



# 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: Mission Fest 2019 Kick-off Concert

Event Date(s)\*: Saturday October 12, 2019 Estimated attendance: 1500

\*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: 12:00 am/pm

EVENT End Time: 10:00 am/pm

SET UP Start Time: 10:00 am/pm

TEAR DOWN End Time: 12:00 am/pm

Full and complete description of event:

Live music + comedy event to kick-off Mission Fest 2019

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

SW 8th Street from the west edge of Crosby Parking garage to the east edge of Jackson intersection

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:

**Rain Date?** Yes   No  
 If yes, then date(s): \_\_\_\_\_

**Fundraiser?**  Yes  No  
 If yes, then beneficiary: Topeka Rescue Mission

**Registration/Entry Fee?** Yes   No  
 If yes, then amount: \_\_\_\_\_

**Noise Exception?**  Yes  No  
 If yes, then Council District No. 1

**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 checked="" type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>2pm to 12am</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 type="checkbox"/> Mobile Food Vendors: ~How many? _____	<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>5-10</u>	<input type="checkbox"/> Electrical Outlets Needed
<input checked="" type="checkbox"/> Concert	<input checked="" type="checkbox"/> Open to the Public	<input type="checkbox"/> Dumpsters/Receptacles
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Animals	<input type="checkbox"/> Other: _____

**Organization/Sponsor & its Authorized Representative**

Please Print

Name of Organization/Sponsor: The Celtic Fox

Address: 118 SW 8th St. State: KS Zip: 66603

Business Phone: (785) 633-0109 Fax: \_\_\_\_\_

Web Address of Organization/Sponsor: celtic.fox@aol.com

Name of Authorized Representative: Katie Turner

Address: 3014 SE Kentucky State: KS Zip: 66605

Home Phone: - Work Phone: (785) 235-2138 Cell Phone: 633-0109

Email: celtic.fox@aol.com

**Primary On-Site Contact Person**

Please Print

Name: Katie Turner

Home Phone: - Work Phone: 235-2138 Cell Phone: 633-0109

Email: celtic.fox@aol.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: Kit Location: inside Celtic Fox

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

If yes, then identify the provider: Celtic Fox Event Staff

*\*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)*)

SW 8th Street from west edge of Crosby Parking Garage to East of Jackson intersection

Date(s) of street, sidewalk and/or intersection closures: 10/12/19

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

Set Up: From 10am to 2pm am/pm

Tear Down: From 10pm to 12pm 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:

Deliver a letter in writing to tenants.

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:

Celtic Fox Staff will clean up area

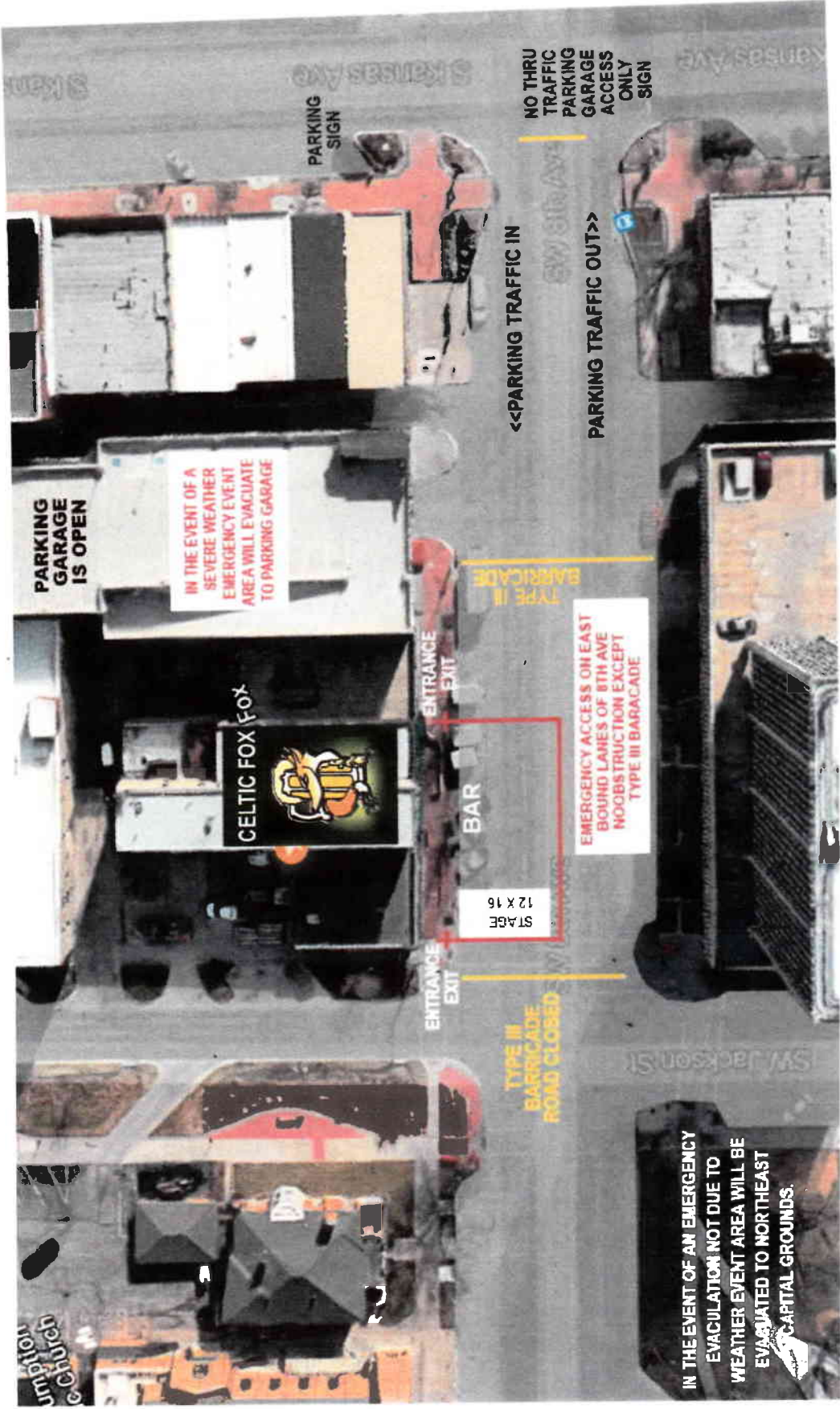
Clean-Up personnel provided by: The Celtic Fox

**\*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).



SKIPPER'S AVE

PARKING SIGN

<<PARKING TRAFFIC IN

PARKING TRAFFIC OUT>>

NO THRU TRAFFIC PARKING GARAGE ACCESS ONLY SIGN

PARKING GARAGE IS OPEN

IN THE EVENT OF A SEVERE WEATHER EMERGENCY EVENT AREA WILL EVACUATE TO PARKING GARAGE

CELTIC FOX FOX

ENTRANCE EXIT

BAR

STAGE 12 X 16

ENTRANCE EXIT

TYPE III BARRICADE ROAD CLOSED

EMERGENCY ACCESS ON EAST BOUND LANES OF 8TH AVE HOOPS TRUCKS EXCEPT TYPE III BARRICADE

IN THE EVENT OF AN EMERGENCY EVACUATION NOT DUE TO WEATHER EVENT AREA WILL BE EVACUATED TO NORTHEAST CAPITAL GROUNDS

SW JACKSON ST

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

SW 8th Ave

second Saturday  
summer Concert  
series 5-6pm



- Type III Baricad
- Bike R (movable for fire lane access)
- Fire lane
- Entrance (Guarded)

Healing Arts  
Bulke Rd