

**General Event Information**

Please Print

Name of Event: Topeka Easter Parade

Event Date(s)\*: Apr. 8, 2023 Estimated attendance: 800

\*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  am/pm      EVENT End Time: 11  am/pm

SET UP Start Time: 9  am/pm      TEAR DOWN End Time: 11:30  am/pm

Full and complete description of event:  
Easter parade on N. Kansas Ave  
30-50 vehicles

Location(s) / Route (if applicable) – Please attach a map AND describe the route, showing the Start and Finish areas:  
From NE Soldier St + NE Quincy St. to  
NE Norris + Kansas Ave

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:  
Veterans Park

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: \$5 - \$15

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 type="checkbox"/> Festival	<input type="checkbox"/> Alcohol Served	<input type="checkbox"/> Amplified Speaking and/or Music ~Hours: _____ to _____
<input checked="" type="checkbox"/> Parade	<input type="checkbox"/> Alcohol Sales	<input type="checkbox"/> Portable Restrooms (see attachment for recommended Standards)
<input type="checkbox"/> Block Party/Picnic and/or Neighborhood Procession	<input type="checkbox"/> Mobile Food Vendors: ~How many? _____	<input type="checkbox"/> Stage/Props/Production
<input type="checkbox"/> Sporting Event or Competition	<input type="checkbox"/> Transient or Sidewalk Vendors: ~How many? _____	<input type="checkbox"/> <b>Electrical Outlets Needed</b>
<input type="checkbox"/> Concert	<input checked="" type="checkbox"/> Open to the Public	<input type="checkbox"/> Dumpsters/Receptacles
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Animals (what type?)	<input type="checkbox"/> Other: _____

**Organization/Sponsor & its Authorized Representative Please Print**

Name of Organization/Sponsor: C5Alive

Address: P.O. Box 5724, Topeka State: KS Zip: 66605

Business Phone: 785-640-6399 Fax: 785-235-3340

Web Address of Organization/Sponsor: C5Alive.org

Name of Authorized Representative: Lee Hartman

Address: 209 SE Willow Way State: KS Zip: 66609

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: 785-640-6399

Email: L.Hartman3@cox.net

**Primary On-Site Contact Person** Please Print

Name: Lee Hartman

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: 285-640-6399

Email: LHartman3@cot.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 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: \_\_\_\_\_

*\* 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))

N. Kansas Ave from Soldier  
to ~~B~~ Norris

Date(s) of street, sidewalk and/or intersection closures: Apr. 8, 2023

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

Set Up: From 9:45 to 10 am pm

Tear Down: From 11 to 11:15 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

Flyers/handouts

**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.

- Volunteers **SHALL** wear a Class 2 ANSI or better safety vest at all times while in the roadway.
- Volunteers **SHALL** not leave any street closure unattended. A volunteer must be present at each street closure at all times.
- Volunteers **SHALL** set-up and tear-down the traffic control devices for the event according to the provided Traffic Control Plan. *(The only exception to this is when an event organizer/sponsor hires a traffic control company to set-up and tear-down the devices required by the Traffic Control Plan.)*

**\*NOTE: The City does not provide volunteers for special events. Event organizers/sponsors are responsible for acquiring adequate volunteers. If device or volunteer requirements cannot be met, Traffic Engineering will deny the event for safety concerns.**

**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)

City ordinance requires the special event organizer/sponsor to secure the consent of each business owner to a sidewalk vendor operating in front of or adjacent to their businesses. Have you obtained consent?    Yes    No

**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:

*people walking with buckets*

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.

Lee Hartman  
PRINTED NAME of authorized representative/applicant

Lee Hartman  
SIGNATURE of authorized representative/applicant

2-1-23  
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

## City of Topeka Department Contacts & Authorization

If you have questions or concerns about your event, please contact any of the following City representatives, we are happy to assist.

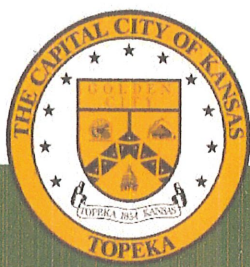
DEPARTMENT	CONTACT	EMAIL	TELEPHONE
City Clerk's Office	Tonya Bailey	<a href="mailto:cclerk@topeka.org">cclerk@topeka.org</a>	785-368-3940
Police Department	Sgt. Jeff Sloan	<a href="mailto:jsloan@topeka.org">jsloan@topeka.org</a>	785-368-9576
Fire Department	Adam Appelhanz	<a href="mailto:ajappelh@topeka.org">ajappelh@topeka.org</a>	785-368-4144
Traffic Division	Andy Rosebrook	<a href="mailto:arosebrook@topeka.org">arosebrook@topeka.org</a>	785-368-3044
Street Operations	Todd Workman	<a href="mailto:tworkman@topeka.org">tworkman@topeka.org</a>	785-368-0128
Parking Division	Jenn Howey	<a href="mailto:jhowey@topeka.org">jhowey@topeka.org</a>	785-368-2584
City Attorney's Office	Mary Feighny	<a href="mailto:mfeighny@topeka.org">mfeighny@topeka.org</a>	785-368-3883

## EasterFest Parade, April 8, 2023

Staging area marked in yellow at Garfield Park. Parade exits parking lot and proceeds south on Kansas Avenue to Norris Street. From there it may disperse east on Norris or enter Veterans park to break down.







# CITY OF TOPEKA

City Clerk  
City Hall, 215 SE 7<sup>th</sup> Street, Room 166  
Topeka, KS 66603  
[www.topeka.org](http://www.topeka.org)

Brenda Younger, M.M.C.  
785-368-3940  
Email: [cclerk@topeka.org](mailto: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: Topeka Easter Parade  
Event Date(s): Apr. 8, 2023 Estimated attendance: 800  
Location of Event: N. Kansas Ave. from Soldier to Norris  
Name of Authorized Representative: Lee Hartman  
Address: 209 SE Willow Way State: KS Zip: 66609  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: 785-640-6399  
Email: LHartman3@cox.net

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: C. 5 Alive

Address: P.O. Box 5724, Topeka State: KS Zip: 66605

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.*

Lee Hartman  
PRINTED NAME of authorized representative/applicant

[Signature] 2-1-23  
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. \_\_\_\_\_