

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 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: Topeka Irish Fest and 5K Run

Event Date(s)*: September 18, 2021 Estimated attendance: 1,500

*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: 9/18/21 9:00 ☒ am ☐ pm

EVENT End Time: 9/18/21 6:00 am ☒ pm

SET UP Start Time: 9/17/21 5:00 am ☒ pm

TEAR DOWN End Time: 9/18/21 9:00 am ☒ pm

Full and complete description of event:

Contained festival featuring a 2.5K run, live music, inflatables, food and alcoholic beverages.

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

Festival - north lanes of SW 8th Street between Jackson and Harrison. Run - extends from 6th to 10th Street between Harrison and Jackson, including Capitol grounds.

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

N/A

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

Please list location(s) of electrical outlets

Assumption Church, Mater Dei Parish

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

N/A

Rain Date? Yes ☐ No ☒

If yes, then date(s): _____

Fundraiser? ☒ Yes ☐ No

If yes, then beneficiary: Mater Dei Parish

Registration/Entry Fee? ☐ Yes ☒ No

If yes, then amount: Festival \$0/Run \$25

Noise Exception? ☒ Yes ☐ No

If yes, then Council District No. _____

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 checked="" type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>9am</u> to <u>6pm</u>
<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 type="checkbox"/> Mobile Food Vendors: ~How many? _____	<input checked="" type="checkbox"/> Stage/Props/Production
<input type="checkbox"/> Sporting Event or Competition	<input checked="" type="checkbox"/> Transient or Sidewalk Vendors: ~How many? <u>10</u>	<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	<input type="checkbox"/> Other: _____

Organization/Sponsor & its Authorized Representative**Please Print**Name of Organization/Sponsor: Mater Dei Parish and SchoolAddress: 911 SW Clay, Topeka State: KS Zip: 66606Business Phone: 785-232-7744 Fax: _____

Web Address of Organization/Sponsor: _____

Name of Authorized Representative: Sarah BreymeyerAddress: 5825 SE 77th Street, Berryton State: KS Zip: 66409Home Phone: _____ Work Phone: _____ Cell Phone: 785-230-7032Email: sbreym1@hallmark.com**Primary On-Site Contact Person****Please Print**Name: Dan SpindlerHome Phone: _____ Work Phone: _____ Cell Phone: 785-806-5429Email: janddspindler@att.net

**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 NoWill the organizer/sponsor supply a First-Aid Station for the event? ☒ Yes NoIf yes, then: Type: RN Location: On-SiteWill the organizer/sponsor engage private security to work the event? ☒ Yes NoIf yes, then identify the provider: Tim McCaffrey

**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)*)

SW 8th Street between SW Jackson and SW Harrison (excluding the south most single lane),

as well as SW 8th Street north to alley on SW VanBuren

2.5K will have temporary closures at 6th and 10th street,

Date(s) of street, sidewalk and/or intersection closures: September 17-18, 2021

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

Set Up: From 5:00 to 10:00 am ☒ pm

Tear Down: From 6:00 to 9:00 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

Notification by flyer 2 weeks prior to 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 USE UNAPPROVED TRAFFIC CONTROL WILL RESULT IN EVENT CANCELLATION.

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

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. SB (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:

Volunteer staff is prepared to clean up the site to its original state.

Clean-Up personnel provided by: Mater Dei Parish

**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.

Sarah Breymeyer

PRINTED NAME of authorized representative/applicant

Sarah Breymeyer

SIGNATURE of authorized representative/applicant

6/10/21

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

OFFICIAL USE ONLY

City Clerk's Office

Date Application Received: 6/17/2021 By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 6/17/2021

Fee Received By: K. Bogner Fee Amount: \$ 50.00

Cash () Credit () Check (☒) No. 2039 Receipt # 00728

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: Ronnie Connell 368-1589, rconnell@topeka.org

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

Traffic Engineering Division: Kristi Ericksen, 368-3029, kericksen@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: _____

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.

Sarah Breymeyer

PRINTED NAME of authorized representative/applicant

Sarah Breymeyer

SIGNATURE of authorized representative/applicant

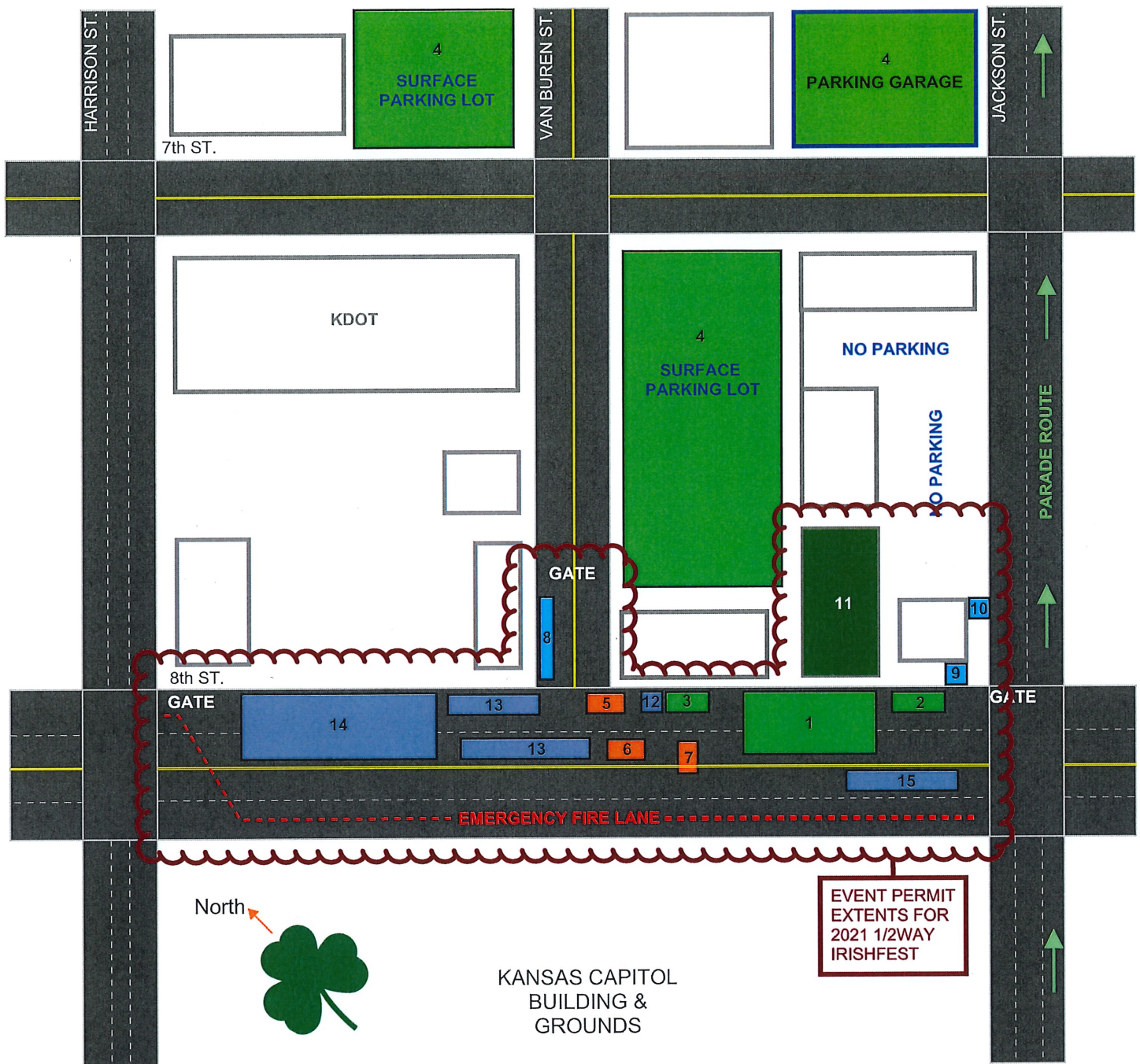
6/10/21

Date

Email: cclerk@topeka.org

Fax: 785-368-3943

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



TOPEKA IRISHFEST

- 1 EVENT STAGES UNDER TENT
- 2 TRADITIONAL IRISH FOOD
- 3 AMERICAN GRILL
- 4 PARKING LOTS AVAILABLE

BEVERAGES

- 5 BEER TOKENS
- 6 BEER TENT
- 7 WHISKEY TASTING

GENERAL INFORMATION

- 8 RESTROOMS
- 9 FIRST AID TENT
- 10 COREFIRST ATM

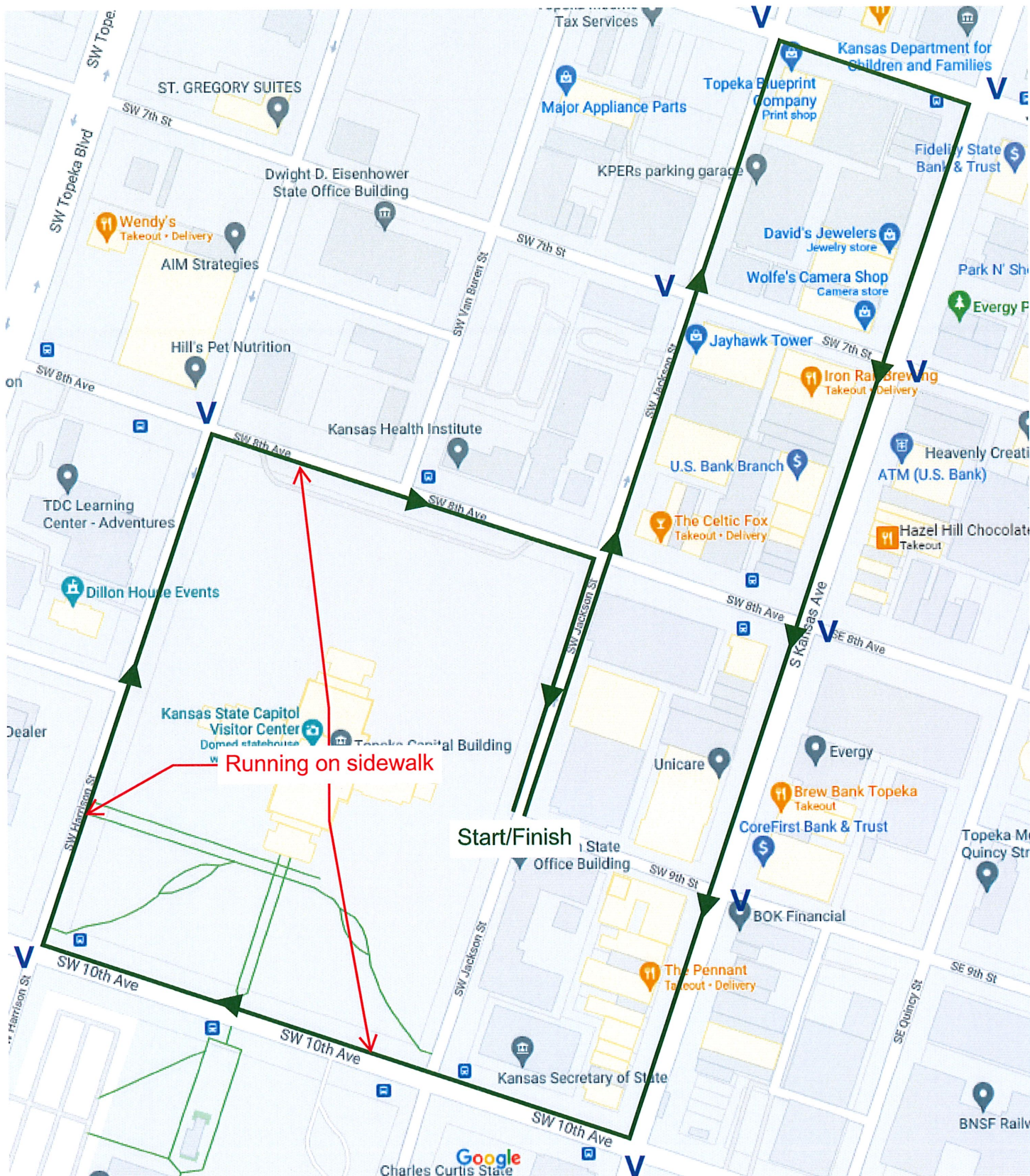


11 ASSUMPTION CHURCH

AND FOR MORE IRISHFEST FUN

- 12 OFFICIAL IRISHFEST APPAREL
- 13 VENDORS
- 14 KIDS CARNIVAL
- 15 TAILGATE GAMES





Irish Fest Half 5k

Start north on Jackson St., turn east onto 6th St., turn south onto Kansas Ave.
 Turn west onto 10th St. sidewalk, turn north onto Harrison St. sidewalk
 Turn east onto 8th St. sidewalk, turn south onto Jackson St. to Finish

V = Volunteer

Certificate of Coverage

Date: 6/15/2021

Certificate Holder
Archdiocese of Kansas City in Kansas
Savior Pastoral Center
12615 Parallel Parkway
Kansas City, KS 66109

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
THE CATHOLIC MUTUAL RELIEF
SOCIETY OF AMERICA
10843 OLD MILL RD
OMAHA, NE 68154

Covered Location
Mater Dei Parish
911 SW Clay
Topeka, KS 66606

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8556	7/1/2021	7/1/2022	Each Occurrence	500,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
Coverage only extends for claims arising out of Mater Dei Parish holding their Mater Dei Irish Fest and 5K run on September 18, 2021. Includes Set-up and Tear-down. Liquor Liability Included.

Holder of Certificate

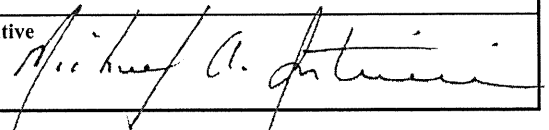
Cancellation

Additional Protected Person(s)

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

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0005005481

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 9/18/2021

Cancellation Date of Endorsement: 9/19/2021

Certificate Holder: Archdiocese of Kansas City in Kansas
Savior Pastoral Center
12615 Parallel Parkway
Kansas City, KS 66109

Location: Mater Dei Parish
911 SW Clay
Topeka, KS 66606

Certificate No. 8556 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

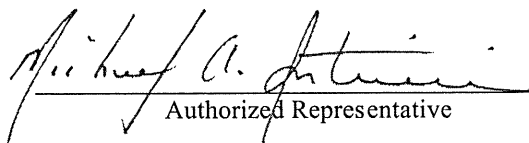
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

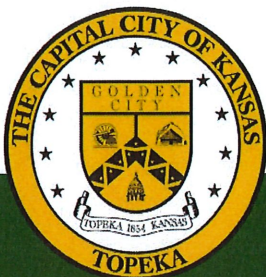
Schedule - ADDITIONAL PROTECTED PERSON(S)

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

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of Mater Dei Parish holding their Mater Dei Irish Fest and 5K run on September 18, 2021. Includes Set-up and Tear-down. Liquor Liability Included.


Authorized Representative



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: Topeka Irish Fest and 2.5K Run

Event Date(s): September 18, 2021 Estimated attendance: 1,500

Location of Event: Assumption Church, 8th & Jackson and Capitol Grounds for 2.5K Run

Name of Authorized Representative: Sarah Breymeyer

Address: 5825 SE 77th Street, Berryton State: KS Zip: 66409

Home Phone: _____ Work Phone: _____ Cell Phone: 785-230-7032

Email: sbreym1@hallmark.com

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

Check Refund Information:

Name and/or Company: Sarah Breymeyer

Address: 5825 SE 77th Street, Berryton State: KS Zip: 66409

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.

Sarah Breymeyer

PRINTED NAME of authorized representative/applicant

Sarah Breymeyer

SIGNATURE of authorized representative/applicant

6/10/21

Date

Internal Use Only

City Clerk's Office

Date Fee Received: 6/17/2021

Fee Received By: K. Bogner Fee Amount: \$ 250

Cash () Credit () Check ☒ No. 2040 Receipt # 00728

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

CHECK NO. _____