



CITY OF TOPEKA

REC'D TOPEKA CITY CLERK
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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: Disabled and Proud Parade of Kansas

Event Date(s)*: July 23, 2022 Estimated attendance: 1,200

*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: 11:00 am/pm as late as EVENT End Time: 5:00 am/pm

SET UP Start Time: 8:00 am/pm as late as TEAR DOWN End Time: 7:00 am/pm

Full and complete description of event:

see attached sheet

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

see 2 attached sheets

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

see attached sheet (combined with Disbandment)

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

Please list location(s) of electrical outlets

see attached sheet

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

see attached sheet (combined with staging)

Full and complete description of event:

This parade is in celebration of Disability pride month with the focus of empowering those with disabilities and creating visibility, awareness, and acceptance in the community. 8 am starts set up, line up for parade will start at 9am, parade starts at 11 am. The parade will be circling the capitol building highlighting individuals with disabilities and organizations working for us, before the parade starts there will be ushered parking along the parade route making our own accessible parking along the capitol using traffic cones to give everyone equal access for the day, During the parade there will be an announcing booth around 10th and jackson reading visual descriptions of the float and describing why they want to be involved with an asl interpreter at the booth. At the completion of the parade those that were in the parade will park floats back in the staging area and both them and the spectators will head towards 10th ave. On 10th ave will be food trucks, eating spaces, tshirt table, activity tables, first aid booth and porta potties, on south apron/capitol lawn (if approved) will be resource tables along the sidewalks, and a center of speaking directly in front of the stairs (every time there is speaking an asl interpreter will be beside). There will be a thirty minute break for people to get back over there and start activities, during which music by people with disabilities will be playing over speakers. After the break I will give an address about what disability pride is, why it is important for all people, why I started the parade, and how support can carry past just a month. After that all of the activities will continue and speeches from those involved in the parade and other members of the community will commence. This will continue to the latest of 5pm and tear down with be finished by 7pm

Location and route description:

Parade route: Exit State parking lot #1 turning left on jackson street, turn left on 8th avenue, turn left on harrison street, and turn back into state parking lot #1 from harrison.

Location of speeches and resource fair will be on south apron of the statehouse (application filed to use, awaiting approval.)

Food trucks, announcing booth, first aid, porta potties, t-shirt booth, and activities will be on 10th avenue between jackson and harrison

Staging and disbandment description:

State parking lot #1 (Judicial Building) will be used for both.

For staging those involved will enter on the 12th street entrance and be directed in line up facing jackson street, they will use the jackson street entrance to start the parade and enter back from the harrison street entrance for disbandment, they will head back to their original lineup spots to park and then head over to 10th avenue for the rest of the event, once the whole event is finished they will exit through the 12th street entrance

Electrical outlets:

South apron of statehouse (awaiting approval of their application process)

I'm unsure of where other outlets are, I am hoping to find/use some around 10th ave between Harrison and jackson.

Rain Date? Yes No

If yes, then date(s): _____

Fundraiser? Yes No

If yes, then beneficiary: _____

Registration/Entry Fee? Yes No

\$25 floats/cars/large groups
\$5 individual in parade
If yes, then amount: \$10 resource table
(free to come & watch)

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
<input type="checkbox"/> Festival	<input type="checkbox"/> Alcohol Served	<input checked="" type="checkbox"/> Amplified Speaking and/or Music ~Hours: <u>11</u> to <u>5</u>
<input checked="" type="checkbox"/> Parade	<input 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>2-5</u>	<input 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: <u>Speeches</u> <u>Resource fair</u>	<input checked="" type="checkbox"/> Animals Service <u>Dogs</u>	Other: _____

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Kansas Miss Amazing
 Address: 8070 east 189th street State: KS Zip: 666528
 Business Phone: 785-248-1557 Fax: _____
 Web Address of Organization/Sponsor: missamazing.org (go to chapters & select Kansas)
 Name of Authorized Representative: Kirstianna Guerrero
 Address: 8545 SW 45th Street State: KS Zip: 66610
 Home Phone: _____ Work Phone: _____ Cell Phone: 785-940-1341
 Email: NMA Teen 2020@gmail.com

Primary On-Site Contact Person

Please Print

Name: Kirstianna Guerrero
 Home Phone: _____ Work Phone: _____ Cell Phone: 785-940-1341
 Email: NMA Teen 2020@gmail.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: Volunteer Run Booth Location: Probably on 10th street
 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/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)*)

Jackson from 12th to 8th 8th from Jackson to Harrison, 10th from Harrison to Jackson. See route map for placement of Baricades on intersections. Visual of sidewalks affected

Date(s) of street, sidewalk and/or intersection closures: July 23, 2022

Time(s) of street, sidewalk and/or intersection closures: 8 to 11 am/pm
Set Up: From 8 to 11 am/pm
Tear Down: From 5 to 7 am/pm

**10th Ave will be used the entire duration however we will be done with the rest of the parade route by 3 (people will still be parked along walking until 5)*

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

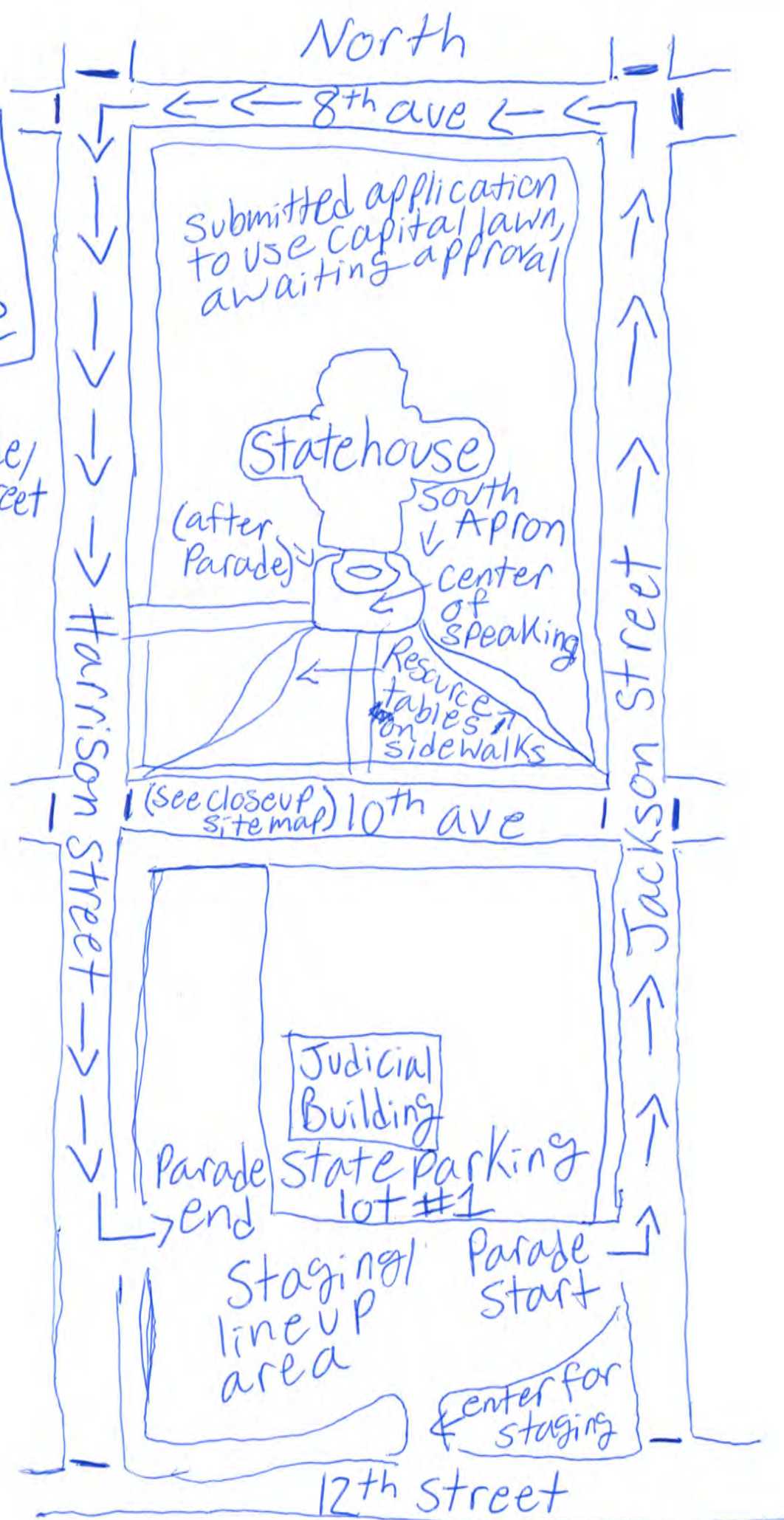
As soon as we have approval of the date we will notify businesses directly impacted by phone call & mailed letter

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.

Map of Route

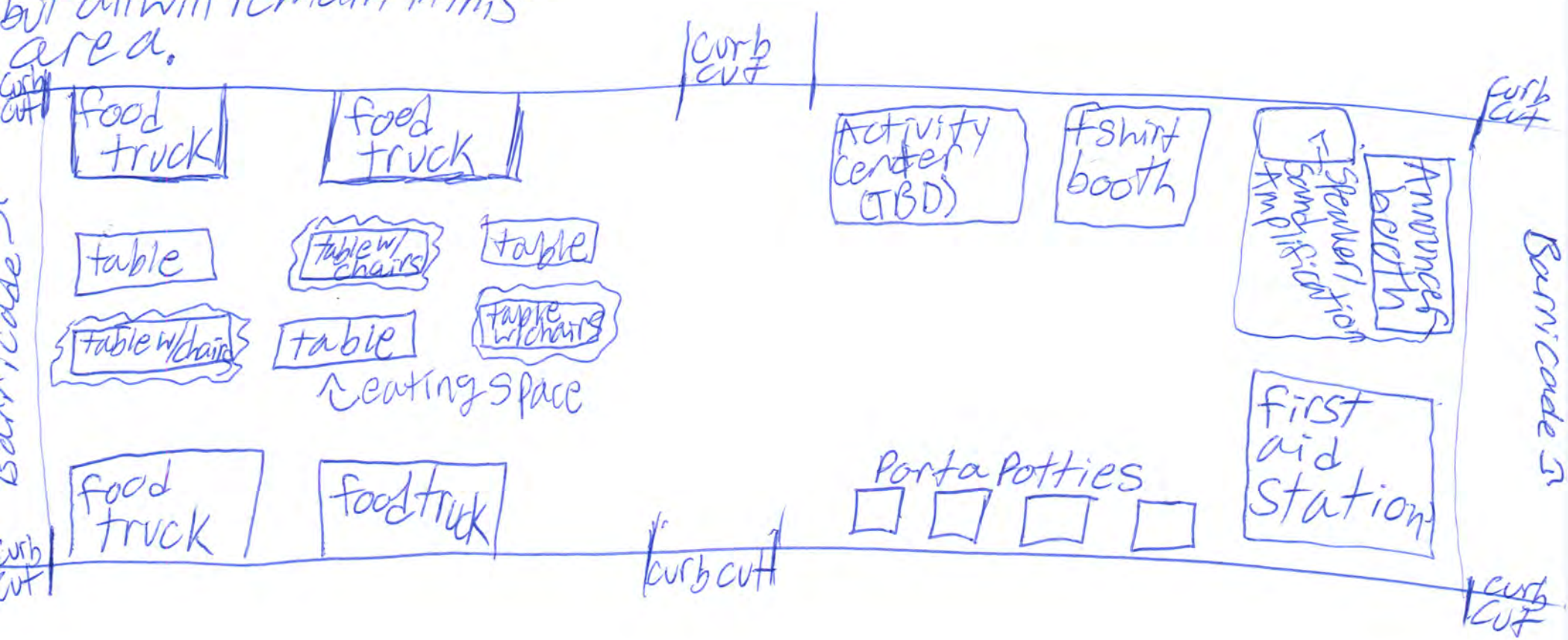
Key

- ↓ = barricade / closed off street
- = flow of parade



Site Map Closeup 10th Ave

(not really to scale)
 *Event is 5 months away,
 exact location/positioning
 may be subject to change
 but all will remain in this
 area.



*Other resource tables & a center of amplified speaking will be on South side of Capitol lawn if approved by them (submitted application)

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. KG (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 N/A

**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:

A group of volunteers will comb the parade route picking up trash from streets & sidewalks. We are looking into using a Dumpster company for

Clean-Up personnel provided by: Volunteers Receptacles & Removal, specifics to be determined

**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:

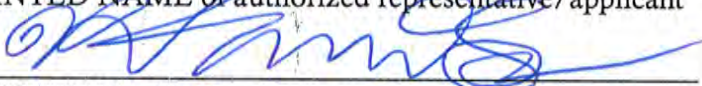
The information that I have provided herein is correct to the best of my information, knowledge and belief. I have read, understand and agree to abide by the rules and regulations included in this application and the Topeka Municipal Code, (including my obligations under the "Process and Instructions" 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.

Kirstianna Guerrero

PRINTED NAME of authorized representative/applicant



SIGNATURE of authorized representative/applicant

03/01/2022

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

DESCRIPTIONS (Continued from Page 1)

City of Topeka is listed as additional insured for the Miss Amazing event under the general liability policy as per written contract with the named insured.

OFFICIAL USE ONLY

City Clerk's Office

Date Application Received: 3/3/2022 By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 3/3/2022

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

Cash Credit () Check ()/No. _____ Receipt # 00775

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: _____



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 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: Disabled & Provd Parade of Kansas

Event Date(s): July 23, 2022 Estimated attendance: 1,200

Location of Event: Downtown Topeka

Name of Authorized Representative: Kirstianna Guerrero

Address: 8545 SW 45th street State: KS Zip: 66610

Home Phone: Work Phone: Cell Phone: 785-940-1341

Email: NMATeen2020@gmail.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: Kirstianna Guerrero

Address: 8545 SW 45th Street State: KS Zip: 66610

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.

Kirstianna Guerrero

PRINTED NAME of authorized representative/applicant

[Signature]

03/01/2022

SIGNATURE of authorized representative/applicant

Date

Internal Use Only

City Clerk's Office

Date Fee Received: 3/3/2022

Fee Received By: K. Boger Fee Amount: \$ 250

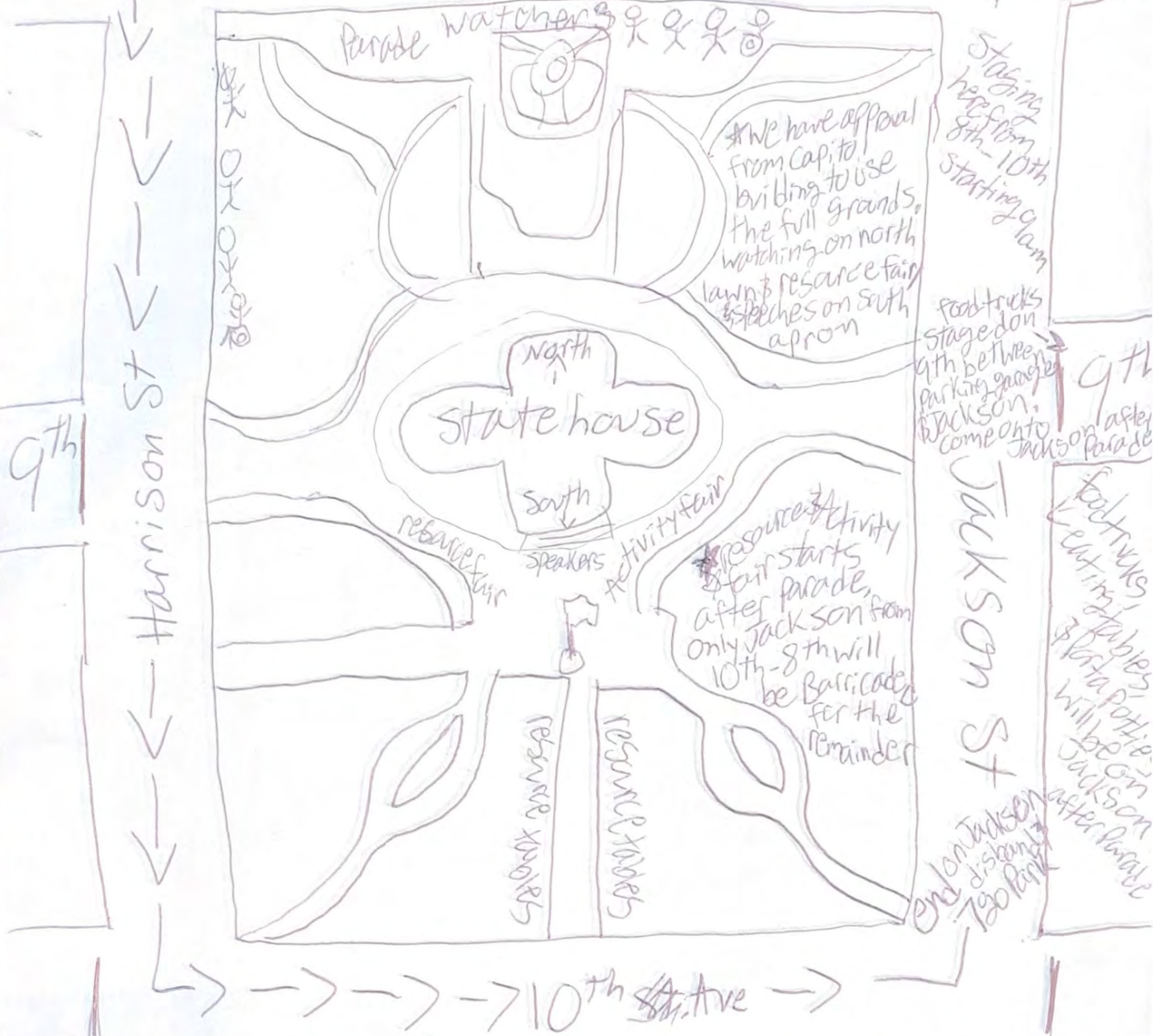
Cash Credit Check No. _____ Receipt # 00775

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

CHECK NO. _____

Disabled & Proud Parade of Kansas
 July 23, 2022 | = Barricade → = Flow of parade

← ← ← 8th Ave ← ← ← starts 11am



✓ We also have approval from the Capital to use:
 ADA parking in Lot #1, Lot 8A for surplus wheelchair users, Lot 8B for floats after the parade & resource fair presenters, Lot 8C for parade goers & Lot #2 after the farmers market for resource fair.