

Today's Date: 3/21/19  
License # \_\_\_\_\_

City of Topeka

### 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 7<sup>th</sup> Street, Room 166; Topeka, Kansas 66603. For assistance call 785/368-3940 during business hours.

#### General Event Information

Please Print

Name of Event: Seaman High School Homecoming Parade

Event Date(s): 9.27.19 Estimated attendance: 1000<sup>+</sup>

*\*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: 2 am/pm  pm      EVENT End Time: 2:30 am/pm  pm

SET UP Start Time: 12 am/pm  pm      TEAR DOWN End Time: 2:45 am/pm  pm

Full and complete description of event:  
District Parade with 2 bands and 20<sup>+</sup> floats of K-12 students

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

Garfield Park, North to Independence.  
Parade ends at Kansas and Independence.  
Students exit floats at Kansas and Lyman

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

Garfield Park Parking lot

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:

Kansas & Lyman - in front of Mathes Early Learning Center

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**

\_\_\_ Festival

X Parade

\_\_\_ Block Party/Picnic  
and/or Neighborhood  
Procession

\_\_\_ Sporting Event or  
Competition

\_\_\_ Concert

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Alcohol Served

\_\_\_ Alcohol Sales

\_\_\_ Mobile Food Vendors:

~How many? \_\_\_\_\_

\_\_\_ Transient or Sidewalk  
Vendors:

~How many? \_\_\_\_\_

X Open to the Public

\_\_\_ Animals

\_\_\_ Amplified Speaking and/or  
Music

~Hours: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_ Portable Restrooms (*see  
attachment for recommended  
Standards*)

\_\_\_ Stage/Props/Production

\_\_\_ **Electrical Outlets Needed**

\_\_\_ Dumpsters/Receptacles

\_\_\_ Other: \_\_\_\_\_

**Organization/Sponsor & its Authorized Representative**

Please Print

Name of Organization/Sponsor: Seaman High School

Address: 4850 NW Rochester Rd State: KS Zip: 66617

Business Phone: 785.286.8300 Fax: 785.286.8320

Web Address of Organization/Sponsor: Seamanschools.org

Name of Authorized Representative: Mike Monaghan

Address: 4850 NW Rochester Rd State: KS Zip: 66617

Home Phone: \_\_\_\_\_ Work Phone: 286.8300 Cell Phone: 608.6814

Email: mmonaghan@usd345.com

**Primary On-Site Contact Person**

Please Print

Name: Mike Monaghan

Home Phone: \_\_\_\_\_ Work Phone: 286.8300 Cell Phone: 608.6814

Email: mmonaghan@usd345.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: \_\_\_\_\_

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

If yes, then identify the provider: USD 345 Police ; Sheriff's Dept

*\*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)*)

Paramore @ Kansas, Jay @ Kansas, Monroe @ Independence  
Holman @ Kansas, Evelyn @ Kansas, Studer @ Kansas, Lyman @ Kansas

Date(s) of street, sidewalk and/or intersection closures: 9.27.18

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

Set Up: From 1:45 to 2:00 am/pm

Tear Down: From 2:40 to 2:50 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:

We post the route on the event calendar and through social media.  
We personally call the only business affected by the parade. This is  
an annual 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 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:

a Seaman High club is responsible for clean-up.

Clean-Up personnel provided by: SHS

**\*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.

Mike Monaghan

PRINTED NAME of authorized representative/applicant

Mike Monaghan

SIGNATURE of authorized representative/applicant

2/26/19

Date

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

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

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**OFFICIAL USE ONLY**

**City Clerk's Office**

Date Application Received: 3-21-19 By: [Signature]

Date Non-Refundable Special Event Application Fee Received: 3-21-19

Fee Received By: [Signature] Fee Amount: \$ 50

Cash ( ) Credit ( ) Check ()/No. 04022 Receipt # \_\_\_\_\_



Today's Date: 3-21-19  
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: Seaman High School Homecoming Parade  
Event Date(s): 9.27.19 Estimated attendance: 1000+  
Location of Event: Garfield Park, North on Kansas to Independence  
Name of Authorized Representative: Mike Monaghan  
Address: 4850 NW Rochester Rd State: KS Zip: 66607  
Home Phone: \_\_\_\_\_ Work Phone: 286.8300 Cell Phone: 608.6814  
Email: mmonaghan@usd345.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.*

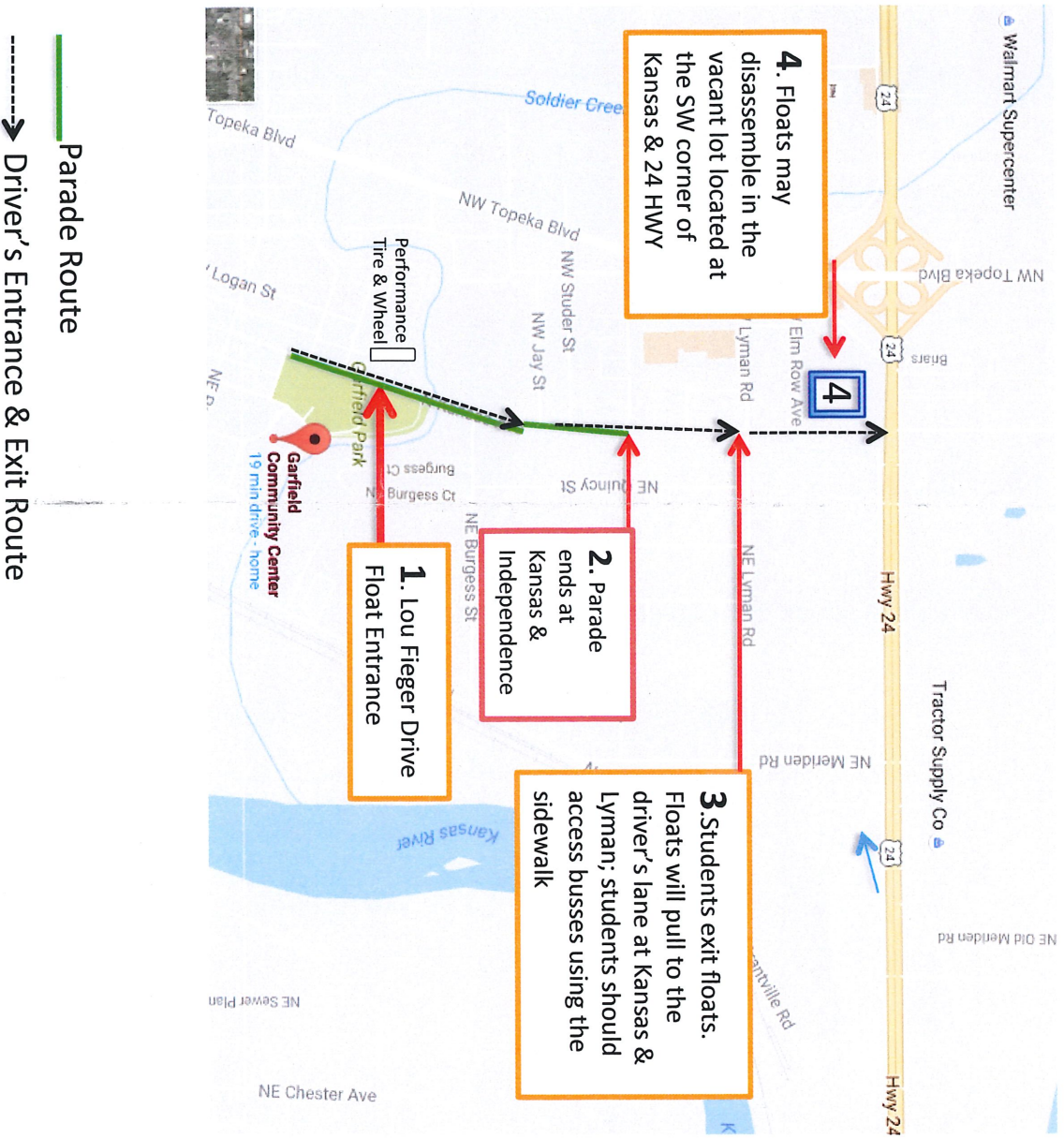
Mike Monaghan  
PRINTED NAME of authorized representative/applicant  
Mike Monaghan 2-26-19  
SIGNATURE of authorized representative/applicant Date

*Internal Use Only*

City Clerk's Office  
Date Fee Received: 3-21-19  
Fee Received By: JP Fee Amount: \$ 250-  
Cash ( ) Credit ( ) Check  No. 04022 Receipt # \_\_\_\_\_

APPROVAL TO ISSUE REFUND OF DEBRIS DEPOSIT: YES NO DATE: \_\_\_\_\_  
CHECK NO. \_\_\_\_\_





Map for Float Drivers

1. Enter Garfield Park at Lou Fieger Drive, which is on the east side of Kansas Ave, across the street from Performance Tire and Wheel. You may begin arriving at 12:30 pm

**DURING THE PARADE, ALL THOSE RIDING THE FLOAT SHOULD REMAIN ON THE FLOAT. DO NOT ALLOW STUDENTS TO "HOP ON AND OFF" THE FLOAT DURING THE PARADE.**

2. Parade ends at Independence Ave, . PLEASE DO NOT STOP AT INDEPENDENCE.

3. MOVE TO THE DRIVER'S LANE and continue north on Kansas, stopping at Kansas & Lyman. Students exit the float once you've come to a complete stop. STUDENTS SHOULD USE THE SIDEWALKS FOR SAFETY

- 4 If your group needs to disassemble their float DO NOT DO THIS ON KANSAS OR LYMAN!!!! Use the vacant lot located at the SW corner of Kansas & 24 Hwy. Be sure to pick up all of your trash!

\*\*Float Drivers, please note that NO PERSON, young or old, is allowed to continue riding in the back of your vehicle after you drop students off, as per Topeka Police; vehicles that do not comply with this law will be ticketed ☹️