



Today's Date: 5/03/19  
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: Washburn Homecoming Parade

Event Date(s): October 26, 2019 Estimated attendance: \_\_\_\_\_

\*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: 11:00  am / pm

SET UP Start Time: 9:00  am / pm

TEAR DOWN End Time: 11:30  am / pm

Full and complete description of event:

Parade featuring homecoming candidates, student organizations, bands, etc.

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

From campus they will turn North at 19<sup>th</sup> & MacVicar. They will go east at 17<sup>th</sup> & MacVicar. They will go South at 17<sup>th</sup> & Washburn. They will turn back in on campus at 19<sup>th</sup> & Washburn.

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

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

On campus at parking lot at 19<sup>th</sup> & MacVicar.

**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
- 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? \_\_\_\_\_
- 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: Washburn University, Office of Student Life  
 Address: 1700 SW College Ave. State: KS Zip: 666621  
 Business Phone: 785-670-2100 Fax: 785-670-1056  
 Web Address of Organization/Sponsor: office of Student Life  
 Name of Authorized Representative: Eric Grospitch  
 Address: 1700 SW College Ave. State: KS Zip: 666621  
 Home Phone: \_\_\_\_\_ Work Phone: 785-670-2100 Cell Phone: \_\_\_\_\_  
 Email: eric.grospitch@washburn.edu

**Primary On-Site Contact Person**

Please Print

Name: Eric Grospitch  
 Home Phone: \_\_\_\_\_ Work Phone: 785-670-2100 Cell Phone: \_\_\_\_\_  
 Email: eric.grospitch@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: \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, then identify the provider: Washburn Police 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)*)

MacVicar - South from 17th to 20th; 17th Street - MacVicar to Washburn; Washburn Avenue - 17th to 19th; and On-campus - Durrow Drive closed and Jewell Ave. 21st St. north to 17th St.

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

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

Set Up: From 9:00am to 10:00 am/pm

Tear Down: From 11:00 to 12:00 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:

Public announcement from our Public Relations Office.

**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:

\_\_\_\_\_

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.

Eric Grospitch, Vice President

PRINTED NAME of authorized representative/applicant

Eric Grospitch

SIGNATURE of authorized representative/applicant

5-1-19

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

**OFFICIAL USE ONLY**

**City Clerk's Office**

Date Application Received: 5/3/19 By: [Signature]

Date Non-Refundable Special Event Application Fee Received: 5/13/19

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

Cash ( ) Credit ( ) Check ()/No. 0383710 Receipt # \_\_\_\_\_



Today's Date: 5/3/19  
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: Washburn University Homecoming Parade  
Event Date(s): October 26, 2019 Estimated attendance: \_\_\_\_\_  
Location of Event: Around Washburn's Campus  
Name of Authorized Representative: Eric Grospitch  
Address: 1700 SW College Ave. State: KS Zip: 66621  
Home Phone: \_\_\_\_\_ Work Phone: 785-670-2100 Cell Phone: \_\_\_\_\_  
Email: eric.grospitch@washburn.edu

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.*

Eric Grospitch  
PRINTED NAME of authorized representative/applicant

\_\_\_\_\_  
SIGNATURE of authorized representative/applicant      Date

*Internal Use Only*

City Clerk's Office

Date Fee Received: 5/3/19

Fee Received By: [Signature] Fee Amount: \$ 250-

Cash ( ) Credit ( ) Check  No 0383710 Receipt # \_\_\_\_\_

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

CHECK NO. \_\_\_\_\_



# WASHBURN UNIVERSITY CAMPUS MAP

1700 SW College Ave., Topeka, Kansas 66621 • 785.670.1010

- AB - Art Building
- BE - Benton Hall
- BP - Bianchino Pavilion
- BT - Bennett Computer Center
- BTAC - Bradbury Thompson Alumni Center
- CA - Carnegie Hall
- CH - Carole Chapel
- FF - Falley Field
- FS - Facilities Services
- GC - Garvey Fine Arts Center
- HC - Henderson Learning Resources Center
- IH - International House
- KBI - KBI Forensic Science Center
- KH - Kuehne Hall
- LA - Law School
- LC - Lincoln

- LEE - Lee Arena
- LLC - Living Learning Center
- MA - Mabee Library
- MB - Moore Bowl
- MO - Morgan Hall
- MU - Mulvane Art Museum
- PC - Petro Allicd Health Center
- SB - Softball Fields
- SC - Staufler Commons Food Court
- SR - Student Recreation & Wellness Center

- ST - Stoller Science Hall
- TC - Tennis Courts
- TV - KTWU Television Studio
- UN - Memorial Union
- WC - White Concert Hall
- WFH - Whiting Field House
- WH - West Hall
- WUF - Washburn University Foundation
- WV - Washburn Village
- YS - Yager Stadium

- AA - Alpha Delta
- AΦ - Alpha Phi
- ΔΓ - Delta Gamma
- ΦΔΘ - Phi Delta Theta
- ΣΦΕ - Sigma Phi Epsilon
- ZTA - Zeta Tau Alpha



- Accessible Entrance
- Entrance Closed
- Street/Parking Closed