Special Event Permit Application

Submit this application, including all supporting documentation and the appropriate fee ($50.00 for special event) to: City of Topeka City Clerk’s Office; 215 SE 7th Street, Room 166; Topeka, Kansas 66603 or email cclerk@topeka.org. For assistance call 785/368-3940 during business hours.

APPLICATION DEADLINES:

- Serving ALCOHOL BEVERAGES: SUBMIT APPLICATION 12 WEEKS (60 BUSINESS DAYS) before your event date.
- Event occurs on a HOLIDAY: SUBMIT APPLICATION 9 WEEKS (45 BUSINESS DAYS) before your event date.
- Event occurs on a REGULAR CALENDAR DAY (not a holiday): SUBMIT APPLICATION 6 WEEKS (30 BUSINESS DAYS) before your event date.

OTHER IMPORTANT ITEMS TO CONSIDER:

- NUMBER OF PARTICIPANTS
- SECURITY
- FIRST AID STATIONS
- INSURANCE REQUIREMENTS
- BARRICADE RENTAL
- SERVING ALCOHOL
- SITE MAP
- VOLUNTEERS

Special Event Application 01/2024
General Event Information

Name of Event: __________________________________________________________

Event Date(s)*: ____________________________________________ Estimated attendance: _______________

*NOTE: If this Application is submitted more than six months prior to the scheduled event, the City may not be aware of potential street closures/traffic issues associated with yet-to-be-scheduled construction projects.

EVENT Start Time: ___________ am/pm EVENT End Time: ___________ am/pm

SET UP Start Time: ___________ am/pm TEAR DOWN End Time: ___________ am/pm

Full and complete description of event:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Location(s) / Route (if applicable) – Please attach a map AND describe the route, showing the Start and Finish areas:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Staging Area (if applicable) – Please provide a full and complete description:

__________________________________________________________________________________________
__________________________________________________________________________________________

Organization/Sponsor & its Authorized Representative

Name of Organization/Sponsor: __________________________________________________________

Address: ___________________________________________ State: ___________ Zip: ___________________
Business Phone: _______________ Work Phone: _______________ Cell Phone: _______________
Web Address of Organization/Sponsor: ______________________________________________________

Name of Authorized Representative: _______________________________________________________

Address: ___________________________________________ State: ___________ Zip: ________________
Home Phone: _______________ Work Phone: _______________ Cell Phone: ___________________
Email: ___________________________________________________________

☐ CHECK HERE IF THE SAME PERSON IS THE AUTHORIZED REPRESENTATIVE AND ON-SITE PERSON
Primary On-Site Contact Person

Name: ________________________________

Home Phone: ___________ Work Phone: _____________ Cell Phone: _______________

Email: ____________________________________________

*NOTE: The authorized representative must be an individual who possesses full legal authority to sign this application and any subsequent documents on behalf of said entity. The primary on-site contact person must be an individual who can provide appropriate and effective (1) information to City personnel and (2) direction to event staff and volunteers during preparation for, as well as during the course of, the event.

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT:

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Event Details</th>
<th>Equipment at Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Festival</td>
<td>___ Alcohol Served</td>
<td>___ Amplified Noise and/or Music</td>
</tr>
<tr>
<td>____ Parade</td>
<td>___ Alcohol Sales</td>
<td>Hours: _____ to _____</td>
</tr>
<tr>
<td>____ Concert</td>
<td>___ Open to the Public</td>
<td>___ Portable Restrooms</td>
</tr>
<tr>
<td>____ Sporting Event or Competition</td>
<td>___ Mobile Food Vendors:</td>
<td>(see attachment for recommended</td>
</tr>
<tr>
<td></td>
<td>How many? _____</td>
<td>Standards)</td>
</tr>
<tr>
<td>____ Concert</td>
<td>___ Transient or Sidewalk Vendors:</td>
<td>___ Stage/Props/Production</td>
</tr>
<tr>
<td></td>
<td>How many? _____</td>
<td>___ Electrical Outlets Needed</td>
</tr>
<tr>
<td>____ Other:_______________</td>
<td>___ Animals? Type: _____________</td>
<td>___ Dumpsters/Receptacles</td>
</tr>
</tbody>
</table>

Please list location(s) of electrical outlets if needed:
____________________________________________________________________________________

Disbandment Area (if applicable) – Please provide a full and complete description:
____________________________________________________________________________________
Rain Date? Yes No If yes, then date(s): _________________________________

Fundraiser? Yes No If yes, then beneficiary: _______________________________

Registration/Entry Fee? Yes No If yes, then amount: _______________________________

Noise Exception? Yes No If yes, then Council District No. _____________________
(Examples of amplified noise when needing a Noise Exception: Live Band, DJ, Large Speakers)

**Public Safety Considerations**

Will the organizer/sponsor ensure that fire hydrants remain unobstructed? Yes No

Will the organizer/sponsor supply a First-Aid Station for the event? Yes No
If yes, then: Type: _________________ Location: _________________________________

Will the organizer/sponsor engage **private** security to work the event? Yes No
If yes, then identify the provider: _______________________________________________

*NOTE: Various City departments will conduct a full review of the proposed event from a public safety perspective and staff will provide associated requirements in a timely manner. Type III barricades are the minimum traffic control device required for all street closures. However, more advanced barricades may be required depending upon the particular facts and circumstances surrounding each event. It is important for the organizer/sponsor to understand that some type of barricade(s) will most likely be required for any type of special event.*

**Traffic/Parking/Access/Notification**

**ADMINISTRATIVE REGULATIONS may** be applied during the process of reviewing and approving special event applications. Regulations that will be considered include (1) Reducing Length of Street Closure (2) Using Alternative Streets (3) Notice to Surrounding Property Owners and (4) Consideration of Noise

Will streets, sidewalks and/or intersections need to be closed for your event? Yes No

*NOTE: It is imperative that applicants are mindful of the manner in which notification is provided to residents and/or business owners/tenants who live and work within the surrounding area, including the timeliness of such notification, as these individuals will be affected in one way or another by the sponsor’s event.*

If yes, please list all known streets, sidewalks and/or intersections that you are requesting to close in conjunction with your event. (*Attach a complete site plan in accordance with TMC Section 12.70.050(b)(8))
Date(s) of street, sidewalk and/or intersection closures: ______________________

Time(s) of street, sidewalk and/or intersection closures:

Set Up: From ________ to ________am/pm
Tear Down: From ________ to ________am/pm

Explain the specific method(s) by which you will notify residents and/or businesses that will be affected by the street, sidewalk and/or intersection closures, including notification dates:

Downtown & NOTO Arts District Event Notification Requirements: Any applicant who intends to hold an event downtown or in NOTO shall use the contact information provided by the City Clerk’s office upon request by the applicant. Once notification has been completed, the applicant shall execute a Statement indicating that all owners within the affected area were notified at least ten days prior to the event and shall provide such Statement to the City Clerk 48-hours prior to the event.

ALL APPLICANTS SHALL CONTACT A TRAFFIC CONTROL COMPANY FOR ALL TRAFFIC CONTROL DEVICES, APPLICANT SHALL HAVE THE COMPANY CALL TRAFFIC ENGINEERING AT LEAST 3 DAYS PRIOR TO EVENT AND CONFIRM ORDER HAS BEEN PLACED. IF YOU ARE SUPPLYING YOUR OWN BARRICADES YOU SHALL SEND THE NCHRP 350 OR MASH COMPLIANT CERTIFICATE TO CITY OF TOPEKA TRAFFIC ENGINEERING WITH A PHOTO OF THE DEVICES NO LATER THAN 10 DAYS PRIOR TO YOUR EVENT. FAILURE TO ORDER OR UTILIZING UNAPPROVED TRAFFIC CONTROL WILL RESULT IN EVENT CANCELLATION.  

Volunteers

The City does not provide volunteers for special events. Event organizers/sponsors are responsible for acquiring adequate volunteers. If device or volunteer requirements cannot be met, event organizer may be required to alter the event or the event may be denied due to safety concerns.

Depending on the size and location of the special event, the event organizer/sponsor may be required to provide volunteers to ensure the safety of the event space, participants, and the general public. The City of Topeka Traffic Engineering Department will determine the number and location of volunteers. These requirements will be denoted on the provided Traffic Control Plan. The event organizer/sponsor shall ensure that volunteers meet all of the following requirements:

- One volunteer **SHALL** be assigned to each street closure for assisting motorists and moving barricades in the case of an emergency, or for authorized vehicles to enter the event space.
- Volunteers **SHALL** be 18 years of age or older and capable of moving barricades, providing direction to motorists and authorized vehicles.
- Volunteers **SHALL** wear a Class 2 ANSI or better safety vest at all times while in the roadway.
- Volunteers **SHALL** not leave any street closure unattended. A volunteer must be present at each street closure at all times.
- Volunteers **SHALL** set-up and tear-down the traffic control devices for the event according to the provided Traffic Control Plan. *(The only exception to this is when an event organizer/sponsor hires a traffic control company to set-up and tear-down the devices required by the Traffic Control Plan.)*
Traffic Control Company Contact Numbers: C-HAWKK – 1-785-542-1800; MATHER – 1-785-478-3780; TCS – 1-785-448-0402; CTCR – 1-785-232-8360

*NOTE: The special event organizer/sponsor is responsible for providing notice of street closures to all affected residents and/or businesses at least ten days prior to the event. If the City receives complaints related to lack of notice and deems that the notice provided was not appropriate given the particular facts and circumstances involved, approval of special event permits may be withheld in the future.

Will sidewalk, transient or mobile food vendors be participating in your event? Yes No

If yes, please initial below to indicate that you have read and fully understand the requirements contained in TMC Section 12.70.060, which provide that the applicant: (i) submit the names of all sponsor-approved vendors to the city clerk at least forty-eight (48) hours prior to the event; (ii) ensure that each vendor receives written notification of their having been approved to participate; and (iii) ensure that each vendor displays such written notification in a prominent place (clearly visible to the public) during the time they are present at the event. __________ (initials)

City ordinance requires the special event organizer/sponsor to secure the consent of each business owner to a sidewalk vendor operating in front of or adjacent to their businesses. Have you obtained consent? Yes No

Clean up

Explain the specific methods by which you will clean up after your event, including your plan for removing all debris and disposing of all refuse:

________________________________________________________________________________________

________________________________________________________________________________________

Clean-Up personnel provided by: _______________________________________________________

*NOTE: The special event organizer/sponsor will be required to provide a deposit, (in an amount to be determined by designated City personnel depending upon the scale of the event). The purpose of the deposit is to ensure that normal traffic flow and access is restored to the area in a prompt manner and that the site(s) is returned to its former condition (normal wear and tear excepted). If not, the deposit will be forfeited and approval of special event permits may be withheld in the future. (1) All debris must be removed from the street(s) and/or right-of-way within thirty minutes after the ending time noted on the event permit; and (2) All other associated clean-up must be completed within 12 hours after the ending time noted on the event permit.

Insurance

A special event applicant is required to provide an original Certificate of Liability Insurance evidencing an insurance policy from an insurance company authorized to do business in the State of Kansas, which provides general liability coverage for any “special event” (as defined in TMC Section 12.70.010) in an amount not less than $500,000 combined single limit per occurrence for bodily injury and property damage and which names the City of Topeka as an Additional Insured with the same coverage as the Insured, without restrictions.
City of Topeka Department Contacts & Authorization

If you have questions or concerns about your event, please contact any of the following City representatives, we are happy to assist.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>EMAIL</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Clerk’s Office</td>
<td>Tonya Bailey</td>
<td><a href="mailto:cclerk@topeka.org">cclerk@topeka.org</a></td>
<td>785-368-3940</td>
</tr>
<tr>
<td>Police Department</td>
<td>Sgt. Jeff Sloan</td>
<td><a href="mailto:jsloan@topeka.org">jsloan@topeka.org</a></td>
<td>785-368-9576</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Adam Appelhans</td>
<td><a href="mailto:ajappelh@topeka.org">ajappelh@topeka.org</a></td>
<td>785-368-4144</td>
</tr>
<tr>
<td>Traffic Division</td>
<td>Lee Holmes</td>
<td><a href="mailto:llholmes@topeka.org">llholmes@topeka.org</a></td>
<td>785-368-3025</td>
</tr>
<tr>
<td>Street Operations</td>
<td>Todd Workman</td>
<td><a href="mailto:tworkman@topeka.org">tworkman@topeka.org</a></td>
<td>785-368-0128</td>
</tr>
<tr>
<td>Parking Division</td>
<td>Jenn Howey</td>
<td><a href="mailto:jhowey@topeka.org">jhowey@topeka.org</a></td>
<td>785-368-2584</td>
</tr>
<tr>
<td>City Attorney’s Office</td>
<td>Mathew Mullen</td>
<td><a href="mailto:mwmullen@topeka.org">mwmullen@topeka.org</a></td>
<td>785-368-9529</td>
</tr>
</tbody>
</table>

Applicant’s Statement of Agreement:

The information that I have provided herein is correct to the best of my information, knowledge and belief. I have read, understand and agree to abide by the rules and regulations included in this application and the Topeka Municipal Code, (including my obligations under the “Process and Instructions” section of this application). I further understand that any permit that may be granted is not transferable and is revocable at any time at the absolute discretion of the City of Topeka.

I hereby affirm that the above information is true and fully understand that the issuance of a Special Event Permit is entirely contingent upon satisfactory compliance with all associated conditions and requirements.

I, the undersigned, agree to abide by the provisions in this application and the instructions attached hereto.

PRINTED NAME of authorized representative/applicant

___________________________________________________
SIGNATURE of authorized representative/applicant    Date

Please mail, deliver or email this completed application, along with any additional documentation required, to: City Clerk’s Office 215 SE 7th Street, Room 166 Topeka, KS 66603 or email: cclerk@topeka.org

OFFICE USE ONLY:

Date Special Event Application Received: __________ By: ________________ Payment $50 □ In Person □ Email □ Mail □
Cash □ Credit □ Check No. __________ □ Receipt Yes □ No □

Date Non-Refundable Special Event Debris Deposit Received: __________ By: ________________ In Person □ Email □ Mail □
Fee $250 □ Fee $500 □ Cash □ Credit □ Check No. __________ □ Receipt Yes □ No □
Downtown & NOTO Art District Special Events

Statement of Notification

Any applicant who intends to hold an event downtown or in NOTO shall use the contact information provided by the City Clerk’s office upon request by the applicant.

Please return signed statement to the City Clerk’s office at least 48 hours prior to your event.

I hereby affirm that all owners within the affected area were notified at least ten days prior to the event.

___________________________________________________
PRINTED NAME of authorized representative/applicant

__________________________________________________  ________________________
SIGNATURE of authorized representative/applicant    Date

Email: cclerk@topeka.org

Fax: 785-368-3943

Address:  City Clerk’s Office
          215 SE 7th Street, Room 166
          Topeka, KS  66603
Special Event Debris Deposit Form
PLEASE PRINT

Name of Event: __________________________________________________________

Event Date(s): ___________________________ Estimated attendance: ___________

Location of Event: __________________________________________________________________

Name of Authorized Representative: ________________________________________________

Address: ___________________________ State: ________ Zip: ________

Debris Deposit Fee: $250 - Less than 5,000 people in attendance
$500 - More than 5,000 people in attendance

The purpose of the deposit is to ensure that normal traffic flow and access is restored to the area in a prompt manner and that the site(s) is returned to its former condition (normal wear and tear excepted). If not, the deposit will be forfeited and approval of special event permits may be withheld in the future.

- All debris must be removed from the street(s) and/or right-of-way within 30 minutes after the ending time noted on the event permit
- Clean-up must be completed within 12 hours after ending time noted on the event permit
- A post-event inspection will be conducted by City staff and if all cleanup requirements have been met you will receive a refund within two (2) weeks.

How would you like to receive your refund check?   PICK UP at Clerk's Office □   By MAIL □

Check Refund Information: (NOTE: if Debris Deposit payment is by check, the address must match for proper refund)

Name and/or Company: ___________________________

Address: ___________________________ State: ________ Zip: _____

Applicant's Statement of Agreement:

I have read, understand and agree to regulations outlined in this form and the Topeka Municipal Code associated with the cleanup of my event.

I hereby affirm that the above information is true and fully understand that the Special Event Debris Deposit refund is entirely contingent upon satisfactory compliance with all associated conditions and requirements.

PRINTED NAME of authorized representative/applicant

_________________________     _____________
SIGNATURE of authorized representative/applicant      Date