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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: Axe + Ale Block Party

Event Date(s)*: 10-2-2021 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: 7:00 am/pm EVENT End Time: 12:00 am/pm

SET UP Start Time: 1:00 am/pm TEAR DOWN End Time: 2:30 am/pm

Full and complete description of event:
Axe + Ale will hold block party in front of business with beer sales, and a band. entry fee to get in

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

6th Street between Kansas Ave + Quincy Street

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
inside / in front of Axe + Ale storefront

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

N/A

Rain Date?

Yes No

If yes, then date(s): 10-16-2021

Fundraiser?

Yes No

If yes, then beneficiary: _____

Registration/Entry Fee?

Yes No

If yes, then amount: \$10

Noise Exception?

Yes No

If yes, then Council District No. 1

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT:

Type of Event

Event Details

Equipment at Event

<input type="checkbox"/> Festival	<input checked="" type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>7</u> to <u>12</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>2-3</u>	<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 checked="" type="checkbox"/> Open to the Public	<input checked="" type="checkbox"/> Dumpsters/Receptacles
<input checked="" type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Animals	Other: _____

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Axe + Ale

Address: 115 SE 6th Ave State: KS Zip: 66603

Business Phone: 785-215-8889 Fax: _____

Web Address of Organization/Sponsor: Axealetopenha.com

Name of Authorized Representative: Lewis Spring

Address: 3820 SE 34th St State: KS Zip: 66605

Home Phone: _____ Work Phone: _____ Cell Phone: 785-845-2185

Email: solohog1@yahoo.com

Primary On-Site Contact Person

Please Print

Name: Lewis / Ashlee Spring

Home Phone: _____ Work Phone: _____ Cell Phone: 785-845-2185

Email: solohog1@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 No

Will the organizer/sponsor supply a First-Aid Station for the event? Yes No
If yes, then: Type: First Aid Station Location: inside Axe + Ale

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))

6th Ave will be closed - East of 6th + Kansas Intersection + West of 6th + Quincy Intersection

Date(s) of street, sidewalk and/or intersection closures: 10-2-2021

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

Set Up: From 1 to 5 am/pm

Tear Down: From 12 to 2 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:

Send message + flyers to all business owners.

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: Ave + Ave

**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.

Lewis Spring

PRINTED NAME of authorized representative/applicant

Lewis Spring

SIGNATURE of authorized representative/applicant

8-16-2021

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: 8/16/2021 By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 8/17/2021

Fee Received By: K. Bogner Fee Amount: \$ 50

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: _____



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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: Axe + Axe Block Party
Event Date(s): 10-2-2021 Estimated attendance: 500
Location of Event: 6th Street - in front of business
Name of Authorized Representative: Lewis Spring
Address: 115 SE 6th State: KS Zip: 66603
Home Phone: _____ Work Phone: _____ Cell Phone: 785-845-2185
Email: sclohog1@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

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 I fully understand that the Special Event Debris Deposit refund is entirely contingent upon satisfactory compliance with all associated conditions and requirements.

Lewis Spring
PRINTED NAME of authorized representative/applicant

Lewis Spring 8-16-2021
SIGNATURE of authorized representative/applicant Date

Internal Use Only

City Clerk's Office
Date Fee Received: 8/17/2021
Fee Received By: K Bogner Fee Amount: \$ 250

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

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

CHECK NO. _____

Porta Potty Standard Calculator

Estimates for Events without Alcohol

The following chart represents how many standard porta potty rentals you should reserve based on number of guests and event duration (in hours). Please note that this assumes each unit is empty at the start of the day, and it is not used over multiple days without being serviced (pumped clean).

People x Hours	1 h	2 h	3 h	4 h	5 h	6 h	7 h	8 h	9 h	10 h
50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	4	4
250	3	3	3	4	4	4	5	6	6	7
500	3	4	5	5	6	6	7	8	8	9
1,000	5	7	8	8	9	9	10	11	12	12
2,000	7	10	13	15	16	17	18	19	21	21
5,000	17	26	31	36	39	43	45	48	51	54
10,000	30	44	56	71	77	84	91	95	101	108

Estimates for Events with Alcohol

Recommendations from across the porta potty industry range from a 5% to 20% increase in total units provided when alcohol is served. We have found that 10% to 15% is a safe estimate and will help you avoid disasters, like overflowing toilets. That's why we recommend a **12.5% increase in total units** if you plan to serve alcohol to your guests.

People x Hours	1 h	2 h	3 h	4 h	5 h	6 h	7 h	8 h	9 h	10 h
50	1	1	1	1	2	2	2	2	2	2
100	2	2	2	2	3	3	3	3	4	5
250	3	3	3	4	4	5	5	6	7	8
500	3	5	5	6	6	7	8	9	9	11
1,000	6	8	9	9	10	10	12	12	14	14
2,000	8	12	15	17	18	20	21	21	23	24
5,000	19	29	35	40	44	48	51	54	57	60
10,000	33	50	63	80	87	94	102	107	114	122

Red line = barricade or bike rack

