

Local Event Checklist

Do I have all the required permits?

If your event takes place within a city, contact City Hall and speak with the City Clerk. Be sure to thoroughly describe your event. Do you need roads closed? Will you be serving food or alcohol? Will you or any vendors be selling items? Will you need portable bathrooms? If your event takes place within the county, contact the Miami County Clerk's office and undertake the same process. If your event includes the city and the county, be sure to ask the same questions of each entity.

Is my route a good one?

Cities and the county may know things about your route that will be important for you to consider. Will there be a bridge out? Is a street overlay planned? Can the road grading be scheduled around the event? Contacting the location's public works department will help with those answers. And again, if your route crosses jurisdictions, contact each entity that provides maintenance along the route.

Can medical services be provided?

Whether or not an ambulance is needed on standby, it is helpful for Miami County EMS to know that an event is taking place and its route. That information will assist them as they schedule shifts and respond to incidents.

Is security needed?

Even if the permitting process includes a review by the local police department, it is always a good idea to reach out to the local police chief or county sheriff's office. Similar to EMS, knowledge about your event will help them better respond to incidents.

Have you let your local chamber of commerce and Miami County Economic Development know about your plans?

These resources can help promote your event by placing the information on local, regional and state event calendars. In return, they may ask that you provide participants with information about the area and other upcoming activities.

Resources

Permit Questions

City of Fontana

212 E. North St.
Fontana, KS 66026
Phone: (913) 849-3693
Fax: (913) 849-3693

City of Louisburg

215 South Broadway Street
Louisburg, KS 66053
Phone: (913) 837-5371
Fax: (913) 837-5374
www.louisburgkansas.gov

City of Osawatomie

P.O. Box 37
439 Main Street
Osawatomie, KS 66064
Phone: (913) 755-2146
Fax: (913) 755-4164
www.osawatomieks.org

City of Paola

19 E Peoria
PO Box 409
Paola, KS 66071
Phone: (913) 259-3600
Fax: (913) 259-3610
www.cityofpaola.com

City of Spring Hill

401 N. Madison St
P.O. Box 424
Spring Hill, KS 66083
Phone: (913) 592-3664
Fax: (913) 592-5040
www.springhillks.gov

Miami County Clerk

201 S Pearl, Suite 102
Paola, KS 66071
Phone: (913) 294-3976
Fax: (913) 294-9544
www.miamicountyks.org

Police and EMS Services

Miami County EMS

32765 Clover Rd
P.O. Box 536
Paola, KS 66071
Phone: (913) 294-5010
Fax: (913) 294-4871
www.miamicountyks.org

Miami County Sheriff

118 S. Pearl
Paola, KS 66071
Phone: 913-294-3232
Fax: (913) 294-9119
www.miamicountyks.org

Louisburg Police Department

209 S. Metcalf Road
Louisburg, KS 66053
Phone: (913) 837-3191

Osawatomie Police Department

105 E. Main Street
P.O. Box 37
Osawatomie, KS 66064
Phone: (913) 755-2101
Fax: (913) 755-3558

Paola Police Department

805 N. Pearl
Paola, KS 66071
Paola, KS 66071
Phone: (913) 259-3631
Fax: (913) 259-3639

Spring Hill Police Department

418 E. Nichols Street
P.O. Box 424
Spring Hill, KS 66083
Phone: (913) 592-2700
Fax: (913) 592-2746

Route and Road Closure Questions

Louisburg Public Works

215 S. Broadway Street
Louisburg, KS 66503
Phone: (913) 837-5371

Miami County Road and Bridge

23765 W. 327th St.
Paola, KS 66071
Phone: (913) 294-4377
Fax: (913) 294-3228

Osawatomie Public Works

820 Lincoln Ave.
P.O. Box 37
Osawatomie, KS 66064
Phone: (913) 755-4525
Fax: (913) 755-4164

Paola Public Works

29370 Old KC Road
Paola, KS 66071
Phone: (913) 259-3620
Fax: (913) 259-3625

Spring Hill Public Works

502 E. Nichols
Spring Hill, KS 66083
Phone: (913) 592-3317
Fax: (913) 592-3589

Marketing Support and Promotion

Louisburg Chamber of Commerce

215 S. Broadway
P.O. Box 245
Louisburg, KS 66053
Phone: (913) 837-2826
Fax: (913) 837-5374
chamber@louisburgkansas.com

Miami County Economic Development

Janet McRae
201 S. Pearl, Suite 202
Paola, KS 66071
Phone: (913) 294-4045
Fax: (913) 294-9163
jmcrae@miamicountyks.org
www.ThinkMiamiCounty.com

Osawatomie Chamber of Commerce

561 Main Street PO Box 63
Osawatomie, KS 66064
Phone: (913) 755-4114
chamber@osawatomiechamber.org
www.osawatomiechamber.org

Paola Chamber of Commerce

6 W. Peoria Street
Paola, KS 66071
Phone: (913) 294-4335
Fax: (913) 294-4336
chamber@paolachamber.org
www.paolachamber.org

Spring Hill Chamber of Commerce

107 S. Main St
P.O. Box 15
Spring Hill, KS 66083
Phone: (913) 592-3893
Fax: (913) 592-3893
chamber@springhillks.org
www.springhillks.org