall investigate the operator, location and handling of the event and note your findings and approval, or disapproval, in the space provided. Attach additional sheet if necessary. When completed, please forward to the County Clerk's Office immediately for approval or disapproval by the Board of Commissioners.

SHERIFF'S DEPARTMENT COMMENTS: _____

Signature: _____ Date: _____

SECTION IV

TO: BOARD OF COUNTY COMMISSIONERS

Do you approve this Application for a Commercial Event or Party Permit?

YES _____ NO _____ Amount to be paid: \$250.00

Proof of Bond and Insurance: _____

Are any requirements waived? If so, which ones: _____

MIAMI COUNTY BOARD OF COMMISSIONERS

Chairman

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

Date Approved: _____

County Clerk

Upon approval and payment of fee, the applicant shall receive the original Permit; a copy of the Application and Permit shall be given to the Sheriff's Office and to the County Clerk.

**COMMERCIAL PARTY / SPECIAL EVENT PERMIT
PURSUANT TO CHAPTER 10, ARTICLE 1 OF "THE CODE OF MIAMI COUNTY"**

Issued To: _____

Location of Party or Event: _____

Valid for Party or Event on: _____

Proof of Bond and Insurance attached? _____

Date approved by Miami County Board of Commissioners: _____

(Seal)

Miami County Clerk

Date: _____