

General Event Information

Please Print

Name of Event: Sacred Heart - St Joseph Parish Germanfest 2023

Event Date(s)*: June 3-4, 2023 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: 6/3 - 4 PM am/pm EVENT End Time: 6/3 - 11 PM am/pm
6/4 - 10 AM am/pm 6/4 - 5 PM am/pm

SET UP Start Time: 5/30 - 8 AM am/pm TEAR DOWN End Time: 6/4 - 7 PM am/pm

Full and complete description of event:
Festival - fundraiser for Sacred Heart - St Joseph Parish, Saturday June 3, 4 PM - 11 PM
and Sunday June 4, 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 buildings

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. _____

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT:

Type of Event	Event Details	Equipment at Event
<input checked="" type="checkbox"/> Festival	<input type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music 6/3-4PM 11 PM ~Hours: 6/4 10 AM to 5 PM
<input type="checkbox"/> Parade	<input checked="" type="checkbox"/> Alcohol Sales	<input checked="" type="checkbox"/> Portable Restrooms (see attachment for recommended Standards)
<input type="checkbox"/> Block Party/Picnic and/or Neighborhood Procession	<input checked="" type="checkbox"/> Mobile Food Vendors: ~How many? 1, Self	<input checked="" type="checkbox"/> Stage/Props/Production
<input type="checkbox"/> Sporting Event or Competition	<input type="checkbox"/> Transient or Sidewalk Vendors: ~How many? 0	<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: service vehicles, mini-train, inflatable children's toys/rides, food service equipment

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: therese@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: 785.232.2863 Work Phone: 785.234.3338 Cell Phone: _____

Email: haberkorn@archkck.org

Primary On-Site Contact Person Please Print

Name: Christy Hogan

Home Phone: 785. 845. 6157 Work Phone: same Cell Phone: same

Email: info@poriecreations.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 Shawnee County Deputies / City of Topeka Police Officers

**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 Ave to South line of church building, 312 NE Freeman Ave
Rowley St from Seward Ave 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 3, 7 AM - 11 PM
June 4, 10 AM - 6 PM

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

June 3 Set Up: From 7 AM to 4 PM am/pm

June 4 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

us mail and/or door to door contact before mid-May 2023

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.

_____ (initials)

Volunteers

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.

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.



PRINTED NAME of authorized representative/applicant

Fr. Tim Haberkorn

SIGNATURE of authorized representative/applicant

March 16th, 2023
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

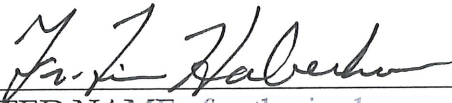
Downtown & NOTO Art District Special Events

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~~^{will be} notified at least ten days prior to the event.



PRINTED NAME of authorized representative/ applicant

Fr. Tim Haberkorn

SIGNATURE of authorized representative/ applicant

March 16th, 2023

Date

Email: cclerk@topeka.org

Fax: 785-368-3943

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



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. **Generally Debris Deposit are not required with small residential block parties.**

PLEASE PRINT

Name of Event: Sacred Heart - St Joseph Parish Germanfest 2023

Event Date(s): June 3 and June 4, 2023 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, Pastor

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@archkcc.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

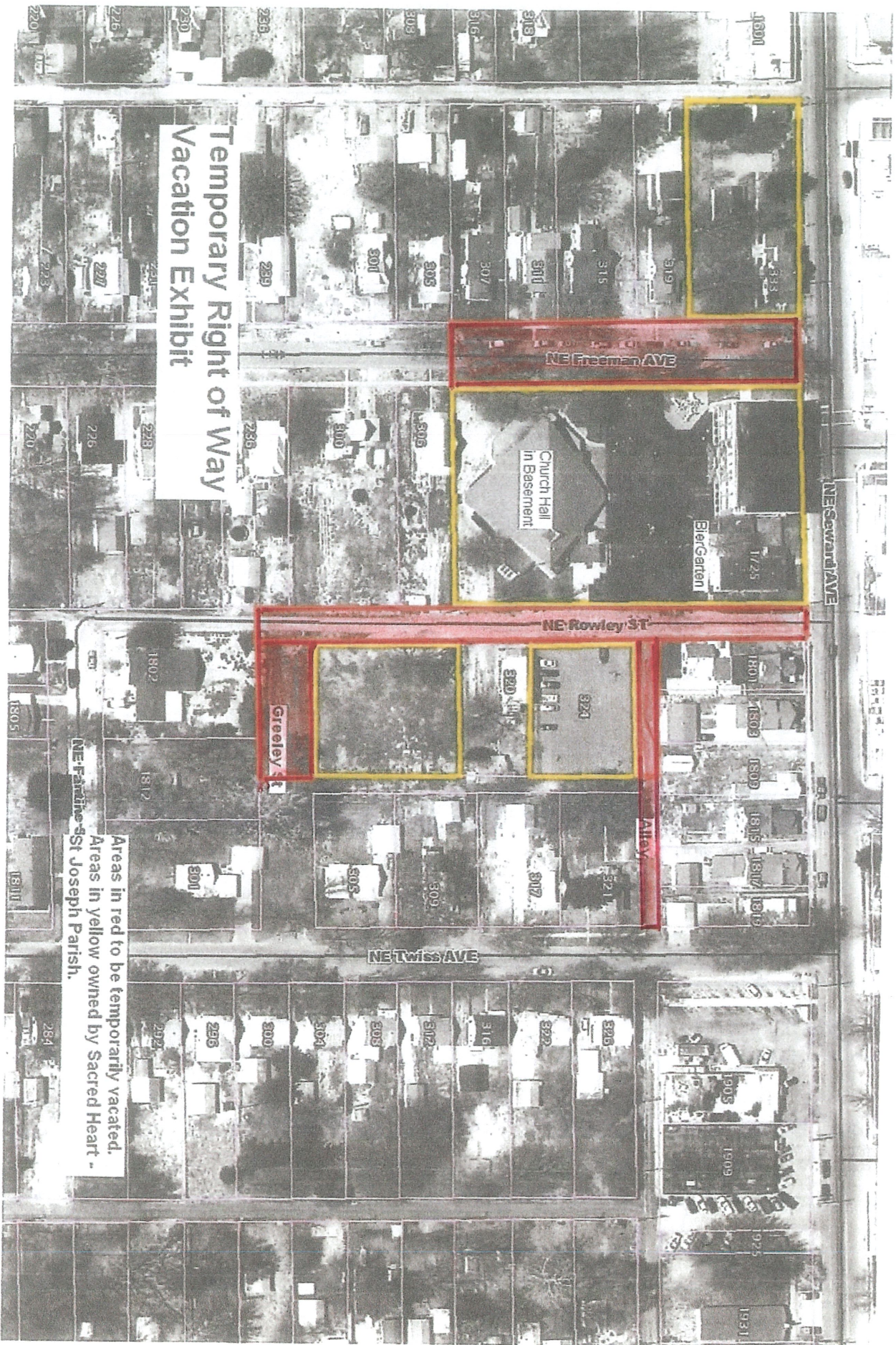
Germanfest 2023 Request to Temporarily Vacate Certain Public Streets for Alcohol Consumption

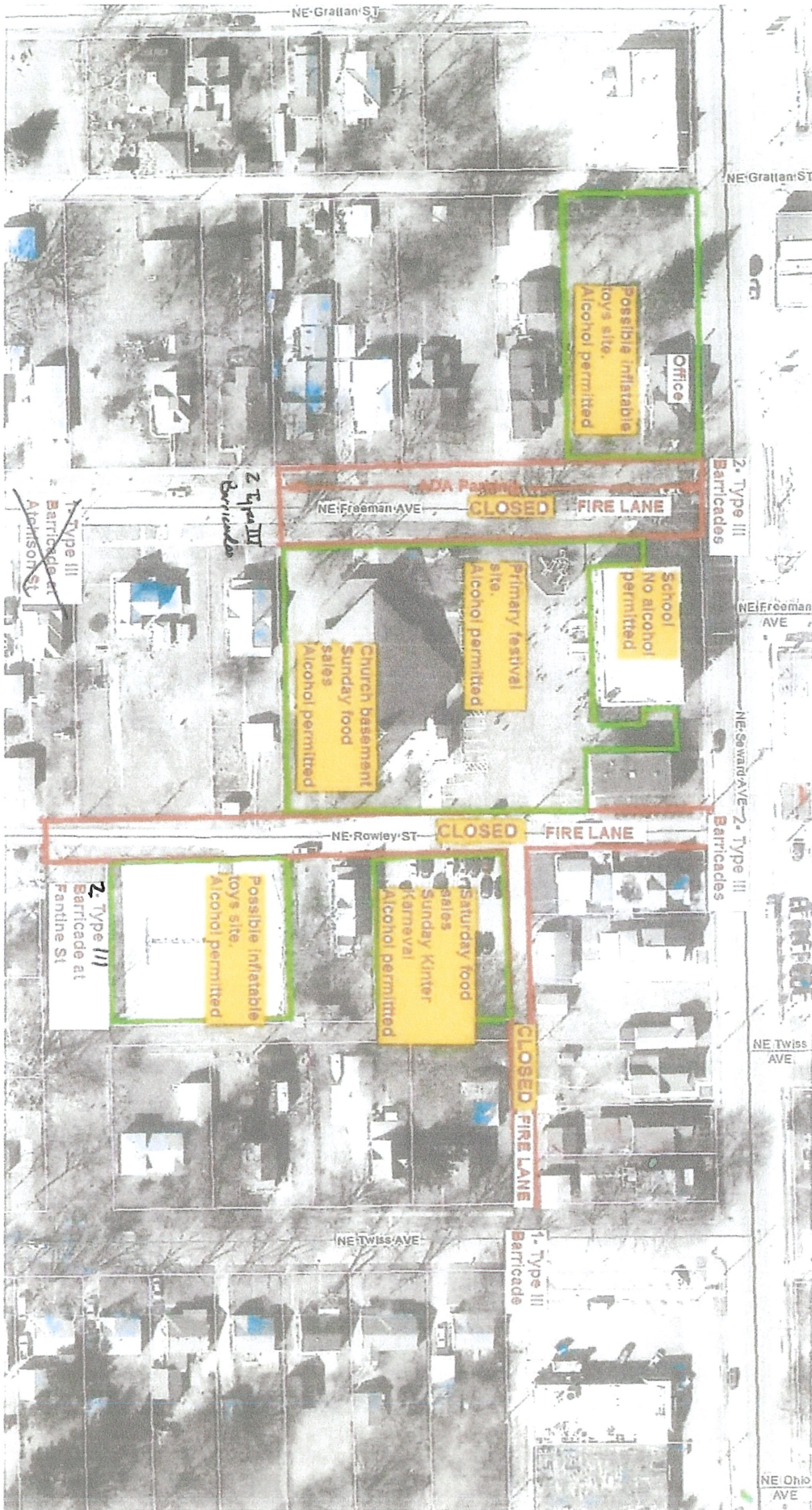
The Sacred Heart-St Joseph Catholic Parish of Topeka Germanfest 2023 Committee hereby requests that the city of Topeka Governing Body temporarily vacate the following street rights of way for purposes of alcohol consumption during Germanfest 2023, beginning at the hour of 5:00 PM CDT Saturday, June 3, 2023 and extending through until 5:00 PM CDT Sunday June 4, 2023.

1. NE Freeman Ave from the South line of NE Seward Ave, southerly to a Westerly extension of the South property line of 312 NE Freeman Ave (the South line of Sacred Heart Church);
2. NE Rowley Street from the South line of NE Seward Ave, southerly to a Westerly extension of the South line of NE Greeley St, 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 Ave, from the East line of NE Rowley St to the West line of NE Twiss Ave;
4. NE Greeley St from the East line of NE Rowley St, 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 St.

Thank you,

Sacred Heart-St Joseph Catholic Parish of Topeka Germanfest 2023 Committee





Germanfest 2023 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. Special gate security will be present at the grounds entrances and exits, one each at the entrance gate at Seward Ave and Freeman Ave, at the entrance gate at Rowley St and Seward Ave and at the entrance gate at Twiss Ave and the east to west alley south of and parallel with Seward Ave. The special security will also be responsible for opening gates for emergency services vehicles and will wear ANSI Class II safety jackets. The main purpose of the special security is to control alcoholic beverages from entering or leaving the site.

C. Each entrance and exit shall be posted with the "No Firearms" symbol and with a notification that persons must be 21 years of age to purchase alcoholic beverages.

D. Individuals who are rowdy or disruptive will be asked to leave.

II. Uniformed Security

A. Six uniformed off-duty City of Topeka Police Officers or Shawnee County Sheriff Deputies retained by Sacred Heart –St Joseph Parish will be on site, during open hours of the festival on Saturday evening and four on Sunday. Any security problems or concerns will be immediately communicated to one of the Officers by an in-communication Area Captain.

B. During the night hours after the Saturday night event closure at 11:00 PM, an off-duty uniformed Shawnee County Sheriff Deputy retained by Sacred Heart-St Joseph Parish will provide security until 6:00 AM Sunday morning.

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 2023 Security and Fire Department Requirements Plan:

A. One person is to be assigned to the following barricades:

- NE Freeman and Seward Ave- 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 III barricades only, offset to allow service traffic and handicapped patron parking vehicles to exit.

- NE Seward & Rowley St.; The South end of Rowley St will be closed with two Type III barricades.
- NE Twiss Ave and the East end of an east to west alley

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 open the barricades to the emergency vehicle.

C. A twenty (20) foot wide “FIRE LANE” is to be provided for each closed street or the closed portion of the streets and alleys. “FIRE LANE” will not be required for the alleyway due to this area being used only for pedestrian crossing. Designated “FIRE LANES” are to remain clear and unobstructed of tents, tables, chairs and booths.

D. The event contact persons will be required to provide the Topeka Fire Department with the names(s) and 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 Christy Hogan and alternate Rick Stadler at 785.234.3338.

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.

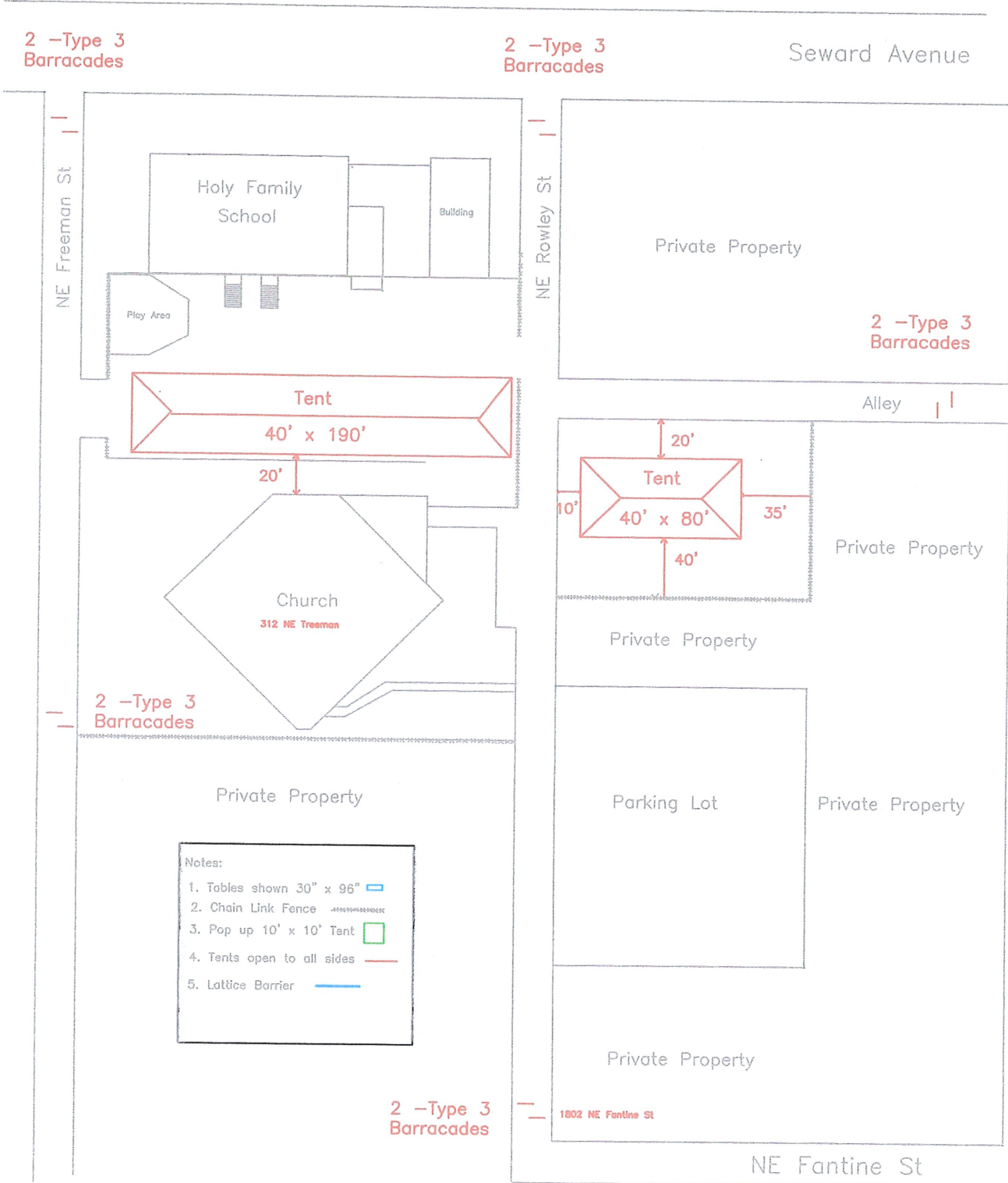
D. Items used for the Germanfest are not to be located in the designated “FIRE LANES”. This includes, but is not limited to vendor booths, tables & chairs, etc.

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.

2023 Germanfest

Site Plan - Tents / Barracades

North



2023 Germanfest

Site Plan

North



Seward Avenue

