



CITY OF TOPEKA

City Clerk
City Hall, 215 SE 7th Street, Room 166
Topeka, KS 66603
www.topeka.org

Brenda Younger, M.M.C.
785-368-3940
Email: cclerk@topeka.org

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: 86th Annual Our Lady of Guadalupe Fiesta Mexicana

Event Date(s)*: July 16-20, 2019. Staging for the event will occur a few days prior and clean up will end 3 days after the event. Estimated attendance: 1500+ each night

**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: 4:00p.m. am/pm EVENT End Time: 1:00am am/pm

8:00am a few days prior. Please see attached documentation for further details.

SET UP Start Time: _____ am/pm TEAR DOWN End Time: 8pm July 23rd am/pm

Full and complete description of event:

This is the 86th Annual OLG Fiesta Mexicana. This event is a festival/fair that takes place in the Oaklan neighborhood in the streets around Our Lady of Guadalupe Parish. The event serves as the main fundraiser for OLG's portion of support to Holy Family Catholic School. Additionally, this event allows the parish to showcase hispanic heritage in a way that brings the community together.

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

OLG grounds and surrounding streets. Please see attached site maps for further details.

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

Please see attached site maps for further details.

Will electrical outlets be needed for equipment used during event? Yes No

Please list location(s) of electrical outlets

We will be tied in to some of the power boards located around the church and extenssion cords are also used.

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

n/a

Rain Date? Yes No
 If yes, then date(s): _____

Fundraiser? Yes No
 If yes, then beneficiary: Holy Family Catholic School.

Registration/Entry Fee? Yes No
 If yes, then amount: _____

Noise Exception? Yes No
 If yes, then Council District No. 2

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 checked="" type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>4pm</u> to <u>11:59pm</u>
<input type="checkbox"/> Parade	<input checked="" 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>multiple</u>	<input checked="" type="checkbox"/> Stage/Props/Production
<input type="checkbox"/> Sporting Event or Competition	<input checked="" type="checkbox"/> Transient or Sidewalk Vendors: ~How many? <u>multiple</u>	<input type="checkbox"/> Electrical Outlets Needed
<input checked="" type="checkbox"/> Concert	<input checked="" type="checkbox"/> Open to the Public	<input checked="" type="checkbox"/> Dumpsters/Receptacles
<input checked="" type="checkbox"/> Other: <u>Fundraiser</u>	<input type="checkbox"/> Animals	<input checked="" type="checkbox"/> Other: <u>type 3 barricades</u>

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Our Lady of Guadalup Parish via the Fiesta Committee

Address: 134 NE Lake State: Kansas Zip: 66616

Business Phone: 785-232-5088 Fax: _____

Web Address of Organization/Sponsor: www.olg-parish.org

Name of Authorized Representative: Father Jerry Arano-Ponce

Address: 134 NE Lake State: Kansas Zip: 66616

Home Phone: 785-232-5088 Work Phone: 785-232-5088 Cell Phone: _____

Email: frjerryaranoponce@gmail.com

Primary On-Site Contact Person

Please Print

Name: Alicia M. Guerrero-Chavez

Home Phone: 785-221-9253 Work Phone: 785-295-6918 Cell Phone: 785-221-9253

Email: achavez@fsgctopeka.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: AMR Location: on bikes and located on site

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

If yes, then identify the provider: off duty officers are employed to guard the carnival and money. Additionally staff are hired to serve as Fiesta Greeters at each entrance.

**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)*)

Lake St., Atchison Ave, Greely St., Branner St., Lime St., Seward Ave., State St., Branner Bridge, Chandler Street

 Please see attachments for further details.

Date(s) of street, sidewalk and/or intersection closures: Please see attachments

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

Set Up: From 3:00pm to 1:00am am/pm

Tear Down: From to 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:

Area residents and businesses effected will recieve a notice from the Fiesta Committee regarding the dates of closures and thanking them for coroperatong with the event. Additionally, the event dates will be announced on the radio, local news stations and the news paper.

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. ctal (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.** Vendors will not be in front of businesses.

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:

Members of the Fiesta Committee along with OLG parishoners will remain on site to clean up and remove debris from the event area each evening. Clean up should be concluded by July 23, 2019 with the bulk of it being finished by the morning of July 22.

Clean-Up personnel provided by: Our Lady of Guadalupe

***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.

Father Jerry Arano-Ponce

PRINTED NAME of authorized representative/applicant

F. Jerry Arano-Ponce

SIGNATURE of authorized representative/applicant

5-7-2019

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 # _____

City of Topeka Department Contacts & Authorization

Below is a list of city representatives available for questions or concerns about your event.

City Clerk's Office Contact Information: 368-3940, cclerk@topeka.org

Topeka Police Department: Ronnie Connell 368-1589, rconnell@topeka.org

Topeka Fire Department: Mike G. Martin, 368-4130, mgmartin@topeka.org

Traffic Engineering Division: Vito Trizuto, 368-3044, vtrizuto@topeka.org

Street Operations Division: Michael Trower, 368-3920, MTrower@topeka.org

Parking Division: Brenda Hayes, 368-3143, bhayes@topeka.org

City Attorney's Office: Mary Feighny, 368-3883, mfeighny@topeka.org

Internal Use Only

TPD Date: _____ Comments: _____

TFD Date: _____ Comments: _____

Traffic Date: _____ Comments: _____

Street Maintenance Date: _____ Comments: _____

Parking Date: _____ Comments: _____

City Attorney's Office Date: _____ Comments: _____

APPROVAL TO ISSUE EVENT PERMIT: YES NO

DATE: _____ BY: _____



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Topeka, KS 66603
www.topeka.org

Renda Younger, M.M.C.
785-368-3940
Email: 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.

PLEASE PRINT

Name of Event: 86th Annual Our Lady of Guadalupe Fiesta Mexicana

Event Date(s): July 16-20, w/set up to occur a few days prior & clean up to end on July 23rd by 8pm Estimated attendance: 1500+ each night

Location of Event: OLG grounds and surrounding streets

Name of Authorized Representative: Father Jerry Arano-Ponce

Address: 134 NE Lake State: Kansas Zip: 66616

Home Phone: 785-232-5088 Work Phone: 785-232-5088 Cell Phone: _____

Email: frjerryaranoponce@gmail.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 I fully understand that the Special Event Debris Deposit refund is entirely contingent upon satisfactory compliance with all associated conditions and requirements.

Father Jerry Arano-Ponce

PRINTED NAME of authorized representative/applicant

F. Jerry Arano-Ponce

5-7-2019

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. _____



OUR LADY OF GUADALUPE
FIESTA MEXICANA 2019

134 NE LAKE STREET, TOPEKA KANSAS 66616
785-232-5088 Fax: 785-232-8834 Fiesta website: www.olg-parish.com

A Celebration of Culture and Heritage to benefit Holy Family School

2019 FIESTA MEXICANA SECURITY PLAN
JULY 16-20, 2019

There are 3 separate sections of the Fiesta that have specific security needs. These sections are Fiesta Grounds, Carnival Grounds, and the Protection of Money. The following is the 2019 Fiesta Committee's plan for all 3 areas:

(1) Fiesta Grounds

- a. The fiesta grounds are primarily located on public streets and the Topeka Police Department under the command of Sergeant Jayme Green will coordinate the security for the fiesta grounds following the guidelines for number of officers allowed during this size of event. He will also monitor traffic control and crime issues in and around the fiesta;

(2) Carnival Grounds

- a. The carnival is located in Santa Fe parking lot located on the northwest corner of Seward and Chandler. The parking lot has a six-foot chain link fence surrounding the entire perimeter. There will be only one public entrance and exit into the carnival. The carnival operates under a private contract with Our Lady of Guadalupe Church. Our Lady of Guadalupe Church will employ 3 to 4 off duty Topeka Police Officers and/or Shawnee County Sheriff Deputies to work within the confines of the carnival. This group of officers though paid by Our Lady of Guadalupe Church will report to Sergeant Green; and

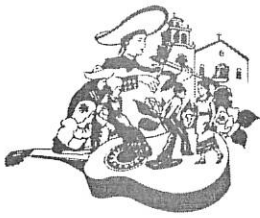
(3) Protection of Money

- a. Lieutenant Shane Hilton is the current Fiesta Security Chair. In his capacity, he has designated Officer David Ibarra to be the main guard for the money and to escort the money runners. In addition, Our Lady of Guadalupe Church may employ off duty Topeka Police Officers to assist in this task. Topeka Police Explorers also assist with this task.

As the Fiesta Mexicana Committee member responsible for the security portion of the Fiesta, I will coordinate with Sergeant Green regarding all manpower needs, street closings, off duty employment, barricades, and required permits. Should you have any questions or concerns regarding this security plan please do not hesitate to contact me at shilton@topeka.org.

Sincerely,

Shane Hilton
2019 Fiesta Security Chair



OUR LADY OF GUADALUPE
FIESTA MEXICANA 2019

134 NE LAKE STREET, TOPEKA KANSAS 66616
785-232-5088 Fax: 785-232-8834 Fiesta website: www.olg-parish.com

A Celebration of Culture and Heritage to benefit Holy Family School

May 7, 2019

City Street Department
Topeka, KS 66603

To Whom it May Concern:

Preparations are underway for the 86th Annual Our Lady of Guadalupe Fiesta Mexicana. We sincerely appreciate all the assistance you have lent us in the past and look forward to working you and your department again this year. The Fiesta foods sales and carnival is set for July 16-20, 2019. We would like to request the assistance of the city in closing off the following streets so the committee can begin to set-up of the Fiesta Grounds and prepare for hosting the event. The timeline set for the requested street closures is as follows:

(1) Street Closures


- a. Lake Street from Atchison Ave. East to Greeley;
- b. Greeley St. from Branner Street East to Lake Street;
- c. Atchison Ave from Branner Street East to Lime Street;
- d. Chandler Street from Atchison Ave North to Seward Ave;
- e. Chandler Street from Seward Ave North to State Street;
- f. Branner Bridge from the South side beginning at 5:30pm each night of Fiesta allowing for only Fiesta Shuttle bus.

(2) Timeline for Closures

- a. **Friday, July 12, 2019, 9:00a.m.** – Atchison Ave from Lake Street to Lime Street (the Fiesta stage will be set-up on the East side of the Atchison Ave and Lake Street intersection);
- b. **Sunday, July 14, 2019, 8:00a.m.** – Chandler Street from Atchison Avenue North to Seward Avenue and Atchison Ave from Branner East to Lime Street (the Fiesta Strip will be set up in this location); and
- c. **Tuesday, July 16, 2019, 8:00a.m.** – Lake Street from Atchison Avenue East to Greeley Street, Greeley Street from Branner Street East to Lake Street, Chandler Street from Seward North to State Street, and various alley entrances will be closed/blocked. Please see attached site plan for further details.

Should you have any questions or concerns please contact myself at 785-221-9253 or Felipe Rangel at 630-398-9009.

Sincerely,


Alicia M. Guerrero-Chavez
2019 Fiesta Mexicana Chair

2019 OLG Fiesta Mexicana Site Map



- Orange squares are blocked entrances either via a Fiesta Greeter or orange fencing
- Red Squares are blocked entrances either via a barricade or street closure signs. These will be easily movable so as to allow for emergency vehicle entrance if necessary
- #1 is where the main Fiesta Stage will be set up and will be blocking the street
- #2 is where the TPD command center will be located
- Yellow Arrow indicates the Fiesta Strip where booths and vendors will be set up