



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: African American Travel Conference

Event Date(s)*: April 15, 2020 Estimated attendance: 250

*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: 6:30 am/pm EVENT End Time: 9:00 am/pm

SET UP Start Time: 2:00 am/pm TEAR DOWN End Time: 12:00 am/pm

Full and complete description of event:

After party following the African American Travel Conference.

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

Brown vs. Board of Education site: 1515 SE Marroe St., between 17th and 15th streets.

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:

- ✓ **CONTACT PERSON:** Name, email and cell number for an event contact person, **ON THE DAY OF THE EVENT**
- ✓ Traffic and pedestrian impacts including “No Parking” barricades delivery and removal times
- ✓ Timing of street closures and traffic revisions
- ✓ Plans and timing for all “set up” and “take down” after the event
- ✓ Location of outdoor use of freezer compressors, generators and other devices generating mechanical noise before and during the event

OTHER IMPORTANT ITEMS TO CONSIDER:

- ✓ **COMPLETE SITE MAP** - identify street closures, placement of barricades/fencing, vendor locations, stage location, fire lane, restrooms
- ✓ **PARKING** - areas if street closure requested. City of Topeka Parking Division will work with you to create an alternate parking plan for residents or merchants to access their resident and/or business if they will be affected by the event.
- ✓ **PARTICIPANTS** - number of people attending
- ✓ **SECURITY** - if you need assistance from the Topeka Police Department
- ✓ **ALCOHOLIC BEVERAGES** – identify barricaded areas serving cereal malt beverages and/or alcoholic liquor. (Application deadline is 60 business days; you will need to request a resolution of approval from the Governing Body)
- ✓ **INSURANCE REQUIREMENTS** – Certificate of Insurance or hold harmless agreement will be needed for your event.
- ✓ **BARRICADES** – you are responsible for renting and placing the barricades for your event as advised by the City Traffic Engineer
- ✓ **MUSIC** - Sound and sound amplification to be used, if any; including number, location and power of amplifiers and speakers.
- ✓ **SEATING** - including chairs, tables and bleachers.
- ✓ **VENDORS** – a complete list of vendors must be submitted to the Clerk’s office within 48 hours of your event. Vendors are the responsibility of the event organizer. The event organizer is responsible for vendors located in the footprint of the event. Work with business owners in determining vendor locations as well as street and sidewalk closures.
- ✓ **DEBRIS DEPOSIT** – you are responsible for the cleanup of your event. Streets must be open to traffic within 30 minutes after your event ends. Clean up of the entire event area must be completed in 12 hours.

DEBRIS/TRASH REMOVAL:

Effective January 1, 2019, the use or discharge of confetti guns is prohibited during parades approved by the City of Topeka. You should have a plan to control litter during the event and clean up afterward. You as the event coordinator are responsible for removing all debris from the property promptly after the event so the street or right-of-way can be open to traffic:

- Streets **MUST** be open to traffic within 30 minutes after the event end time listed on your event application.
- Clean up of the entire event area **MUST** be completed within 12 hours of the event end time listed on your event application.
 - ✓ **EMPTY** area trash receptacles after your event
 - ✓ **PICKUP** broken glass, food containers, cans, bottles, flyers, etc.

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. 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>6pm</u> to <u>9m</u>
<input type="checkbox"/> Parade	<input type="checkbox"/> Alcohol Sales	<input checked="" type="checkbox"/> Portable Restrooms (see attachment for recommended Standards)
<input checked="" 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 type="checkbox"/> Transient or Sidewalk Vendors: ~How many? _____	<input checked="" type="checkbox"/> Electrical Outlets Needed
<input type="checkbox"/> Concert	<input type="checkbox"/> Open to the Public	<input checked="" 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: Visit Topeka
Address: 719 S. Kansas Ave, Suite 100 State: KS Zip: 66603
Business Phone: 785-234-1030 Fax: 785-234-8282
Web Address of Organization/Sponsor: visit.topekapartnership.com
Name of Authorized Representative: Mike Bell
Address: 719 S. Kansas Ave, Suite 100 State: KS Zip: 66603
Home Phone: _____ Work Phone: 785-234-1030 Cell Phone: 785-215-8133
Email: mike@visittopeka.com

Primary On-Site Contact Person

Please Print

Name: Mike Bell
Home Phone: _____ Work Phone: 785-234-1030 Cell Phone: 785-215-8133
Email: mike@visittopeka.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: All-purpose Location: with staff

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)*)

Monroe Avenue between 15th and 17th Streets.

Date(s) of street, sidewalk and/or intersection closures: April 15, 2020

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

Set Up: From 2:00 to 6:00 am/pmTear Down: From 9:00 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:

We will print a map and ~~put~~ give it to the residents on that street.

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:

The staff at the event will remove and dispose of the debris in the necessary bins during and after the event.

Clean-Up personnel provided by: The staff at the event

***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.

Michael Bell
PRINTED NAME of authorized representative/applicant

[Signature]
SIGNATURE of authorized representative/applicant

11/11/19
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

001584

OFFICIAL USE ONLY

City Clerk's Office

Date Application Received: 11/13/19 By: WCD

Date Non-Refundable Special Event Application Fee Received: 11/13/19

Fee Received By: WCD 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: 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: Howard Uhl, 368-3044, huhl@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: _____

Maps



es, traffic and nearby places



Monroe School



SE 15th St

SE Monroe St

SE Monroe St

SE 17th St

Landon Nature Trail

SE 15th S

