



215 S. Broadway, Louisburg, KS 66053
913-837-5371 · louisburgkansas.gov

Louisburg Parks Special Event Permit

Date: _____

Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Secondary Contact: _____

Address: _____

Phone: _____ Email: _____

Location/Facility Requested: _____ Shelter A _____ B _____ C _____

Date(s): _____ Time(s): _____

Individual and/or Organization Liability Insurance

The City requires a Certificate of Liability Insurance to make a reservation. This must be provided to the City of Louisburg prior to any event taking place.

Permit Fees Assessed as follows:

	Local	Non Local
Tier 1 = 50 & under campers	\$0	\$50
Tier 2 = 51-100 campers	\$50	\$100
Tier 3 = 101-200 campers	\$100	\$150
Tier 4 = 201-300 campers	\$200	\$250
Tier 5 = Over 300 campers	\$300	\$350

The application and permit fee (if applicable) and certificate of insurance should be mailed prior to the event, to:

City of Louisburg
Attn: Traci Storey
215 S. Broadway
Louisburg, KS 66053

For questions or additional information, contact Traci at City Hall: 913-837-5219.