



Today's Date: 5/6/19
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 7th Street, Room 166; Topeka, Kansas 66603. For assistance call 785/368-3940 during business hours.

General Event Information

Please Print

Name of Event: Corpus Christi Procession

Event Date(s): June 23, 2019 Estimated attendance: ~ 300

**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: 12:30 am/pm pm EVENT End Time: 1:30 am/pm pm

SET UP Start Time: 12:00 am/pm pm TEAR DOWN End Time: 2:00 am/pm pm

Full and complete description of event: Eucharistic procession following Sunday Mass on the Feast of Corpus Christi - people process behind the Eucharist as the Blessed Sacrament is taken out into the streets, singing and praying. ^{Most Pure Heart of Mary Church}

Location(s) / Route (if applicable) - Please attach a map AND describe the route, showing the Start and Finish areas:
Leave Most Pure Heart of Mary Church heading south on Stone Ave. At 18th Street turn left ~~back~~ into Church parking area heading east and then north around back side of school until reaching 17th Street. Take left ^(west) on 17th staying on sidewalk for 1/2 block until crossing 17th St. onto Lakeside Dr until reaching grassy area with white gazebo ~ 1/2 blocks. Pray for a 10-20 min. then take Lakeside Dr. back to Most Pure Heart Church crossing 17th St. ~~back onto church property.~~ ^{using sidewalk}

Staging Area (if applicable) - Please provide a full and complete description: back onto church property.

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:

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: MOST PURE HEART OF MARY Catholic Church

Address: 3601 SW 17th St. / Office: 1800 SW Stone Ave State: KS Zip: 66604

Business Phone: 785-272-5590 Fax: _____

Web Address of Organization/Sponsor: mphm.com

Name of Authorized Representative: Dan and Mary Sutherland

Address: 3144 SW Westover Rd State: KS Zip: 66604

Home Phone: 785-478-0802 Work Phone: _____ Cell Phone: 785-554-0837

Email: mary@dmsutherco.com 785-554-0883

Primary On-Site Contact Person

Please Print

Name: Dan & Mary Sutherland

Home Phone: 785-478-0802 Work Phone: N/A Cell Phone: 785-554-0837

Email: mary@dmsutherco.com 785-554-0883

**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: church

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 *not sure?*

**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)*)

Not sure - see map

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

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

Set Up: From 12 to 12:30 am/pm

Tear Down: From 1:30 to 2:00 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:

Written notice left at their home address notifying them of the procession details at least 10 days prior to event (by June 7, 2019).

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:

Parishioners will visually inspect to see that everything was left as it was to begin with - same condition

Clean-Up personnel provided by: MPHM parishioners

***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.

Mary M. Sutherland
PRINTED NAME of authorized representative/applicant

Mary M. Sutherland
SIGNATURE of authorized representative/applicant

May 6, 2019
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: 5/6/19
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: Corpus Christi Procession
Event Date(s): June 23, 2019 Estimated attendance: ~ 300
Location of Event: A Eucharistic Procession from Most Pure Heart of Mary Church - see map
Name of Authorized Representative: DM Mary Sutherland
Address: 3144 SW Westover Rd State: KS Zip: 66604
Home Phone: 785-478-0802 Work Phone: 78 N/A Cell Phone: 785-354-0837
Email: mary@dm.sutherco.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.

Mary M. Sutherland
PRINTED NAME of authorized representative/applicant

Mary M. Sutherland May 6, 2019
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. _____

Certificate of Coverage

Date: 5/3/2019

Certificate Holder
 Archdiocese of Kansas City in Kansas
 Savior Pastoral Center
 12615 Parallel Parkway
 Kansas City, KS 66109

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Most Pure Heart of Mary Parish
 1800 S.W. Stone
 Topeka, KS 66604

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8556	7/1/2018	7/1/2019	Each Occurrence	500,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

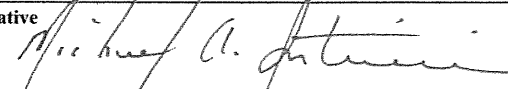
Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of Most Pure Heart of Mary Catholic Parish's Corpus Christi Procession on June 23, 2019 from 12:00 p.m. to 2:30 p.m.

Holder of Certificate **Cancellation**

Additional Protected Person(s)

 City of Topeka, KS

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative 

0005004468

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 6/23/2019

Cancellation Date of Endorsement: 6/24/2019

Certificate Holder: Archdiocese of Kansas City in Kansas
Savior Pastoral Center
12615 Parallel Parkway
Kansas City, KS 66109

Location: Most Pure Heart of Mary Parish
1800 S.W. Stone
Topeka, KS 66604

Certificate No. 8556 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

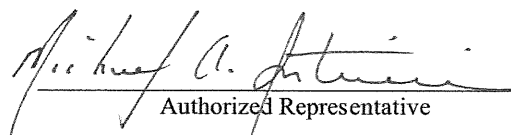
It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
City of Topeka, KS

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of Most Pure Heart of Mary Catholic Parish's Corpus Christi Procession on June 23, 2019 from 12:00 p.m. to 2:30 p.m.


Authorized Representative

