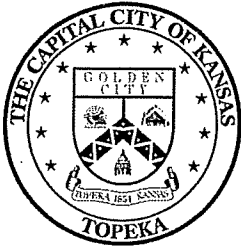


\$300



City of Topeka

Today's Date: 1-17-19
License # _____

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: Science and Tech Festival

Event Date(s): October 12, 2019 Estimated attendance: 1500

**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: 10:00 am/pm EVENT End Time: 3:00 am/pm

SET UP Start Time: 8:00 am/pm TEAR DOWN End Time: 5:00 am/pm

Full and complete description of event:

700 Block of Kansas Avenue

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

700 Block of Kansas Avenue

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

700 Block

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: donation

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 type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>10 a</u> to <u>2p</u>
<input type="checkbox"/> Parade	<input 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>2</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 checked="" 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: Visit Topeka
Address: 719 S KS Ave #100 State: KS Zip: 66603
Business Phone: 785 234 2644 Fax: _____
Web Address of Organization/Sponsor: visittopeka.com
Name of Authorized Representative: Stephanie Willhelm
Address: 1719 S KS Ave #100-e State: KS Zip: 66603
Home Phone: _____ Work Phone: 785-215-8765 Cell Phone: _____
Email: stephanie.willhelm@topekapartnership.com

Primary On-Site Contact Person

Please Print

Name: Stephanie Willhelm
Home Phone: _____ Work Phone: 215-8765 Cell Phone: _____
Email: stephanie.willhelm@topekapartnership.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: _____ Location: Info Booth

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

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))

Kansas Ave from 7th to 8th

Date(s) of street, sidewalk and/or intersection closures: 10-12-19

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

Set Up: From 8 to 10 am/pm

Tear Down: From 3 to 5 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:

Signs & flyers will be posted

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. SW (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:

committee to provide clean-up.

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.

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.

Stephanie Wilhelm

PRINTED NAME of authorized representative/applicant

Stephanie Wilhelm

SIGNATURE of authorized representative/applicant

1.2.19

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: _____ By: _____

Date Non-Refundable Special Event Application Fee Received: _____

Fee Received By: _____ Fee Amount: \$ _____

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



Today's Date: 1-17-19
License # _____

City of Topeka
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: Science & Tech Fest
Event Date(s): Oct. 12, 2019 Estimated attendance: 1500
Location of Event: 700 Block of Kansas Ave
Name of Authorized Representative: Stephanie Willhelm
Address: ~~003~~ 719 S. KS S Ave. #100 State: KS Zip: 66603
Home Phone: _____ Work Phone: 785 234 1030 Cell Phone: _____
Email: stephanie.willhelm@topekapartnership.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

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 _____

Internal Use Only

City Clerk's Office

Date Fee Received: _____

Fee Received By: _____ Fee Amount: \$ _____

Cash () Credit () Check () No. _____ Receipt # _____

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

CHECK NO. _____

Events Checklist

- ___ Insurance filled out 4/12
- ___ Check request to Finance Department as soon as insurance is returned
- ___ City Permit – 6 months with map layout 4/12
- ___ ABC Permit (if Necessary)
- ___ Order Stage – 4 months 6/12
- ___ Check with Paul about trash cans, tables & chairs when city permit is turned in 4/12
- ___ Reserve Port-a-potties, trash cans from Ditch – 4 months 6/12
- ___ Order generator, tables and chairs 4 months before event – 2 months 8/12
- ___ Order tents 4 months before event (Tap That)
- ___ Request volunteers 3 months out 7/12
- ___ Invoices from performers – two weeks before event 9/27
- ___ get W-9's over \$600
- ___ Website & Facebook pages 8/12
- ___ Sponsor Information listed per sponsor level as come in
- ___ Vendors (HARD Cutoff date to be followed) 9/27
- ___ Food Trucks continues
- ___ Email city vendor list week before event 10/4
- ___ Email vendor list to Michael Turner with State of Kansas 10/4
- ___ Print Vendor Approved Signs 10/4
- ___ Map online (2 weeks before event) 9/27
- ___ Determine what is needed to purchase for event 9/27
- ___ Determine Signage two weeks before event 9/27
- ___ Shop week before event for items needed 10/4
- ___ Enter receipts in CRM as items are purchased

___ Distribute door hangers 2 weeks before event 9/27

Corporate Events

- ___ Location – 7 to 8 months out/ Tier 1 events – 1 year out
- ___ Food – 4 – 6 weeks
- ___ AV Equipment 6 weeks
- ___ Speakers – 8 weeks
- ___ MC – 8 weeks
- ___ Panel – 8 weeks
- ___ Gifts for speakers/panel – 8 weeks
- ___ Name plaques – 2 weeks
- ___ Registration cut-off – 1 week before event or dependent on caterer
- ___ Name tags to be made available – 2 weeks

Streets will be closed

