



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: Our Lady of Guadalupe Fiesta Mexicana
July 14-16th / set-up will occur
Event Date(s)*: a few days prior, clean up after Estimated attendance: 1500+ nightly
*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: 4:00 am/pm pm

EVENT End Time: 1:00 am/pm am

SET UP Start Time: 8:00 am am/pm
see attachments

TEAR DOWN End Time: 8pm am/pm
see attachments

Full and complete description of event:

This is the 87th OLG Fiesta. This is a festival/carnival that takes place in the Oakland neighborhood. This is a fundraiser for Holy Family Catholic School & shares the hispanic heritage with the greater Topeka community.

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

OLG Ground & surrounding streets. Please see attachments.

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

Please see attachments.

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

Please list location(s) of electrical outlets

We will tie in to power boards as well as using extension cords.

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 (see attachment for recommended Standards)
<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 checked="" type="checkbox"/> Animals (what type?) <u>(service animals only)</u>	<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 Fiesta CommitteeAddress: 134 NE Lake State: KS Zip: 66616Business Phone: 785-232-5088 Fax: _____Web Address of Organization/Sponsor: www.olg-parish.orgName of Authorized Representative: Father Ray MayAddress: 134 NE Lake State: KS Zip: 66616Home Phone: 785-232-5088 Work Phone: _____ Cell Phone: _____

Email: _____

Primary On-Site Contact Person

Please Print

Name: Alicia Guerrero-ChavezHome Phone: 785-221-9253 Work Phone: 785-295-6918 Cell Phone: 785-221-9253Email: aguerrero.chavez@yahoo.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 ☐ NoWill the organizer/sponsor supply a First-Aid Station for the event? ☒ Yes ☐ NoIf yes, then: Type: AMR Location: on bikes located on siteWill the organizer/sponsor engage private security to work the event? ☒ Yes ☐ NoIf yes, then identify the provider: off duty officers are employed

**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)*)

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

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

Set Up: From _____ to _____ 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:

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

Area Residents on the streets being closed will receive written notification. In addition, dates will be publicized on TV, radio, & social media.

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 UTILIZING UNAPPROVED TRAFFIC CONTROL WILL RESULT IN EVENT CANCELLATION. abc (initials)

Volunteers

Depending on the size and location of the special event, the event organizer/sponsor may be required to provide volunteers to ensure the safety of the event space, participants, and the general public. The City of Topeka Traffic Engineering Department will determine the number and location of volunteers. These requirements will be denoted on the provided Traffic Control Plan. The event organizer/sponsor shall ensure that volunteers meet all of the following requirements:

- One volunteer **SHALL** be assigned to each street closure for assisting motorists and moving barricades in the case of an emergency, or for authorized vehicles to enter the event space.
- Volunteers **SHALL** be 18 years of age or older and capable of moving barricades, providing direction to motorists and authorized vehicles.
- Volunteers **SHALL** wear a Class 2 ANSI or better safety vest at all times while in the roadway.
- Volunteers **SHALL** not leave any street closure unattended. A volunteer must be present at each street closure at all times.
- Volunteers **SHALL** set-up and tear-down the traffic control devices for the event according to the provided Traffic Control Plan. *(The only exception to this is when an event organizer/sponsor hires a traffic control company to set-up and tear-down the devices required by the Traffic Control Plan.)*

****NOTE: The City does not provide volunteers for special events. Event organizers/sponsors are responsible for acquiring adequate volunteers. If device or volunteer requirements cannot be met, Traffic Engineering will deny the event for safety concerns.***

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. ABC (initials)

City ordinance requires the special event organizer/sponsor to secure the consent of each business owner to a sidewalk vendor operating in front of or adjacent to their businesses. Have you obtained consent? ☒ Yes ☐ No

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 & OLG Parish will provide Clean-up for event. Clean-up should be concluded by July 22nd.

**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.

Alicia Guerrero-Chavez

PRINTED NAME of authorized representative/applicant

Alicia Guerrero-Chavez

SIGNATURE of authorized representative/applicant

6/6/22

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: 6/6/2022 By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 6/7/2022

Fee Received By: K. Bogner Fee Amount: \$ 50⁰⁰

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: Kelly Bogner 368-3940, cclerk@topeka.org

Topeka Police Department: Jeff Sloan 368-9576, jsloan@topeka.org

Topeka Fire Department: Dylan Smith, 368-4145, djsmith@topeka.org

Traffic Engineering Division: Andy Rosebrook, 368-3044 arosebrook@topeka.org

Street Operations Division: Todd Workman, 368-0128, tworkman@topeka.org

Parking Division: Nicole McDuffee, 368-2584, nmcduffee@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: _____

Downtown & NOTO Art District Special Events

Statement of Notification

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.

Please return signed statement to the City Clerk's office at least 48 hours prior to your event.

I hereby affirm that all owners within the affected area were notified at least ten days prior to the event.

Alicia Guerrero Chavez

PRINTED NAME of authorized representative/applicant

Alicia Guerrero Chavez

SIGNATURE of authorized representative/applicant

05/16/22

Date

Email: cclerk@topeka.org

Fax: 785-368-3943

Address: City Clerk's Office
215 SE 7th Street, Room 166
Topeka, KS 66603



CITY OF TOPEKA

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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: OLG Fiesta Mexicana
Event Date(s): July 14-16 2022 Estimated attendance: 1500+ nightly
Location of Event: OLG Grounds & Surrounding Streets
Name of Authorized Representative: Fr. Ray May
Address: 134 NE Lake State: KS Zip: 66601
Home Phone: 785-232-5088 Work Phone: _____ Cell Phone: _____
Email: aguerrero.chavez@yahoo.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

Check Refund Information:

Name and/or Company: OLG Parish

Address: 134 NE Lake State: KS Zip: 66601

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.

Alicia Guerrero Chavez

PRINTED NAME of authorized representative/applicant

Alicia Guerrero Chavez

SIGNATURE of authorized representative/applicant

6/6/22

Date

Internal Use Only

City Clerk's Office

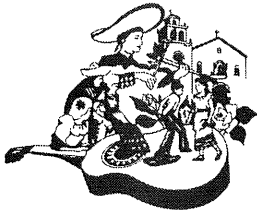
Date Fee Received: 6/7/2022

Fee Received By: K. Bogner Fee Amount: \$ 250.00

Cash () Credit ☒ Check () No. _____ Receipt # _____

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

CHECK NO. _____



OUR LADY OF GUADALUPE FIESTA MEXICANA 2022

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

City Street Department
Topeka, KS 66603

To Whom it May Concern:

Preparations are underway for the 87th 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 14-16, 2022. 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. Greeley St. from Branner Street East to Lake Street;
- b. Atchison Ave from Branner Street East to Lake Street;
- c. Chandler Street from Atchison Ave North to Seward Ave;
- d. Chandler Street from Seward Ave North to State Street;
- e. Branner Bridge from the South side beginning at 5:30pm each night of Fiesta allowing for only Fiesta Shuttle bus.

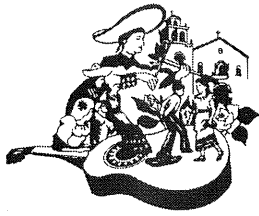
(2) Timeline for Closures

- a. **Sunday, July 10, 2022, 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
- b. **Thursday, July 14, 2022, 8:00a.m.** – Atchison Ave from Lake Street to Branner, 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
2022
Fiesta Mexicana Chair



OUR LADY OF GUADALUPE FIESTA MEXICANA 2022

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

2022 FIESTA MEXICANA SECURITY PLAN JULY 14-16, 2022

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 2022 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 Lt. Johnson will coordinate the security for the fiesta grounds following the guidelines for number of officers allowed during this size of event. As Country Stampede is also occurring during this event, it is Fiesta's understanding Lt. Johnson will have a different Sergeant on site at Fiesta each night who will be working with 4-5 additional officers. These officers will work with the Fiesta committee to 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 the Sergeant on duty each evening; and

(3) Protection of Money

- a. Officer David Ybarra is the current Fiesta Security Chair. He will serve as 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 and their commander will also assist with this task and monitor the church grounds overnight.

As the Fiesta Mexicana Committee member responsible for the security portion of the Fiesta, I will coordinate with Lt. Johnson and Office Ybarra 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 aguerrero.chavez@yahoo.com.

Sincerely,

Alicia Guerrero-Chavez
2022 Fiesta Chairperson

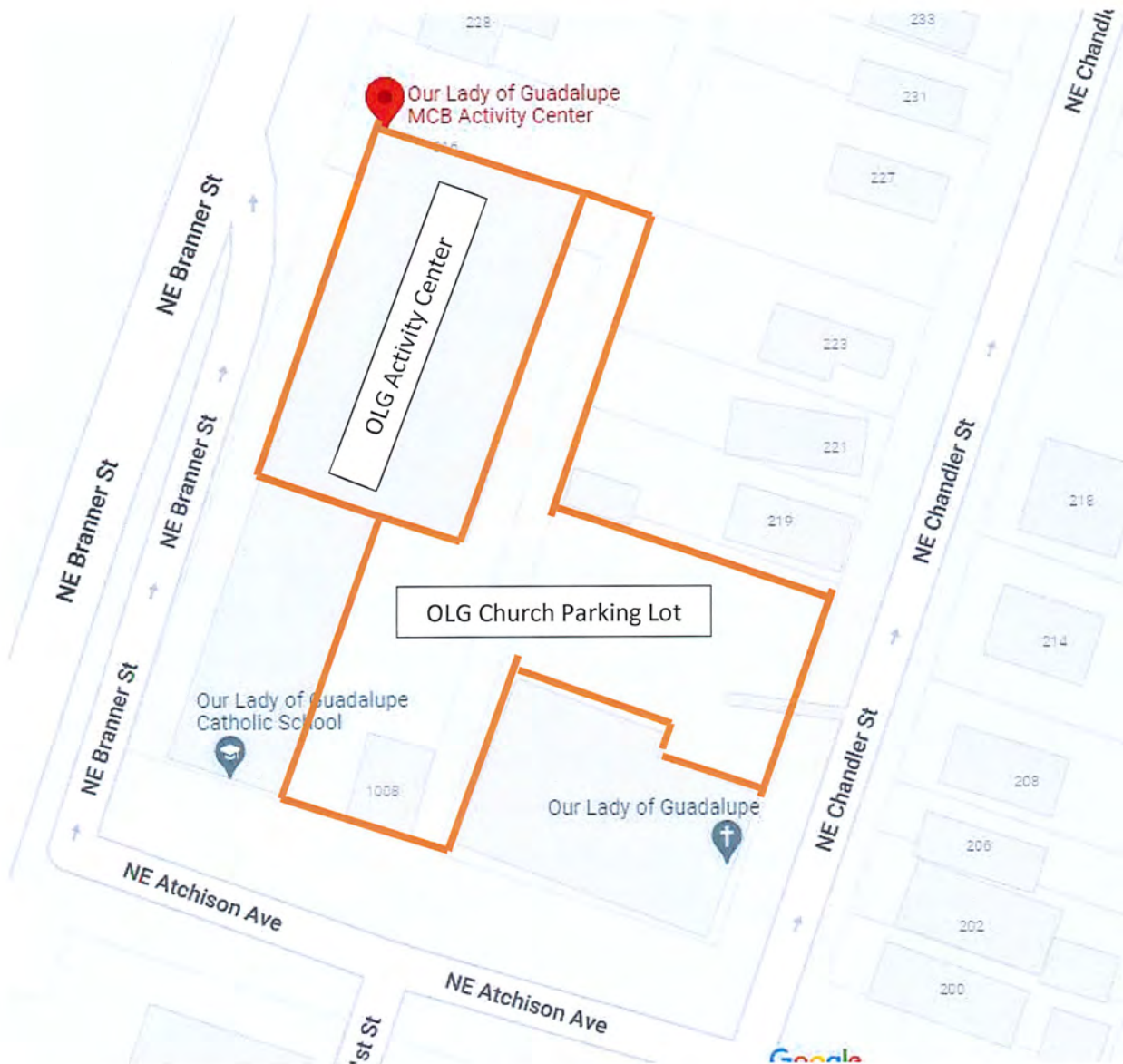
Google Maps

Cancel



- 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

2022 OLG Fiesta Beer Garden Designation



- The Beer Garden will be confined to inside the orange lines as outlined on this map. It will consist of the OLG parking lot as well as the OLG Activity Center.