#0000956

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: Washburn University Homecoming Parade

Event Date(s)*: October 30, 2021 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: 10:00 (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 Top Bod 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 19th & MacVicar. They will go east at 17th & MacVicar. They will go south at 17th & Washburn. They will enter back on to campus at 19th & 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 19th & 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	____ Alcohol Served	____ Amplified Speaking and/or Music ~Hours: _____ to _____
✓ Parade	____ Alcohol Sales	____ Portable Restrooms *(see attachment for recommended Standards)*
____ Block Party/Picnic and/or Neighborhood Procession	____ Mobile Food Vendors: ~How many? _____	____ Stage/Props/Production
____ Sporting Event or Competition	____ Transient or Sidewalk Vendors: ~How many? _____	____ **Electrical Outlets Needed**
____ Concert	✓ Open to the Public	____ Dumpsters/Receptacles
____ Other: _____	✓ Animals	____ Other: _____

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Washburn University/Student Life

Address: 1700 SW College Ave. State: Topeka, KS Zip: 66621

Business Phone: 785-670-2100 Fax: 785-670-1056

Web Address of Organization/Sponsor: Office of Student Life

Name of Authorized Representative: Dr. Eric Grospitch

Address: 1700 SW College Ave, Topeka State: KS Zip: 66621

Home Phone: _____ Work Phone: 785-670-2100 Cell Phone: 913-314-9798

Email: eric.grospitch@washburn.edu

Primary On-Site Contact Person

Please Print

Name: Eric Grospitch

Home Phone: _____ Work Phone: 785-670-2100 Cell Phone: 913-314-9798

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/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))***

MacVicar - South from 17th to 20th, 17th Street - MacVicar to Washburn; Washburn Ave - 17th to 19th; and on campus - Durow Drive closed and Jewell Ave - 21st St. north to 17th St.

Date(s) of street, sidewalk and/or intersection closures: October 30, 2021

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

Set Up: From 9:00 am 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 announcements from our Public Relations office.

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

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: WASHBURN University

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

SIGNATURE of authorized representative/applicant

4-19-21
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: 4/26/2021 By: K.Bogner

Date Non-Refundable Special Event Application Fee Received: 4/26/2021

Fee Received By: K.Bogner Fee Amount: $ 50.00

Cash ( ) Credit ( ) Check (X)/No. 003962226 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: Kelly Bogner 368-3940, **cclerk@topeka.org**

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

Topeka Fire Department: Todd Harrison, 368-4130, **tharrison@topeka.org**

Traffic Engineering Division: Kristi Ericksen, 368-3029, **kericksen@topeka.org**

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

Parking Division: Nicole McDuffee, 368-2584, **nmduffee@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: _____

Kelly L. Bogner

From: Eric Grospitch <eric.grospitch@washburn.edu>
Sent: Monday, April 26, 2021 3:13 PM
To: City Clerk
Cc: Jackie Askren
Subject: Washburn Homecoming Parade
Attachments: 20191007104704211.pdf

Good afternoon –

Thank you for your call. Attached is the Traffic Control document from 2019. We will use the same traffic flow pattern as we have in the past.

Eric

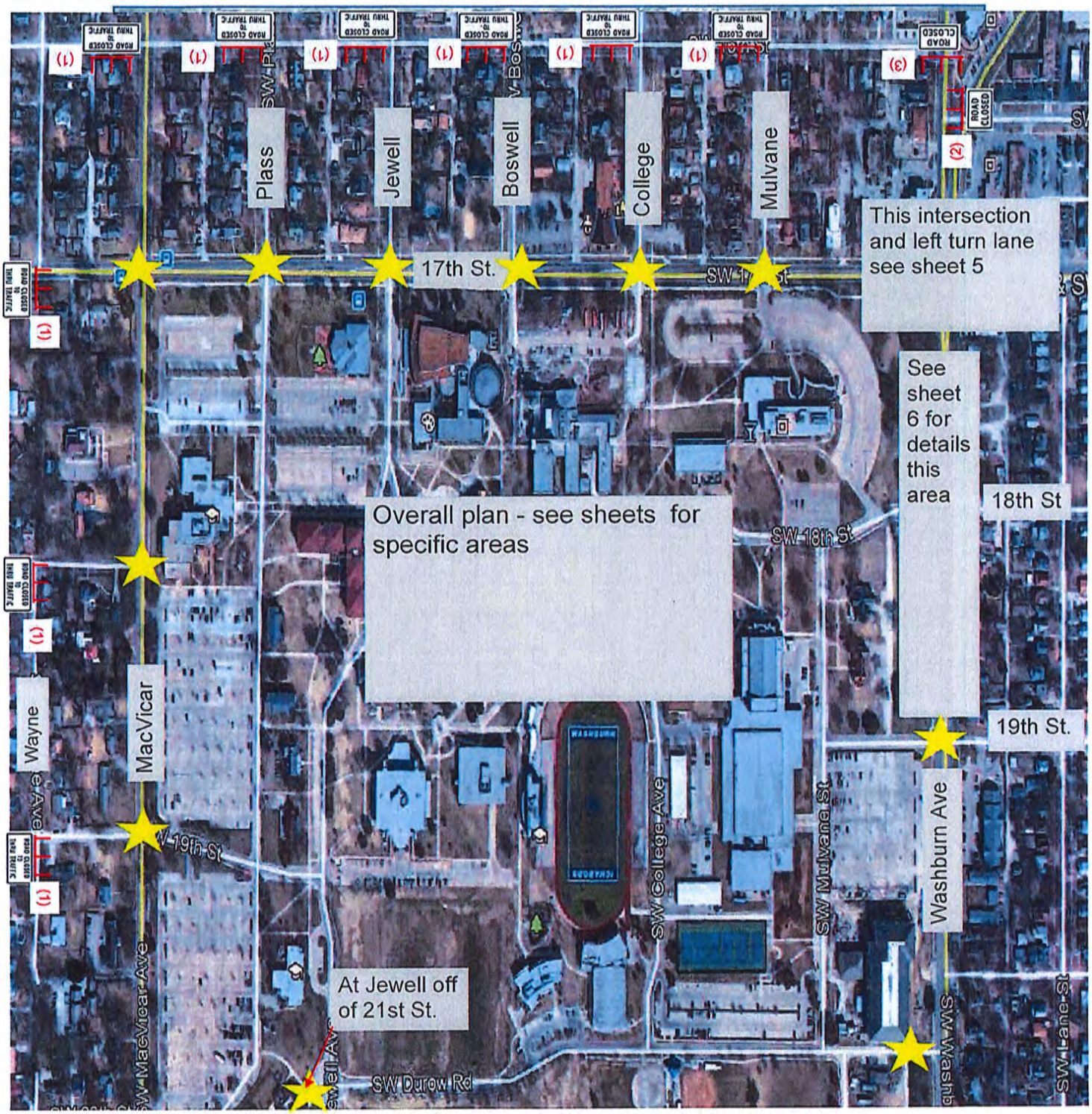
Dr. Eric Grospitch
Vice President for Student Life
Washburn University I 1700 College Ave. I 240 Morgan Hall I Topeka KS 66621
Voice: 785-670-2100 I email: eric.grospitch@Washburn.edu
Twitter: @DrEGrospitch
(pronouns: he, him, his)

WASHBURN UNIVERSITY

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM



Intersections manned by TPD

Barricades (#)

Volunteer

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM

Total devices this page

Barricades: 3

Signs 3

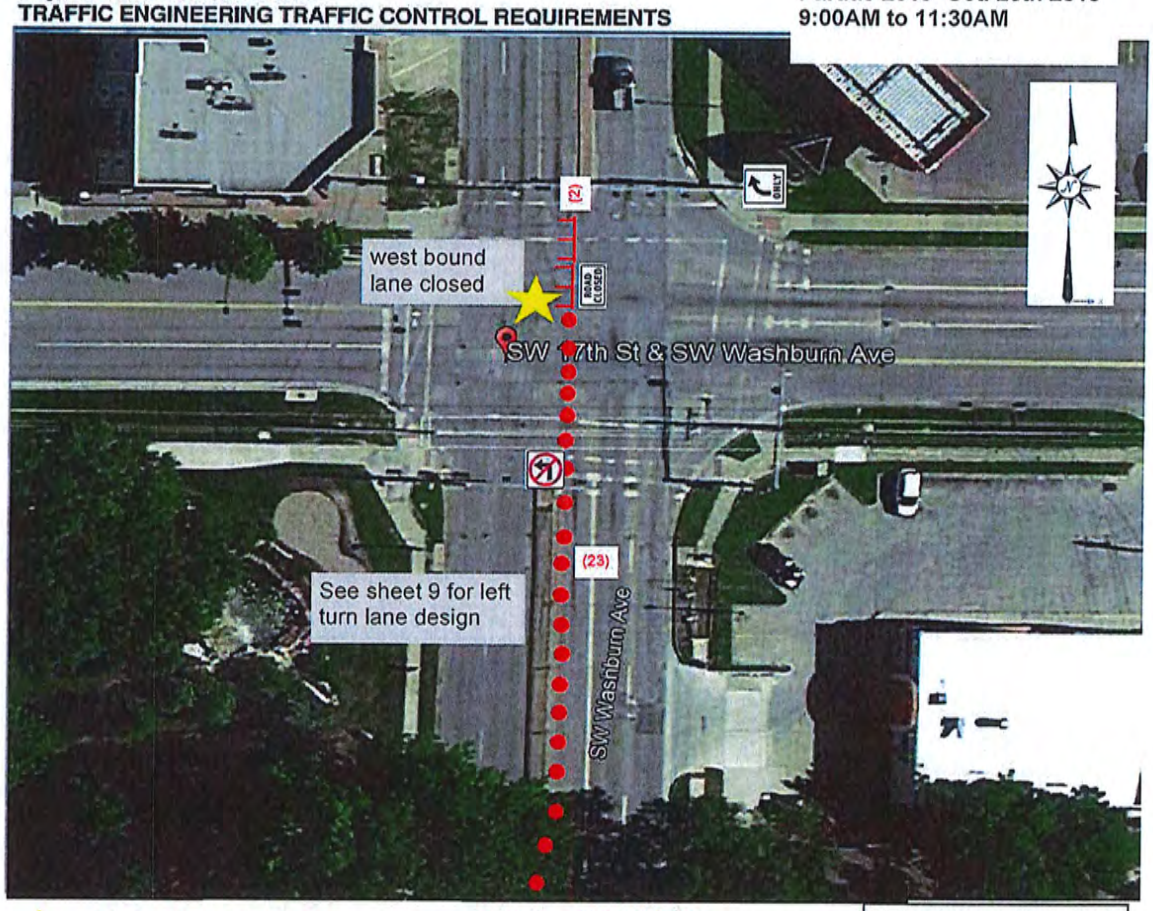
Channelizers:
Volunteers:
Message Board

★ Intersections manned by TPD

⊥⊥ Barricades (#)

CITY OF TOPEKA | Engineering Division
Department of Public Works
TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Washburn Homecoming
Parade 2019 Oct. 26th 2019
9:00AM to 11:30AM



★ Intersections manned by TPD

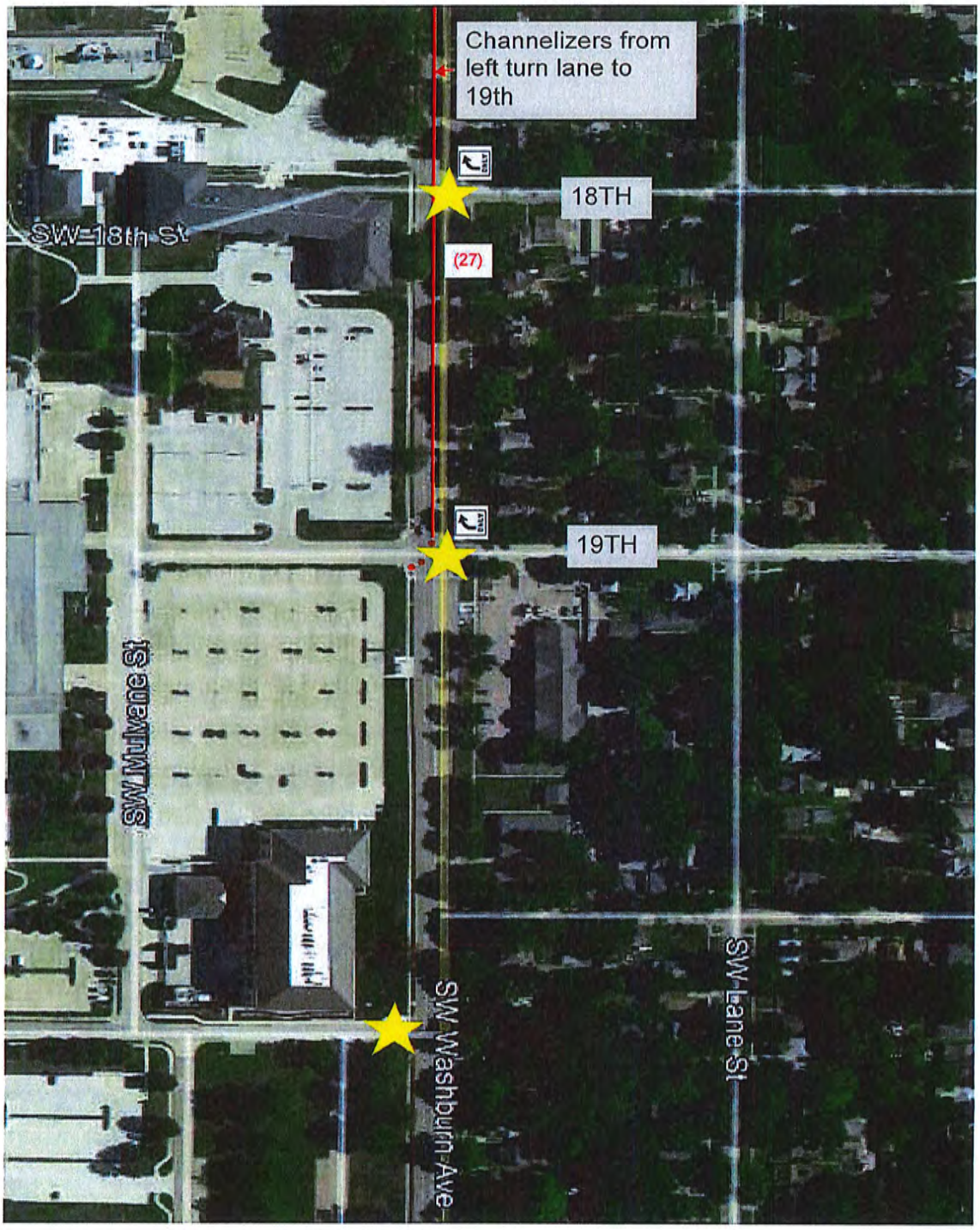
● ● ● channelizers

Total devices this page
Barricades: 2
Signs 3
Channelizers: 23
Volunteers:
Message Board

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM



Total devices this page

Barricades: 0

Signs 2

Channelizers: 27

Volunteers:

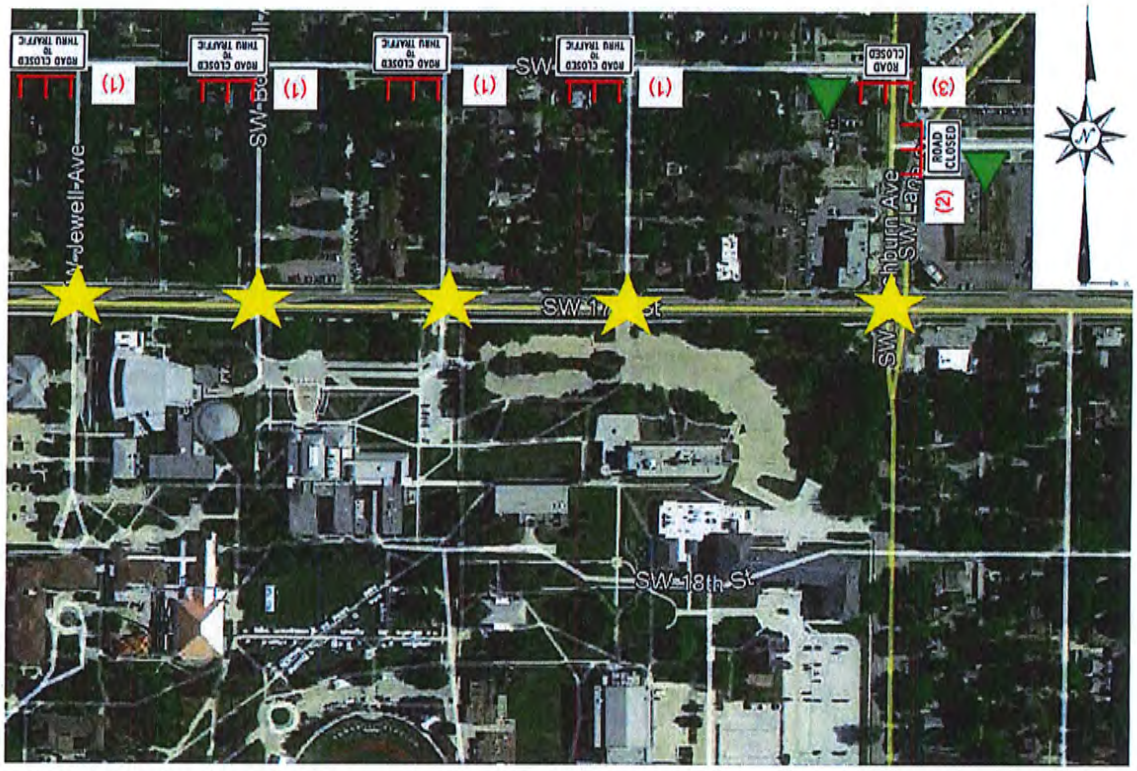
Message Board 0

★ Intersections manned by TPD

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM



Total devices this page

Barricades: 9

Signs 6

Channelizers:
Volunteers: 2
Message Board

★ Intersections manned by TPD

Barricades (#)

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

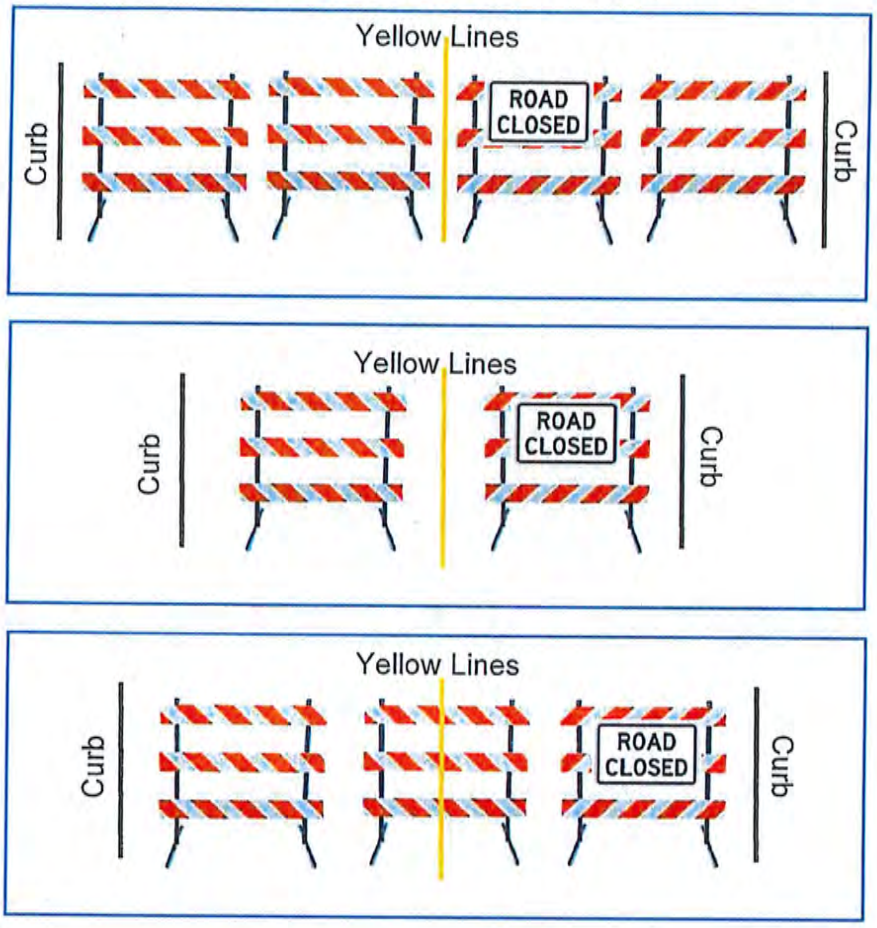
Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM

Total devices this page
Barricades: 3
Signs 3
Channelizers:
Volunteers:
Message Board

★ Intersections manned by TPD

Barricades (#)

Place barricades like so, facing oncoming traffic



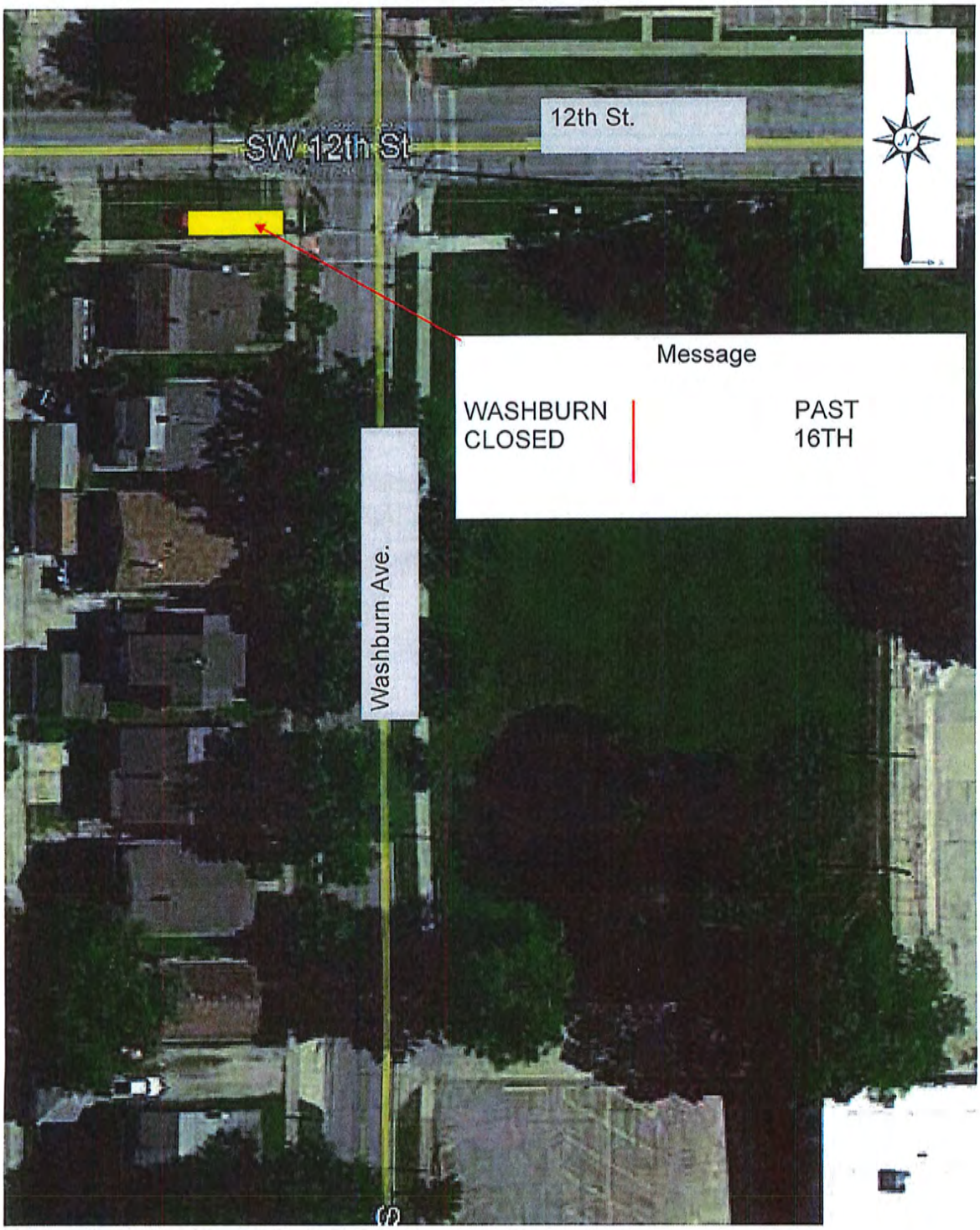
Traffic Control Company Contact Numbers:	Total devices	Fire lanes to be maintained in accordance with Fire Department recommendation
C-HAWKK – 1-785-542-1800 MATHER – 1-785-478-3780 TCS – 1-785-448-0402 CTCR – 1-785-232-8360	Barricades: 17 Signs 17 Channelizers: 50 Volunteers: 2 Message Board 1	

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.

CITY OF TOPEKA | Engineering Division | Department of Public Works

TRAFFIC ENGINEERING TRAFFIC CONTROL REQUIREMENTS

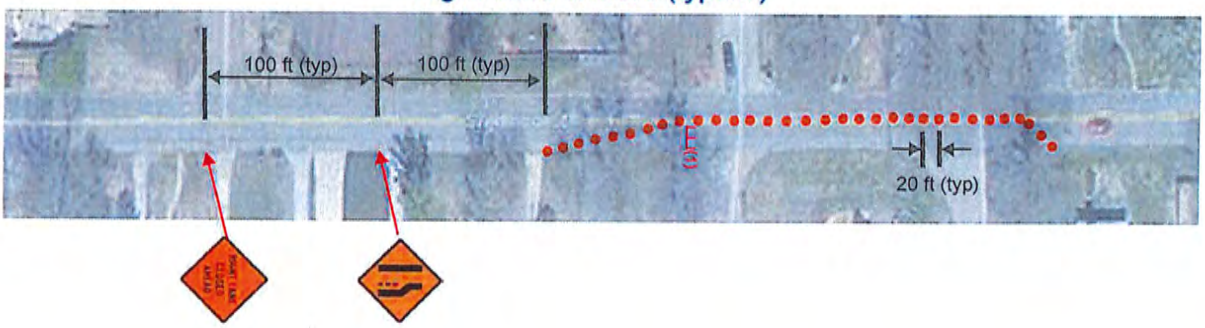
Washburn Homecoming Parade 2019 Oct. 26th 2019 9:00AM to 11:30AM



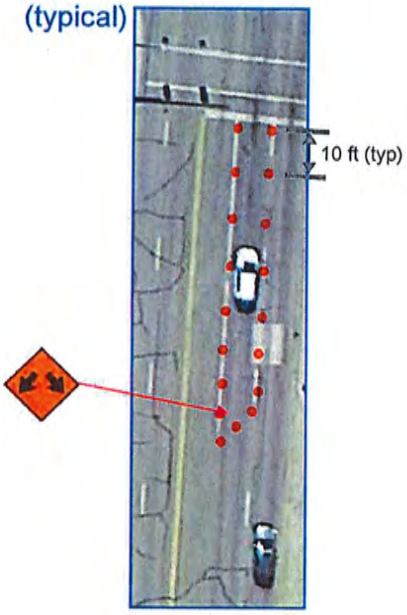
Total devices this page
Barricades:
Signs
Channelizers:
Volunteers:
Message Board 1

Message Board

Right Lane closure (typical)



Thru Lane closure (typical)



Turn bay closure (typical)

CITY OF
TOPEKA

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Topeka, KS 66603
www.topeka.org

Brenda 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: Washburn University Homecoming Parade

Event Date(s): Oct. 30, 2021 Estimated attendance: _____

Location of Event: Around the Washburn campus

Name of Authorized Representative: Dr. Eric Grospitch

Address: 1700 SW College Ave, Topeka State: KS Zip: 66621

Home Phone: _____ Work Phone: 785-670-2100 Cell Phone: 913-314-9798

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

Check Refund Information:

Name and/or Company: Washburn University

Address: 1700 SW College Ave, Topeka State: KS Zip: 66621

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 4-19-21 Date

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Internal Use Only

City Clerk's Office
Date Fee Received: 4/26/2021
Fee Received By: K. Bogner Fee Amount: $ 250.00

Cash ( ) Credit ( ) Check (X) No. 00396226 Receipt #_____

APPROVAL TO ISSUE REFUND OF DEBRIS DEPOSIT: YES NO DATE: _____

CHECK NO. _____