



Special Equipment Request
135 East 5th Garnett, KS 66032
785-448-6797

The purpose of this application is to schedule with emergency management the necessary partners that will help your special event run smoothly and safely. Please note this request should be submitted at least 60 working days prior to your event.

Date of Request _____

Name of Event

Date of Event

Purpose of Event

Name of Organization making request

Name of Contact and Phone

Contact on-call during event and Cell Phone

Please mark all requests **and** indicate number needed:

____ Sign Boards

____ Command Unit

____ Light Towers

____ Command Staff

____ Stop Movement Trailer

____ Weather Reporting

____ Other: _____

Date items to be delivered: _____ Time: _____

Date items to be returned: _____ Time: _____

Equipment Use and Responsibility Agreement

Requirement:

All barricades, cones, barrels, and any other items borrowed or used must be returned in the same condition in which they were delivered. Any damage noted upon delivery will be documented below and initialed by the organization representative listed on the front of this form.

Please Note:

The parties listed on this form will be held responsible for reimbursing Anderson County for any lost or damaged items or property.

Certification:

I, the undersigned, certify that the information provided in this event form is complete and accurate to the best of my knowledge. My signature indicates that I am responsible for ensuring that all provisions related to this event are fulfilled. I agree to comply with all applicable statutes, city and county ordinances, and any general or special conditions issued by Emergency Management in connection with the approval of this Special Event Request.

Signature: _____

Printed Name: _____

Title/Organization: _____

Date: _____

Notes on Equipment Condition (if applicable):

Emergency Management signature: _____ Date: _____

If you have any questions, please contact the Anderson County Emergency Management at 785-448-6797 or 785-822-8584. Upon completion, please return this request form to:

Anderson County Emergency Management
c/o Sarah Wilper - Burkhardt
135 East 5th
Garnett, KS 66032

Date Received

Date Approved

Date Complete
