



City of Topeka **Special Event Permit** *Process and Instructions*

The City of Topeka is happy to hear you are planning a Special Event in our city. We are very interested in helping make your event experience a delightful one, right down to the smallest detail. With this goal in mind, we've prepared this Special Event Packet and Application to help you identify the services, equipment and activities needed early on in your planning stages. We hope by doing so, we will minimize last minute surprises for all parties during your upcoming event. Please do not be alarmed by the size of this packet. Its contents were created to handle all events from the smallest neighborhood block party on up to the largest of parades. Please read through it carefully.

Once you have completed and submitted your application, City department and division directors will review your application, approving or making recommendations to it. Once this review is complete, your application will return to the City Clerk's office. You will be notified at that time on the approval of your application and a Special Event Permit will be issued for your event. If you have any questions during your application process, please contact the City Clerk at **785/368-3940** 8:00 a.m. - 5:00 p.m. Monday through Friday.

Please keep these instructions for your reference.

Some of the information below may not apply to your specific event.

How Do I Know If I Need a "Special Event Permit"?

You will need a Special Event Permit if your event is outdoors and involves City right-of-way, for example a City street, sidewalk, and/or if your event will significantly impact the City of Topeka.

What Obligations Do I Assume When I Apply For a Special Event Permit?

1. You agree to comply with all applicable City ordinances, codes, conditions, and requirements.
2. You agree to obtain at your expense all traffic control equipment as recommended or required regarding street closures by the City of Topeka Traffic Engineer, Police Department, or Fire Department and any such other equipment to ensure their accessibility and to ensure the safety of all attendees.
3. You agree to submit a Site Plan as part of the application. The Site Plan may be hand drawn, not necessarily to exact scale, to show the Event site location, stage/entertainment areas, food booths, game booths, sales booths, parking areas, restroom facilities, and street closures with a list of specific street names and include location of barricades, dumpsters/trash cans.
4. You agree that no food or beverages will be sold or given away at the outdoor event unless they have been approved by the Shawnee County Health Agency and all applicable permits are obtained. You agree that if alcohol will be sold as part of a *Special Event* the seller will have an Alcohol Beverage License. Please contact the Kansas Department of Alcoholic Beverage Control (ABC) at (785) 296-7015.

5. You agree to arrange and provide all barricades and detour signs for all street closures. Barricades will be required to extend completely across a roadway and its shoulders or from curb-to-curb. Where access is to be allowed into a road closed by barricades, you agree to assign a person from your organization to this post to assure proper closure. **The person assigned to this barricade is to remain at the barricade for the duration of the street closure.** You agree to notify all businesses which are located on the streets of your event about the event times and dates.

What Is the Application Process For a Special Event Permit?

1. You must submit your application to us before the scheduled event and give us enough time to evaluate your request and provide a recommendation. This submittal must also include all applicable fees.
2. Please complete the application form, print and sign your name and submit it along with all supporting documentation.
3. Submit everything to the Topeka City Clerk, 215 SE 7th Street, Rm. 166, Topeka, KS 66603. When we receive your forms, we will review the application by sending it to all departments that will be involved in providing services or permits for your event. Normally this takes about two weeks. If you have questions during this period, you may call the City Clerk’s office at **785/368-3940** during business hours.
4. **Do not assume that all aspects of the event will be approved;** you may be asked to make some changes to your plan based on the availability of services and the scheduling of other events. Therefore, you are encouraged to **not make any other arrangements for your event until you’ve received approval from the City.** You may be contact my individuals from city departments needing more information about your event.

Below is a list of City Representatives that may contact you throughout the review process for questions or concerns about your application.

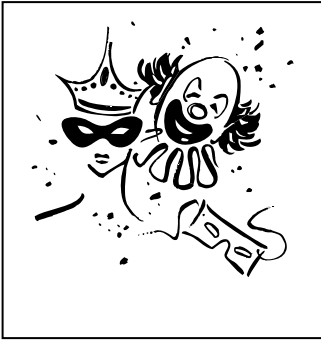
Name	Department / Division	Phone Number	Email
Jeff Whisler	Police Department	368-9015	jwhisler@topeka.org
Dana Ortiz	Police Department	368-9235 / 368-9055	dortiz@topeka.org
Vicki Zielinski	Fire Department	368-4140	vzielin@topeka.org
Greg Bailey	Fire Department	368-4130	gbailey@topeka.org
Linda Voss	Engineering Division - traffic controls	368-3029	lvoss@topeka.org
Kent Pelton	Engineering Division –traffic controls	368-3044	kpelton@topeka.org
Ron Raines	Street Maintenance Division	368-0929	rraines@topeka.org
Ken Benjamin	City Attorney’s Office	368-3883	kbenjamin@topeka.org
Judy Olander	City Attorney’s Office	368-3883	jolander@topeka.org
Jennifer Goodrich	City Clerk’s Office	368-3940	jgoodrich@topeka.org

If you have questions, please contact the City of Topeka City Clerk’s office at 368-3940 during business hours.

City of Topeka
 City Clerk’s Office
 215 SE 7th St., Room 166
 Topeka, Kansas 66603

(Rev. 11/01/11)





City of Topeka
Special Event Permit
Application Checklist

Use this list to ensure that you have included all supporting documentation with your Special Event Application. Should you have questions or need assistance please call the City Clerk's Office at **785/368-3940** during business hours.

Documents that *must* be submitted:

- Complete the full Special Events **Application**, print your name and sign it.
- Attach a **Site Plan**
 The Site Plan may be hand drawn, not necessarily to exact scale, to show the Event site location, stage/entertainment areas, food booths, game booths, sales booths, parking areas, restroom facilities, street closures with a list of specific street names and include location of barricades; dumpsters/trash cans

Documents that *may* need to be submitted (the City Clerk can advise you):

Submitted	Does Not Apply	Permit	Cost/Fee
<input type="checkbox"/>	<input type="checkbox"/>	Attach a copy of your Certificate of Liability Insurance , listing the City of Topeka as an additional insured with the same coverage as the insured without restrictions and in the amount of \$500,000.	
<input type="checkbox"/>	<input type="checkbox"/>	A Hold Harmless Agreement in lieu of Certificate of Liability Insurance	
<input type="checkbox"/>	<input type="checkbox"/>	Circuses, menageries, shows and other attractions Permit	Varies
<input type="checkbox"/>	<input type="checkbox"/>	Amusement Park Permit	Varies
<input type="checkbox"/>	<input type="checkbox"/>	Mobile Food Service Units Permit	\$250.00 – 6 months
<input type="checkbox"/>	<input type="checkbox"/>	Transient Merchant License	\$140 pp – 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Alcoholic Beverage License (State issued, Catering or Temporary)	
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Beverage Ordinance	
<input type="checkbox"/>	<input type="checkbox"/>	Noise Exemption (Council must approve)	No Charge

On behalf of all City of Topeka staff, we wish you a successful and safe Special Event!

(11/01/11)