



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: Irish Fest 5K Fun Run

Event Date(s)*: Saturday, March 14th, 2020 Estimated attendance: 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: 9:00 (am/pm) EVENT End Time: 10:30 (am/pm)

SET UP Start Time: 7:00 (am/pm) TEAR DOWN End Time: 11:00 (am/pm)

Full and complete description of event:

The Irish Fest 5K is a fun run that kicks off the St. Pat's Parade downtown Topeka festivities. The run starts at 8th + Jackson, follows most of the parade route and ends up finishing in front of the Irish Fest + Celtic Street Fair.

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

See Attached Map + Route Description

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

Start + Finish of Race is Staged at the corner of 8th + Jackson. This area is secured due to both the Irish Fest + Celtic Street Fair.

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

Please list location(s) of electrical outlets

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 Catholic School

Registration/Entry Fee?

Yes

No

If yes, then amount: _____

\$25

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

___ Festival

___ Alcohol Served

Amplified Speaking and/or Music

~Hours: 8AM to 10:30AM

___ Parade

___ Alcohol Sales

___ Portable Restrooms (see attachment for recommended Standards)

___ Block Party/Picnic and/or Neighborhood Procession

___ Mobile Food Vendors:

~How many? _____

___ Stage/Props/Production

Sporting Event or Competition

___ Transient or Sidewalk Vendors:

~How many? _____

___ **Electrical Outlets Needed**

___ Concert

___ Open to the Public

___ Dumpsters/Receptacles

___ Other: _____

___ Animals

___ Other: _____

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Mater Dei Catholic School

Address: 934 SW Clay St. State: KS Zip: 66606

Business Phone: (785) 233-1727 Fax: —

Web Address of Organization/Sponsor: www.irishfestfunrun.com

Name of Authorized Representative: Erinn Remyer

Address: 114 NW Elmwood Avenue State: KS Zip: 66606

Home Phone: (785) 234-5386 Work Phone: 383-8854 Cell Phone: 383-8854

Email: erinn.remyer@washburn.edu

Primary On-Site Contact Person

Please Print

Name: Erinn Remyer

Home Phone: 234-5386 Work Phone: 3838854 Cell Phone: 383-8854

Email: erinn.remyer@washburn.edu

**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: EMT Location: 8th + Jackson

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

If yes, then identify the provider: In Association with the Irish Fest

**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

Please Print

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))

See Attached Form

Date(s) of street, sidewalk and/or intersection closures: *Saturday, March 14th, 2020*

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

Set Up: From *7:00* to *9:00* am pm

Tear Down: From *10:30* to *11:00* 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:

Irish Fest Committee will notify residents & businesses.

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 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:

We will have route volunteers posted. If there is any debris caused by race they will pick it up. Water Station is at trash feed at 8th & Jackson when trash cans are available.

**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.

Fjinn Remyer

PRINTED NAME of authorized representative/applicant

Fjinn Remyer

SIGNATURE of authorized representative/applicant

1/18/2020

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: *01/29/2020* By: *KCD*

Date Non-Refundable Special Event Application Fee Received: *01/29/2020*

Fee Received By: *KCD* Fee Amount: \$ *50.00*

Cash () Credit () Check () / No. *7752* Receipt # _____

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: 368-3940, cclerk@topeka.org

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

Topeka Fire Department: Mike G. Martin, 368-4130, mgmartin@topeka.org

Traffic Engineering Division: Howard Uhl, 368-3044, huhl@topeka.org

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

Parking Division: Brenda Hayes, 368-3143, bhayes@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: _____

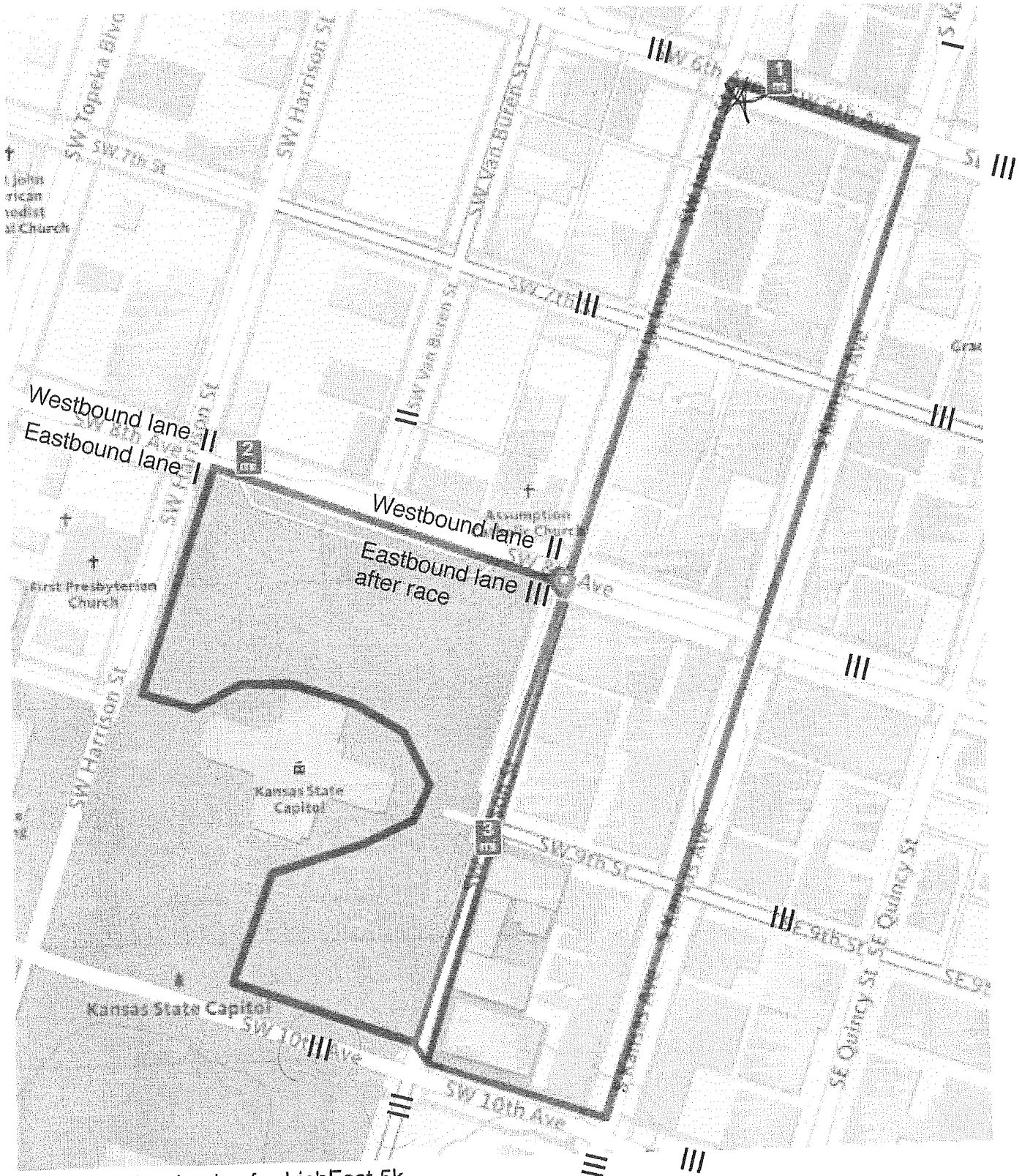
Parking Date: _____ Comments: _____

City Attorney's Office Date: _____ Comments: _____

APPROVAL TO ISSUE EVENT PERMIT: YES NO

DATE: _____ BY: _____

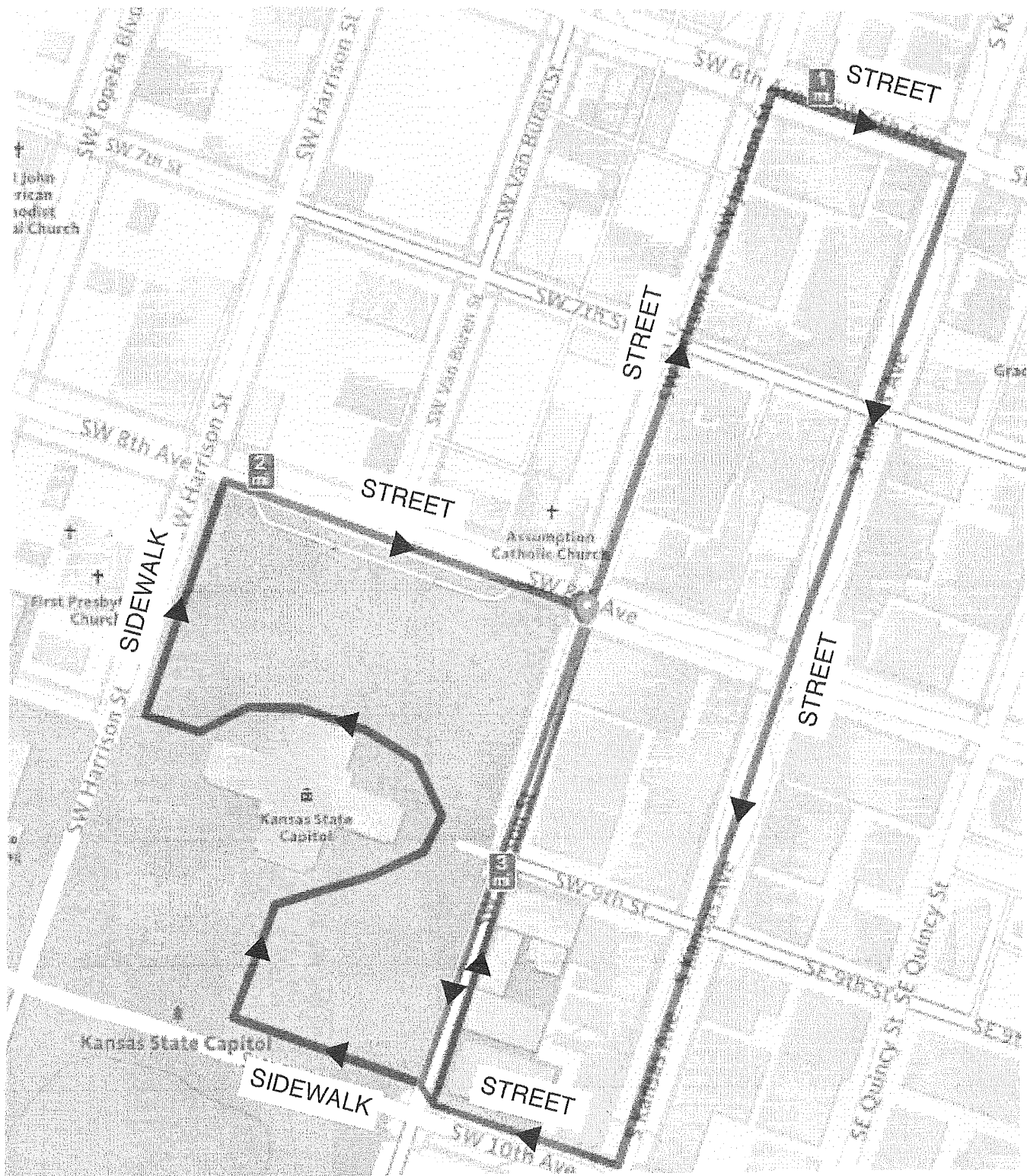
IRISHFEST 5K BARRICADES



- I - Type III barricades for IrishFest 5k
- II - Type III barricades for IrishFest
- III - Type III barricades for the parade route

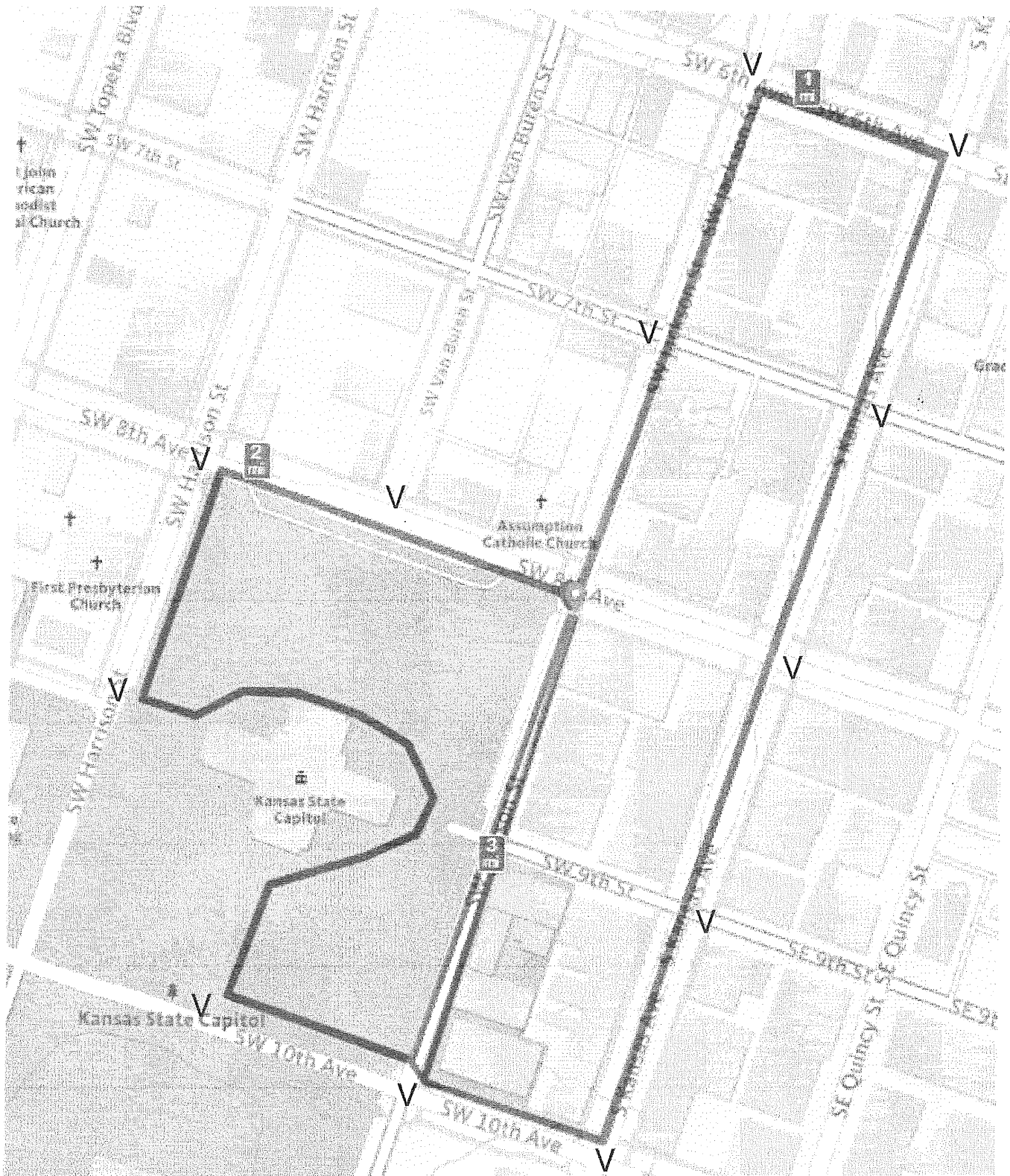
No barricades west of Harrison Street because we are not using the street

IRISHFEST 5K RACE ROUTE



- 1) Start at 8th & Jackson at the far east lane, run North towards 10th Street
- 2) Turn Right onto the sidewalk and run around the Statehouse
- 3) Turn Right at Harrison Street, staying on the sidewalk
- 4) Turn Right at 8th Street onto the rightmost eastbound lane
- 5) Turn Left at Jackson onto the leftmost northbound lane
- 6) Turn Right at 6th Street onto the rightmost eastbound lane
- 7) Turn Right at Kansas Avenue onto the rightmost southbound lane
- 8) Turn Right at 10th Street onto the rightmost westbound lane
- 9) Run straight onto sidewalk and repeat steps 2 thru 8 for second lap
- 10) Turn Right at Jackson Street onto rightmost northbound lane to Finish at 8th & Jackson

IRISHFEST 5K VOLUNTEERS



V - IrishFest 5k Volunteer from 8:45-10:15 am