



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**July 23, 2020**

Department Park & Zoo

Director Approval Barbara Beurskens

**AGENDA ITEM** Consider authorizing the Independence Chamber of Commerce to use the Park Oval for a Movie Night for August 29, 2020 and September 26, 2020.

**SUMMARY RECOMMENDATION** Approve Request

**BACKGROUND** The Independence Chamber of Commerce has organized a downtown movie night for the past few years. Due to the COVID-19 pandemic they are requesting the use of the Park Oval for August 29<sup>th</sup> and September 26<sup>th</sup>. The oval will provide plenty of room for families to enjoy the movie while also social distancing.

**BUDGET IMPACT** Approval of this event will increase the park's cost for janitorial supplies and staff to prepare for set up and cleanup.

**SUGGESTED MOTION** I move to approve the request from the Independence Chamber of Commerce to use the Park Oval for their monthly movie night.

**SUPPORTING DOCUMENTS** Park Activity Application

City of Independence  
Park Activity Application

Event Date: August 29 and September 26 Time: Start 6:00 p.m. Ending 10:00 p.m.

Size of Group 200+

Type of Event: Concert: \_\_\_\_\_ Display: \_\_\_\_\_ Exhibit: \_\_\_\_\_ Other: Movie Night

Individual/Business/ Organization: Independence Chamber of Commerce

Individual/Business Address: 616 North Penn. Avenue

Non-Profit Organization \_\_\_\_\_ Yes X No If yes - provide documentation.

If this activity is for profit and/or limiting or restricting free public access to the event, then said individual, business and/or organization will be required to obtain a "Park Event Permit" Contact the City Clerk Office at City Hall 811 W. Laurel Street, Independence, KS 67301 620-332-2500 for the proper form.

**If not for profit complete the following:**

Contact Person: Lisa Wilson Phone Number: 620.331.1890

Are you renting a building? no

Please describe your event: Request to move Downtown Movie Night to Park Oval

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Area of the park you are planning on using: Park Oval

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Services Needed: Barricades \_\_\_\_\_ Yes X No If yes, provide a map for placement.  
**Barricades must be maned during the event. During breaks of event participates those that are renting facilities must be given access. Barricades must be removed 15 minutes past the end of the event.**

Street Closing Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, provide a map for location.  
Time of street closing: From: \_\_\_\_\_ To: \_\_\_\_\_  
Times must be approved by park staff.

Electricity X Yes \_\_\_\_\_ No If so provide the location. \_\_\_\_\_

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Trash Containers Needed: Maybe 2

Special Arrangements: Jim Dittmer will pull his box truck on the north end of the oval to project the movie

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Police, EMS or Fire Department Needed:  Yes  No If yes, please provide details.

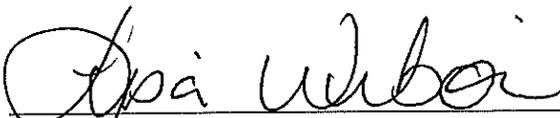
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Other City Equipment Requested: \_\_\_\_\_

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Attachments:

1. A site plan of the event indicating the area being requested and how it will be secured.
2. Proof of general liability insurance against damage caused by the applicant, agents, employees, guests and participants in the event in the amount of not less than \$500,000 single limit per occurrence for bodily injury, personal injury and property damage from a company licensed to do business in the State of Kansas and naming the City and its officers and employees as an additional insured.

Signature of Renter: 

Date: July 29, 2020

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_