

**City of Leavenworth, Kansas
Parks & Recreation Department**

Leavenworth Landing Park Policies
Esplanade & Cherokee Streets

RESERVATIONS

- Leavenworth Landing Park may be reserved for community events, weddings and wedding receptions, church events, and other organized group functions or special occasions.
- Reservations for the park are made through the Riverfront Community Center Manager.
- Fees:
 - **\$30/hour (\$60/hour for non-residents)** usage fee (set-up through take-down), a permit will be issued allowing the use of the Railroad Roundhouse (area with wooden structure) or the Paddlewheel Plaza (round brick area next to the small building) on the date requested. A **\$100 refundable damage deposit** is also required and will be returned if there has been no damage to the rented area.
 - The **Bridge Tender's Building (Rental fee: \$50)** which has a restroom and small storage area, is also available for use in conjunction with the Leavenworth Landing Park reservation. A key will be issued to the group. The building must be closed and locked at the end of the event. **(Key deposit: \$20)**
 - **Noise Permit for Amplified Sound:** To obtain authorization to use sound amplification equipment at your event, submit a completed "Application for Use of Loud Speakers & Amplifiers on City Property" form along with a \$20 application fee at the Parks & Recreation Office. PLEASE NOTE: Noise permits will be issued only in conjunction with a city park or shelter reservation. Approval may take approximately two (2) business days. Please provide an email address if you would like your approval to be emailed to you.
- Electrical outlets are available for use at the Railroad Roundhouse and on the light poles between the Paddlewheel Plaza and Roundhouse. Be aware that there is limited power available and heavy loads will trip the breakers. The city cannot be held responsible for power failures or equipment damage.
- At no time will the entire park be closed to the general public. Only the specific area reserved will be closed. Reserved signs may be used in the rented area.
- No refund will be issued without a 48-hour notice of cancellation. However, in case of inclement weather, reservations may be rescheduled or the fee refunded.

PERMIT-HOLDER'S RESPONSIBILITIES

1. The railroad tracks are active, with fast-moving trains. Because of this, you should provide a crossing guard during your event. No one should be inside of the crossing arms when they are down and the lights are flashing.
2. If your group plans to hold a public event, petting zoo, or sale at Leavenworth Landing Park, a special permit must be obtained through the City Clerk's Office, City Hall, 5th & Shawnee Streets, 913-682-9201.
3. Decorations may be used but must be removed at the time of departure. Nails, screws, staples, tacks, and tape are not allowed. No stakes are to be driven into the ground due to underground water and electric lines. Due to the brick sidewalks and sprinkler system, no vehicles are allowed in the park. All items must be unloaded on the west side of the tracks and carried in.
4. Groups to whom permits are issued are responsible for leaving the areas clean and in good condition, with all trash placed in the litter barrels provided in the park.

5. Tables, chairs, and other amenities are the responsibility of the permit holder. However, **folding chairs are available for rent. Brown metal folding chairs rent for \$1 per chair, with a \$100 damage deposit. White vinyl folding chairs rent for \$3 per chair, with a \$100 damage deposit.** Set-up, take-down, and returning the chairs to the Community Center are the permit holder's responsibility. **Add \$2 per chair to have them set up and taken down for you.**
7. Permit-holders also will be held responsible for the conduct of group members and also will be held financially responsible for damage to facilities or equipment. Groups or persons who disregard policies may have their reservation privileges revoked at the Parks and Recreation Director's discretion.

ALCOHOLIC BEVERAGES

Alcoholic beverages are allowed in Leavenworth Landing Park only under the following circumstances:

1. Non-retail Alcoholic Beverage Permits must be obtained from the Riverfront Community Center manager when reservation payment is made. This must be done at least 72-hours prior to the event to allow for proper routing of the form.
2. The Leavenworth Parks and Recreation Department will issue permits to Leavenworth Area residents (residents of Leavenworth County). The permit fee is \$20. Users must adhere to all applicable Kansas state laws.
3. City ordinance requires a group to have a paid Leavenworth Landing Park reservation permit in their possession, issued by the Leavenworth Parks & Recreation Department, for the beverage permit to be valid.
4. In order to sell alcoholic beverage products at an event held in Leavenworth Landing Park, a State of Kansas Temporary Alcoholic Beverage License is required. Contact the City Clerk's Office at City Hall, 5th & Shawnee Streets, 913-682-9201, for Temporary Alcoholic Beverage License application procedures. Applicants are responsible for paying all applicable sales and liquor taxes directly to the Kansas Department of Revenue after their events. (For liquor tax information call K.D.O.R. at 785-296-7015. For sales tax information, call K.D.O.R. at 913-631-0296.)
5. Copies of city and/or state licenses must be presented to the Parks & Recreation Department prior to the event. Organizers must adhere to all city and state regulations and licensing requirements.
6. The Leavenworth Police Department will be notified of all Alcoholic Beverage Permits issued.

We recommend that you have your copy of the reservation permit (and any other applicable permits) readily available during your event in case questions arise about your reservation. If you experience a problem concerning your reservation, please contact:

- **Monday - Friday (8:00 a.m. - 5:00 p.m.): Parks and Recreation Office – 913.651.2203**
- **Evenings, Weekends, or Holidays: Leavenworth Police Dispatcher – 913.651.4411**