



CITY OF TOPEKA

REC'D TOPEKA CITY CLERK
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#0001136

City Clerk
City Hall, 215 SE 7th Street, Room 166
Topeka, KS 66603
www.topeka.org

Brenda Younger, M.M.C.
785-368-3940
Email: cclerk@topeka.org

Special Event Permit Application

Submit this application, including all supporting documentation and the appropriate fee (\$50.00 for special events or \$25.00 for block parties) to: City of Topeka City Clerk's Office; 215 SE 7th Street, Room 166; Topeka, Kansas 66603. For assistance call 785/368-3940 during business hours.

General Event Information

Please Print

Name of Event: Sacred Heart - St Joseph Parish Germanfest 2022

Event Date(s)*: June 4-5, 2022 Estimated attendance: ± 6000

*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: 6/4 - 4 PM 6/5 - 10 AM am/pm EVENT End Time: 6/4 - 11 PM 6/5 - 5 PM am/pm

SET UP Start Time: 5/31 - 8 AM am/pm TEAR DOWN End Time: 6/5 7 PM am/pm

Full and complete description of event:
Festival / fundraiser for Sacred Heart - St Joseph Parish, Saturday June 4, 4 PM - 11 PM and Sunday June 5, 10 AM - 5 PM

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

Sacred Heart Church 312 NE Freeman Ave and adjoining parking lots, and Sacred Heart Rectory 333 NE Freeman Ave

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

Will electrical outlets be needed for equipment used during event? Yes No

Please list location(s) of electrical outlets

Outlets at Sacred Heart Church and Holy Family School site.

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: Sacred Heart - St Joseph Parish

Registration/Entry Fee? Yes No

If yes, then amount: _____

Noise Exception? Yes No

If yes, then Council District No. 2

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT:

<u>Type of Event</u>	<u>Event Details</u>	<u>Equipment at Event</u>
<input checked="" type="checkbox"/> Festival	<input type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music <u>6/4 4 PM to 11 PM</u> <u>6/5 10 AM to 5 PM</u> ~Hours: _____ to _____
<input type="checkbox"/> Parade	<input checked="" type="checkbox"/> Alcohol Sales	<input checked="" type="checkbox"/> Portable Restrooms (<i>see attachment for recommended Standards</i>)
<input type="checkbox"/> Block Party/Picnic and/or Neighborhood Procession	<input checked="" type="checkbox"/> Mobile Food Vendors: ~How many? <u>1, Self</u>	<input checked="" type="checkbox"/> Stage/Props/Production
<input type="checkbox"/> Sporting Event or Competition	<input type="checkbox"/> Transient or Sidewalk Vendors: ~How many? _____	<input type="checkbox"/> Electrical Outlets Needed
<input type="checkbox"/> Concert	<input checked="" type="checkbox"/> Open to the Public	<input checked="" type="checkbox"/> Dumpsters/Receptacles
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Animals (what type?)	<input checked="" type="checkbox"/> Other: <u>Service vehicles, mini-train, video game trailer, possible inflatable children's toys/rides.</u>

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Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Sacred Heart - St Joseph Parish

Address: 333 NE Freeman Ave Topeka State: KS Zip: 66616

Business Phone: 785.234.3338 Fax: 785.234.6778

Web Address of Organization/Sponsor: tharase@sacredheartstjosephcatholic.org
lisa@sacredheartstjosephcatholic.org

Name of Authorized Representative: Rev. Timothy Haberkorn, Pastor

Address: 227 SW Van Buren St Topeka State: KS Zip: 66603

Home Phone: 232.2863 Work Phone: 232.2863 Cell Phone: 234.3338

Email: thaberkorn@archkcbk.org

Primary On-Site Contact Person

Please Print

Joe Singer surveyor1623@att.net

Name: Bruce Danielson

Home Phone: 785.408.5608 Work Phone: _____ Cell Phone: 785.215.5655

Email: brucedanielson2017@gmail.com

**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.*

Public Safety Considerations

Please Print

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: AMR Location: Freeman Ave

Will the organizer/sponsor engage private security to work the event? Yes No

If yes, then identify the provider: Off-duty City of Topeka Police Officers / Shawnee County Sheriff's Deputy

**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

Please Print

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))

Freeman Ave from Seward to South line of church building, 312 NE Freeman
Rowley St from NE Seward to NE Fantine St.
East-West alley south of and parallel with NE Seward, from NE Rowley St. to NE Twiss Ave

Date(s) of street, sidewalk and/or intersection closures: June 4, 7 AM - 11 PM
June 5, 10 AM - 6 PM

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

June 4 Set Up: From 7 AM to 4 PM am/pm

June 5 Tear Down: From 4 PM to 7 PM 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

Door to door contact and/or by mail mid-May 2022

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 USE UNAPPROVED TRAFFIC CONTROL WILL RESULT IN EVENT CANCELLATION.

JAS (initials)

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)

Have you obtained the consent of each business owner to a sidewalk vendor operating in front of or adjacent to their businesses (if sidewalk vendors will be part of the event)? Yes No

**NOTE: City ordinance requires the special event organizer/sponsor to secure this consent prior to allowing a sidewalk vendor to operate in front of or adjacent to any business.*

Clean up Please Print

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:

Pick up and clean up by parish members involved in tear down activities

Refuse containers by commercial refuse collection providers

Clean-Up personnel provided by: Sacred Heart St Joseph Parish members

**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.

Notwithstanding the above, a block party applicant may opt instead to execute an indemnity/hold harmless agreement, in a form approved by the City, which would indemnify and hold the City harmless against all claims, damages or causes of action arising from the event (see TMC Section 12.70.080).

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.

Fr. Tim Haberkorn

PRINTED NAME of authorized representative/applicant

Fr. Tim Haberkorn

SIGNATURE of authorized representative/applicant

March 15th, 2022
Date

Please mail or deliver this completed application, along with any additional documentation required, to:

City Clerk's Office
215 SE 7th Street, Room 166
Topeka, KS 66603

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OFFICIAL USE ONLY

City Clerk's Office

Date Application Received: 3/22/2022 By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 3/22/2022

Fee Received By: K. Bogner Fee Amount: \$ 50

Cash () Credit () Check ()/No. 18724 Receipt # 00778

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City of Topeka Department Contacts & Authorization

Below is a list of city representatives available for questions or concerns about your event.

City Clerk's Office Contact Information: Kelly Bogner 368-3940, cclerk@topeka.org

Topeka Police Department: Jeff Sloan 368-9576, jsloan@topeka.org

Topeka Fire Department: Todd Harrison, 368-4130, tharrison@topeka.org

Traffic Engineering Division: Andy Rosebrook, 368-3044 arosebrook@topeka.org

Street Operations Division: Michael Trower, 368-3920, MTrower@topeka.org

Parking Division: Nicole McDuffee, 368-2584, nmduffee@topeka.org

City Attorney's Office: Mary Feighny, 368-3883, mfeighny@topeka.org

Internal Use Only

TPD Date: _____ Comments: _____

TFD Date: _____ Comments: _____

Traffic Date: _____ Comments: _____

Street Maintenance Date: _____ Comments: _____

Parking Date: _____ Comments: _____

City Attorney's Office Date: _____ Comments: _____

APPROVAL TO ISSUE EVENT PERMIT: YES NO

DATE: _____ BY: _____



CITY OF TOPEKA

City Clerk
City Hall, 215 SE 7th Street, Room 166
Topeka, KS 66603
www.topeka.org

Brenda Younger, M.M.C.
785-368-3940
Email: cclerk@topeka.org

Special Event Debris Deposit Form

Submit this form, including all supporting documentation and the appropriate fee to: City of Topeka City Clerk's Office; 215 SE 7th Street, Room 166, Topeka, Kansas 66603. For assistance call 785-368-3940 during business hours.

PLEASE PRINT

Name of Event: Sacred Heart - St Joseph Parish Germanfest 2022

Event Date(s): June 4 and 5, 2022 Estimated attendance: ±6000

Location of Event: Sacred Heart Church, 312 NE Freeman Ave and adjoining parking lots and Sacred Heart Rectory, 333 NE Freeman Ave

Name of Authorized Representative: Rev. Timothy Haberkorn

Address: 227 SW Van Buren St Topeka State: KS Zip: 66603
785.232.2863

Home Phone: 785.232.2863 Work Phone: 785.234.3338 Cell Phone: _____

Email: thaberkorn@archkck.org

A debris deposit is required for each special event in the following amount:

- \$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; and

All other associated clean-up must be completed within 12 hours after the 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

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.

Joseph P Singer
PRINTED NAME of authorized representative/applicant

Joseph P Singer
SIGNATURE of authorized representative/applicant

Mar. 22, 2022
Date

Email: cclerk@topeka.org

Fax: 785-368-3943

Address: City Clerk's Office
215 SE 7th Street, Room 166
Topeka, KS 66603

Check Refund Information:

Name and/or Company: Sacred Heart - St Joseph Parish

Address: 333 NE Freeman Ave Topeka State: KS Zip: 66616

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

F. Tim Haberkorn
PRINTED NAME of authorized representative/applicant

[Signature] March 15th, 2022
SIGNATURE of authorized representative/applicant Date

Internal Use Only

City Clerk's Office
Date Fee Received: 3/22/2022
Fee Received By: K. Bogner Fee Amount: \$ 500

Cash () Credit () Check No. 18723 Receipt # 00778

APPROVAL TO ISSUE REFUND OF DEBRIS DEPOSIT: YES NO DATE: _____

CHECK NO. _____

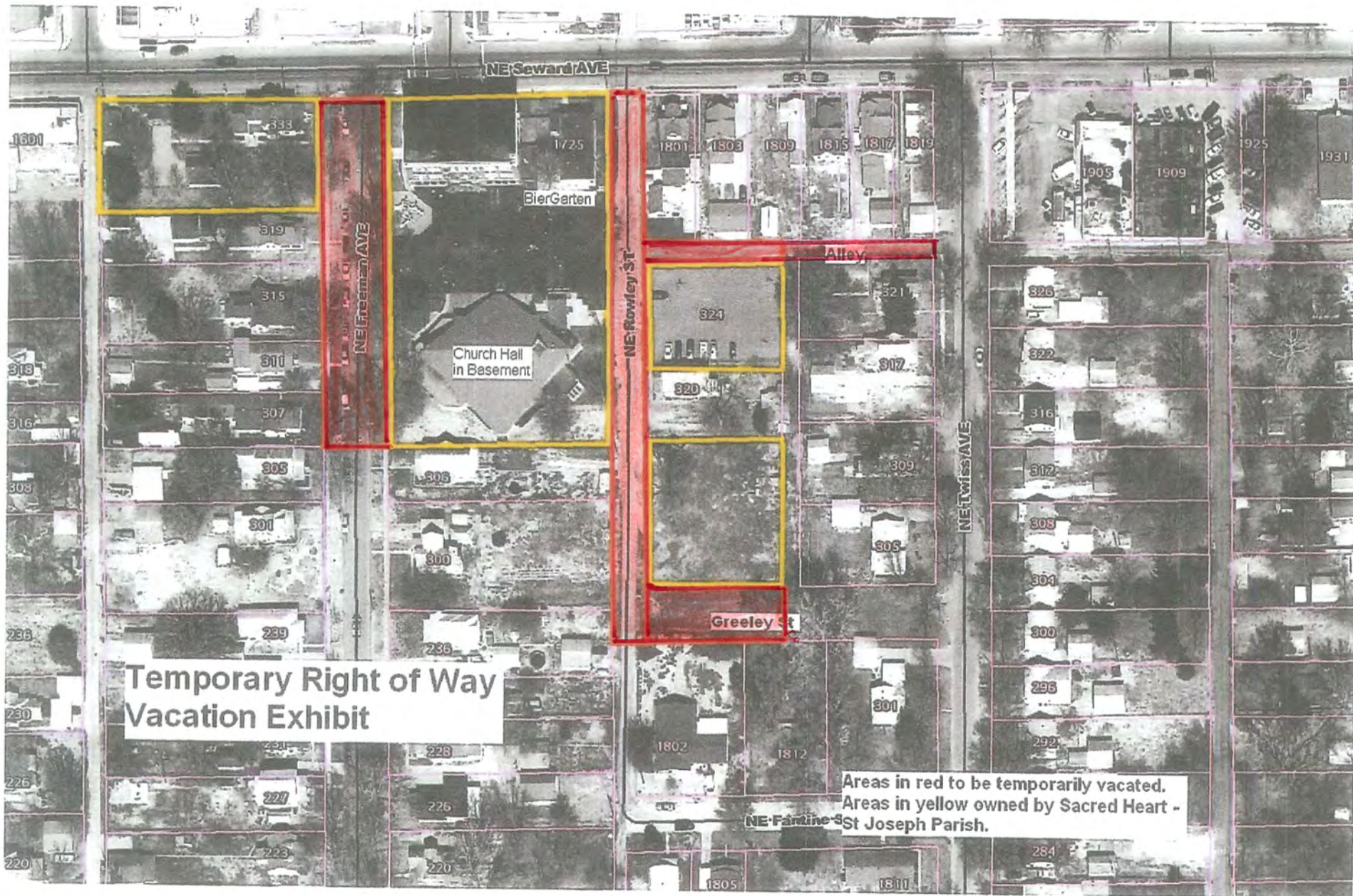
Germanfest 2022 Request to Temporarily Vacate Certain Public Streets for Alcohol Consumption

The Sacred Heart-St Joseph Catholic Parish of Topeka Germanfest 2022 Committee hereby requests that the City of Topeka Governing Body temporarily vacate the following street rights of way for purposes of alcohol consumption during Germanfest 2022, beginning at the hour of 4:00 PM CDT Saturday, June 4, 2022, and extending through until 5:00 PM CDT Sunday June 5, 2022.

1. NE Freeman Ave from the South line of NE Seward Avenue, southerly to a Westerly extension of the South property line of 312 NE Freeman Avenue (the South property line of Sacred Heart Church);
2. NE Rowley Street from the South line of NE Seward Avenue, southerly to a Westerly extension of the South line of NE Greeley Street, an unopened right of way;
3. The west to east alley, the North line of which is 135 feet south of and parallel with the South line of NE Seward Avenue, from the East line of NE Rowley Street to the West line of NE Twiss Avenue.
4. NE Greeley Street from the East line of NE Rowley Street, easterly to the West line of a south to north alley, the West line of which is 125 feet east of and parallel with the East line of NE Rowley Street.

Thank you.

Sacred Heart-St Joseph Catholic Parish of Topeka Germanfest 2022 Committee



NE Seward AVE

NE Freeman AVE

NE Rowley ST

NE Twiss AVE

NE Fantine St

Bier Garten

Church Hall in Basement

Alley

Greeley St

Temporary Right of Way Vacation Exhibit

Areas in red to be temporarily vacated. Areas in yellow owned by Sacred Heart - St Joseph Parish.



Germanfest 2022 Security and Fire Department Requirements Plan

I. General Security

A. General security will be provided by the event organizer, Sacred Heart-St Joseph Parish. Parish members will provide security at each of the main events: Food Sales and Dining Areas; Bier Garten; Children's Games; Auction and Silent Auction. Each Booth Captain will be responsible for crowd control in the area of the specific booth. Each Booth Captain will report security problems to an Area Captain who is also a member of the Germanfest Committee. Area Captains will be in communication via 2-way hand-held radio set to a common channel. Booth and Area Captains will report security problems to hired security personnel (off-duty City of Topeka Police and/or Shawnee County Sheriff Deputies).

B. Parish members will provide gate security at the grounds entrances and exits during events Saturday, June 4 and Sunday, June 5 to control alcoholic beverages from entering or leaving the site and to remove barricades for emergency vehicles Security at the Freeman and Seward gate will also remove and replace barricades for handicapped parking along Freeman Ave in the "Closed Area".

C. Each entrance and exit shall be posted with the "No Firearms" symbol. Gates will be posted with signs stating that alcohol is not permitted to be brought in or removed from the site.

D. Individuals who are rowdy or disruptive will be asked to leave and/or remanded to uniformed security officers..

II. Uniformed Security

Special security will be present at all times during the event. It will be provided by off-duty officers of the City of Topeka Police Department and/or Shawnee County Sheriff Deputies. The schedule is as follows:

Saturday, June 4, 4:30 PM-6:00 PM, minimum of two officers;

Saturday, June 4, 6:00 PM- 12:30 AM, four officers;

Sunday, June 5, 12:30 AM-8:00 AM, one officer;

Sunday, June 5, 9 AM-11 AM, minimum of 2 officers;

Sunday, June 5, 11:00 AM-6PM, four officers.

III. Fire Department Requirements

It is recognized that the City of Topeka Fire Department requires certain preparations and conditions to be performed by Sacred Heart-St Joseph Parish to provide emergency access to all portions of the festival site. The following requirements have been provided to the Germanfest Festival Committee as a condition of approval of the Special Public Event Permit in preceding years and are incorporated here as a part of the Germanfest 2022 Security and Fire Department Requirements Plan:

- A.** One person is to be assigned to the following barricades;
- NE Freeman and Seward Ave, staffed barricade: Freeman Ave. will be utilized as a designated handicapped parking zone. The South end of Freeman is on the departure end of a one-way street and will be marked by Type I barricades only, set on intermittent intervals to allow service traffic, local traffic and

handicapped patron parking vehicles to exit. Local traffic will be allowed onto Freeman Ave from the Seward entrance.

- NE Seward & Rowley St, staffed barricade; The South end of Rowley is open to local traffic and will be marked by one Type I barricade only, to allow service traffic and residential traffic to a private residence at 320 NE Rowley St to enter-exit.

B. Persons assigned to the barricades are to remain at their designated locations, during the event. In the event of an emergency response, assigned personnel will have to move the barricades.

C. A twenty (20) foot wide "FIRE LANE" is to be provided for each closed street or the closed portion of the streets. "FIRE LANE" will not be required for the East-West alleyway due to this area being used only for pedestrian travel or delivery vehicles. Designated "FIRE LANES" are to remain clear and unobstructed. Personnel assigned to the barricades will need to ensure that this lane is unobstructed. Emergency personnel require a clear driving lane in the event of an emergency response.

D. Items used for the Germanfest are not to be located in the designated "FIRE LANES". This includes, but is not limited to vendor booths, tables & chairs, etc.

E. The event contact persons will be required to provide the Topeka Fire Department with the names(s) and cell phone number(s) of the person(s) who will be responsible for the event, and who will be on-site during the event. This information is strictly for fire department use only and on the day(s) of the event. These persons will be Bruce Danielson, 785.234.3338, cell 785.408.5608. Alternates will be Rick Stadler or Dee Freel at 785.234.3338.



CITY OF TOPEKA

Engineering Division
Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Sacred Heart- St Joseph Parish Germanfest

~~June 2 & 3, 2018~~ June 4 & 5, 2022

~~06/04/22~~ ~~06/02/17~~ - 4:00pm to 11:00pm

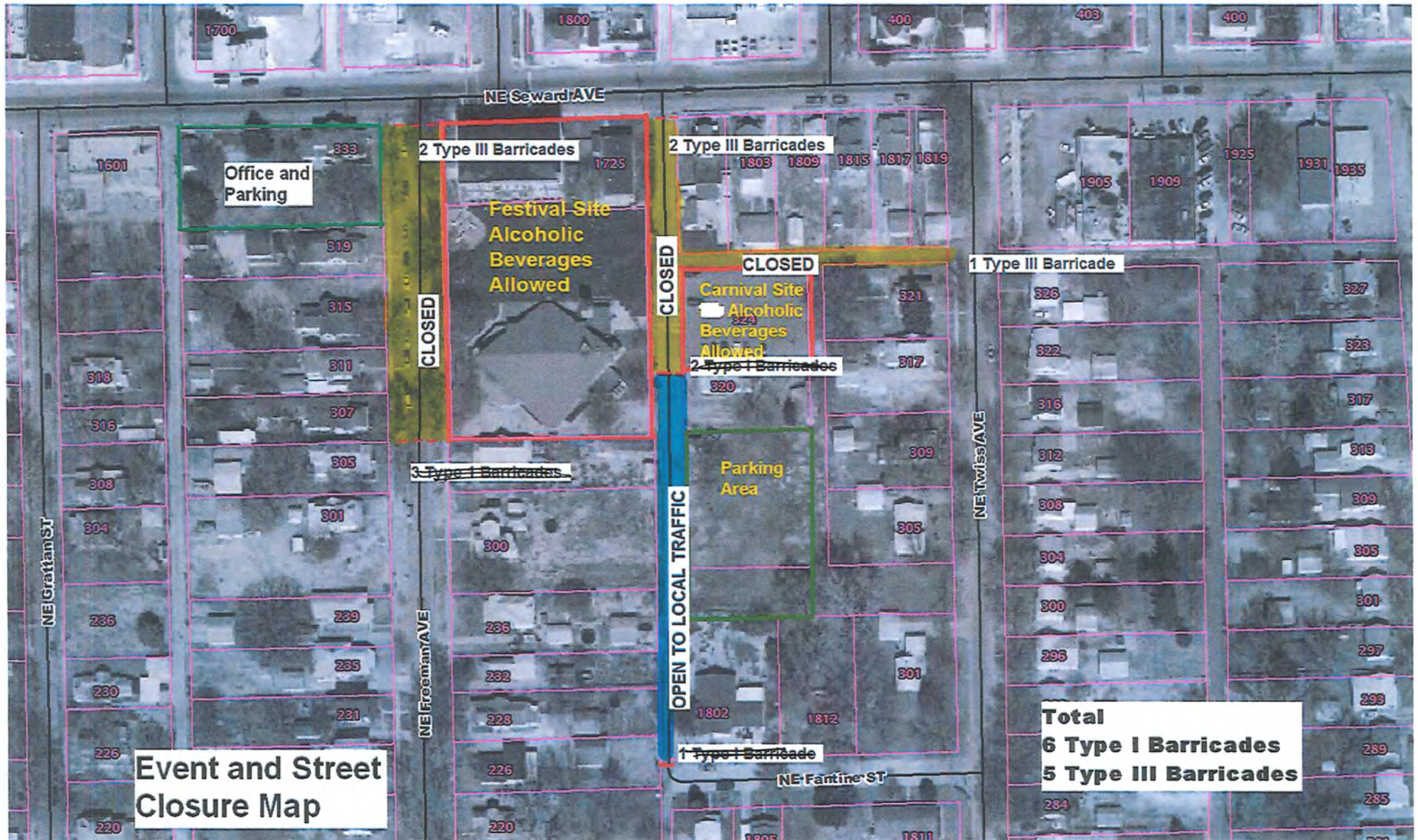
~~06/05/22~~ ~~06/03/17~~ - 10:00am to 5:00pm

1. Place (2) type III barricades on NE Freeman to the south of NE Seward.
2. Place (2) type III barricades on NE Freeman at south end of Church Property.
3. Place (2) type III barricades on NE Rowley just south of NE Seward.
4. Place (1) type III barricades in the Alley between NE Rowley & NE Twiss just west of NE Twiss.
5. Place (1) type III barricade on NE Rowley just north of NE Fantine.

Total: 8 - Type III Barricades

*Traffic control contact person is Joe Singer at 785.233.5848,
Surveyor1623@att.net*

Kent Pelton, Traffic Engineering Tech II
Engineering Division, Traffic Section
785-368-3842

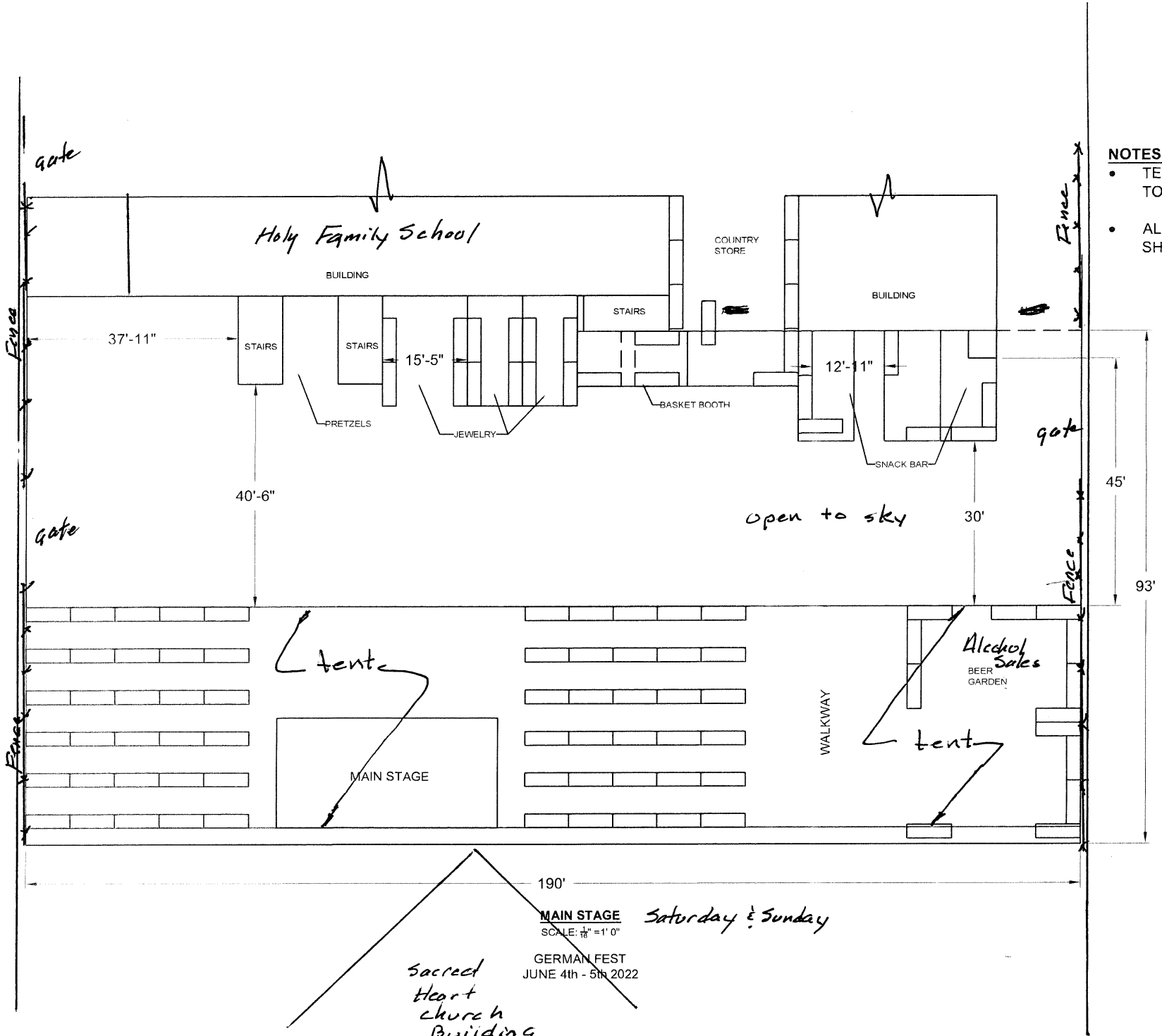


Handicapped Parking Along West Side.

NE Freeman Ave

to Seward Ave

Portable Restrooms



- NOTES:**
- TENT IS OPEN TO ALL SIDES
 - ALL TABLES SHOWN 30" x 96"

NE Rowley St

MAIN STAGE Saturday & Sunday
SCALE: 1/16" = 1' 0"

GERMAN FEST
JUNE 4th - 5th 2022

Sacred Heart Church Building

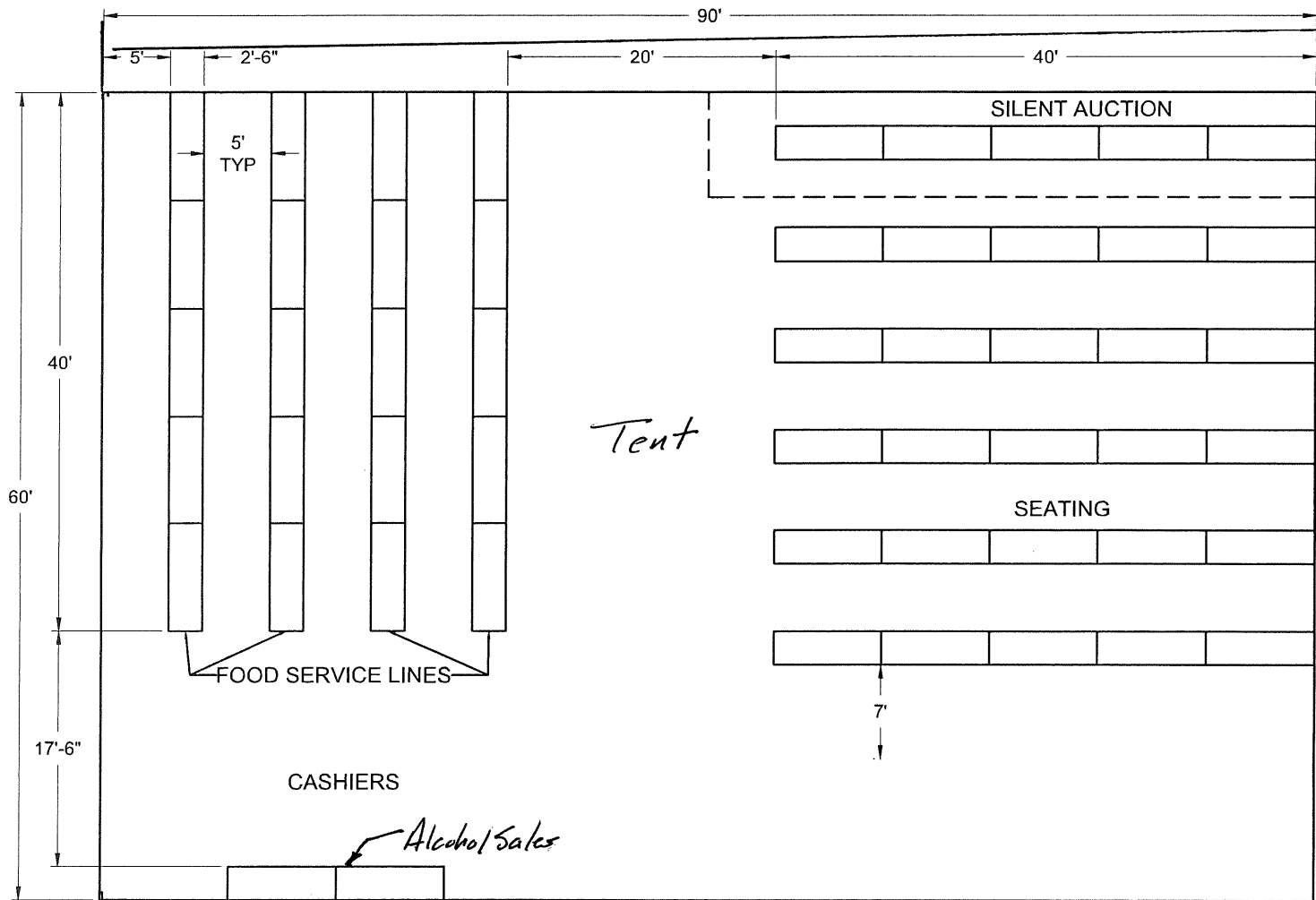
Private Property

East-West Alley

to Jeward Ave

Sacred Heart Church

NE Rowley St



NOTES:

TENT IS OPEN TO ALL SIDES
ALL TABLES SHOWN 30" x 96"

FOOD TENT LAYOUT Saturday Night
SCALE: 1/8" = 1' 0"

GERMAN FEST
SATURDAY JUNE 4th, 2022

Fence

Private Property

Fence

Unopened Alley

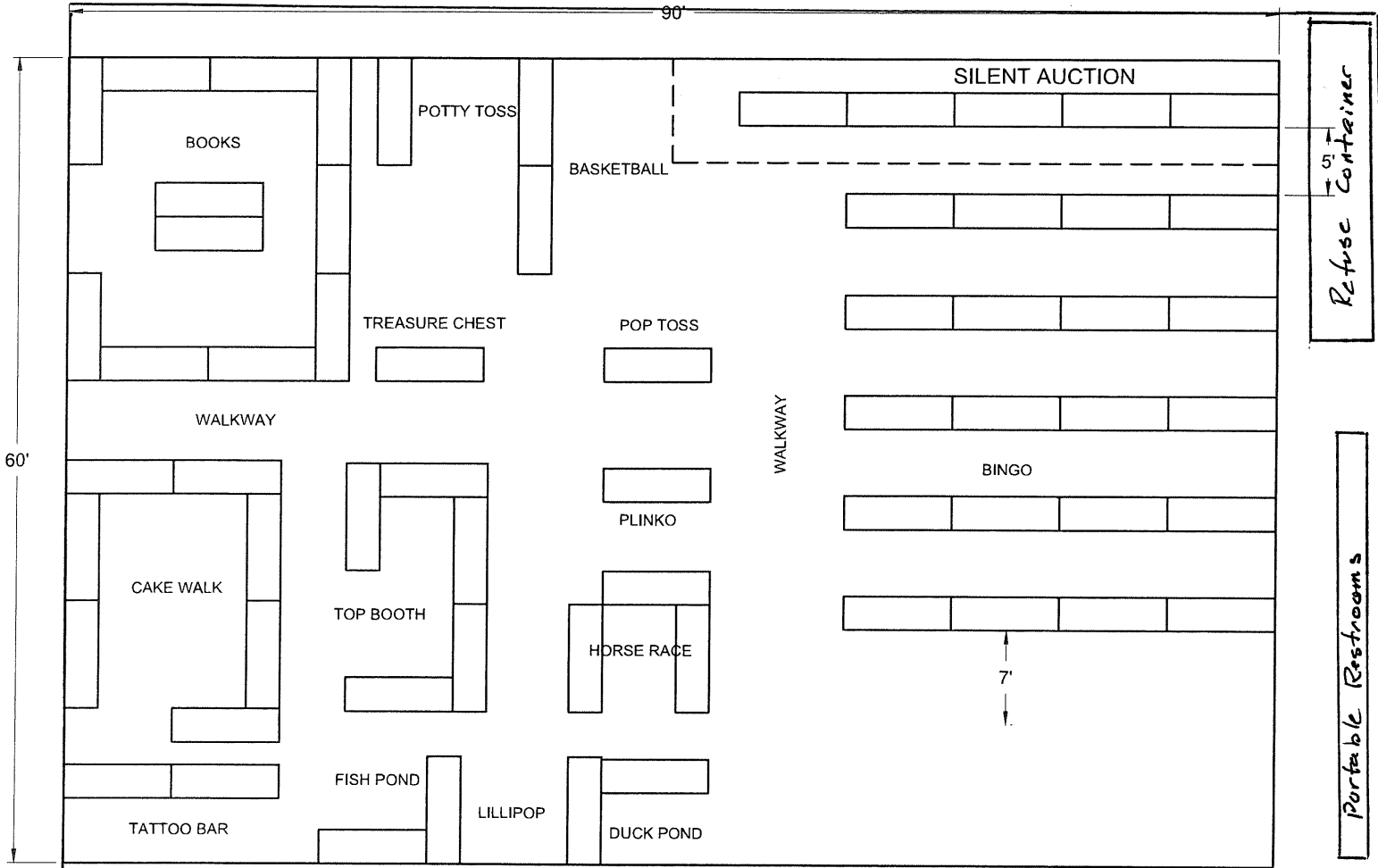


to
Seward Ave →

Private Property

East West Alley

NOTES:
• TENT IS OPEN TO ALL SIDES
ALL TABLES SHOWN 30" x 96"



Unopened Alley



Sacred Heart Church

NE Rowley St

Refrigerated Trailer

BINGO / KINTER KARNIVAL TENT LAYOUT
SCALE: 1/8" = 1' 0"
GERMAN FEST
SUNDAY JUNE 5th, 2022

Sunday (same tent as Food Tent on Saturday night)

Fence

Private Property

Fence