

M. Event Duration

Most special events occur over the duration of one day or portion thereof.

Multi-Day Events:

Your special event may occur over multiple consecutive dates, which is considered a multi-day event. Multi-day events include any activity of a similar nature provided by the same entity or an individual associated with the application and advertised as a duration beyond one (1) day. Please be sure to include the total duration of your event in the Special Event Permit Application. Separate applications submitted for individual consecutive event days will be treated as a multi-day event. Multi-day event permit fees will be evaluated on a case-by-case basis.

Repetitive Events:

Repetitive events occur on multiple non-consecutive dates within a one-year period. If you are organizing a special event that is repetitive and has the same requested services and event needs for each date, you can complete one (1) Special Event Permit Application for the approval of all dates.

Annual Events:

Planning an annual event? Annual events must complete a Special Event Permit Application each year, even if event details remain the same. We accept space reservations and Special Event Permit Applications up to one (1) year in advance of your event date.

Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding event duration details.