



# CITY OF TOPEKA

City Clerk  
City Hall, 215 SE 7<sup>th</sup> 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 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: 86th Annual Our Lady of Guadalupe Fiesta Parade

Event Date(s)\*: July 13, 2019 Estimated attendance: 500

\*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: 10:30am am/pm EVENT End Time: 12:00pm am/pm

SET UP Start Time: 8:00am am/pm TEAR DOWN End Time: 3:00pm am/pm

Full and complete description of event:

This is the kick-off event for the 86th Annual OLG Fiesta Mexicana. This event is a parade.

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

Downtown area. Please see attachment for additional details. Route: South on Kansas Ave to 8th Street, West on 8th Street to Jackson, then north on Jackson to 6th St., then East on 6th St. back to Kansas Ave, then North on Kansas back to staging area where the parade will disband.

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

Staging will begin at 4th and Kansas and go back to 1st and Kansas Ave. Fiesta Committee members and volunteers will be there to direct entries.

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 Ave between 4th and 1st streets

Rain Date? Yes  No

If yes, then date(s): \_\_\_\_\_

Fundraiser? Yes  No

If yes, then beneficiary: Catholic Charities

Registration/Entry Fee? Yes  No

If yes, then amount: Canned Food Item

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 type="checkbox"/> Festival	<input type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>10am</u> to <u>Noon</u>
<input checked="" type="checkbox"/> Parade	<input 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 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? <u>multiple</u>	<input type="checkbox"/> <b>Electrical Outlets Needed</b>
<input type="checkbox"/> Concert	<input checked="" type="checkbox"/> Open to the Public	<input checked="" type="checkbox"/> Dumpsters/Receptacles
<input type="checkbox"/> Other: _____	<input checked="" 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 Guadalupe 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: \_\_\_\_\_ 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**

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)*)

Kansas Ave between 1st and 8th St., 6th St., Jackson.

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 8:00am to 10:30am am/pm

Tear Down: From Noon to 3:00pm 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:

Releases regarding closures will be on website, social media, news channels and radio.

**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 **N/A**

*\*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:

Members of the Fiesta Committee along with OLG parishoners will remain on site to clean up and remove debris from the event.

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

*5-8-2019*

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: \_\_\_\_\_ 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](mailto:cclerk@topeka.org)

Topeka Police Department: Ronnie Connell 368-1589, [rconnell@topeka.org](mailto:rconnell@topeka.org)

Topeka Fire Department: Mike G. Martin, 368-4130, [mgmartin@topeka.org](mailto:mgmartin@topeka.org)

Traffic Engineering Division: Vito Trizuto, 368-3044, [vtrizuto@topeka.org](mailto:vtrizuto@topeka.org)

Street Operations Division: Michael Trower, 368-3920, [MTrower@topeka.org](mailto:MTrower@topeka.org)

Parking Division: Brenda Hayes, 368-3143, [bhayes@topeka.org](mailto:bhayes@topeka.org)

City Attorney's Office: Mary Feighny, 368-3883, [mfeighny@topeka.org](mailto:mfeighny@topeka.org)

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*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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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.

PLEASE PRINT

Name of Event: 86th Annual Our Lady of Guadalupe Fiesta Mexicana Parade  
Event Date(s): July 13, 2019 Estimated attendance: 500  
Location of Event: Downtown Area  
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





# 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](http://www.olg-parish.com)

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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 86<sup>th</sup> 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. The Fiesta Parade is Saturday, July 13, 2019 from 10:30 a.m. to 3:00p.m., with staging for the parade to begin at 8:00a.m. with clean up concluded by 3:00p.m. As in keeping with the last several years, we will not be hosting a Street Party in connection with the Fiesta Parade.

We have shortened the parade route by a few blocks this year. Instead of going all the way to 10<sup>th</sup> street, we will be turning on 8<sup>th</sup> towards Jackson and still coming back on 6<sup>th</sup> street. This route has been relayed to us as the preferred choice of the Topeka Police Department and the one that every major parade in Topeka will use from here on out. In using this route, we will be implementing uniform procedures to be employed at each major parade as directed by the TPD. For example, no parking will be allowed on the parade route during the parade. We would like to request the assistance of the city in closing off the following route so as to block cars from parking in spaces. The timeline set for the requested street closures is as follows:

**Saturday, July 13, 2019, 7a.m.** – Staging for the parade will take place on Kansas Ave between 1<sup>st</sup> and 4<sup>th</sup> Street. The actual parade route begins at 4<sup>th</sup> and Kansas Ave., then South on Kansas in the Northbound lanes to 8<sup>th</sup>, then West on 8<sup>th</sup> to Jackson, then North on Jackson to 6<sup>th</sup>, then East on 6<sup>th</sup> back to Kansas Ave, then North on Kansas Ave back to the staging area where it will disband between 4<sup>th</sup> and 1<sup>st</sup> on Kansas.

Enclosed is a map of the parade route. Should you have any questions or concerns please contact me at 785-221-9253.

Sincerely,

Alicia M. Guerrero-Chavez  
2019 Fiesta Mexicana Chair

# 2019 OLG Fiesta Parade Route and Staging Area

