



Today's Date: _____

License # _____

PAID

AUG -- 2017

City of Topeka 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: Seaman High School Homecoming Parade

Event Date(s): 9-22-17 Estimated attendance: 1000+

*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: 2 am/pm pm EVENT End Time: 2:30 am/pm pm

SET UP Start Time: 12 am/pm pm TEAR DOWN End Time: 2:45 am/pm pm

Full and complete description of event:

District parade, complete with 2 bands and 20+ floats of K-12 students.

Location(s):

Garfield Park, north to Independence, then east to Quincy

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

Bus dropoff for students is on the east side of Garfield Park, near Soldier Street. Staging area entrance is at Lou Fieger Drive with staging area in parking lot. Parade goes north on Kansas and turns east at Independence

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

Garfield Park parking lot

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

intersection of Quincy & Independence

AUG 08 2017

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. _____

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT:

Type of Event

Event Details

Equipment at Event

Festival

Parade

Block Party/Picnic
and/or Neighborhood
Procession

Sporting Event or
Competition

Concert

Other: _____

Alcohol Served

Alcohol Sales

Mobile Food Vendors:

~How many? _____

Transient or Sidewalk
Vendors:

~How many? _____

Open to the Public

Animals

Amplified Speaking and/or
Music

~Hours of: _____ to _____
 Portable Restrooms

Stage/Props/Production

Dumpsters/Receptacles

Other: _____

Organization/Sponsor & its Authorized Representative

Please Print

Name of Organization/Sponsor: Seaman High School

Address: 4850 NW Rochester Rd State: KS Zip: 666617

Business Phone: 785-286-8300 Fax: 785-286-8320

Web Address of Organization/Sponsor: Seamanschools.org

Name of Authorized Representative: Mike Monaghan

Address: 4850 NW Rochester Rd State: KS Zip: 666617

Home Phone: _____ Work Phone: 286-8306 Cell Phone: 608-6814

Email: mmonaghan@usd345.com

Primary On-Site Contact Person

Please Print

Name: Mike Monaghan

Home Phone: _____ Work Phone: 286-8300 Cell Phone: 608-6814

Email: mmonaghan@usd345.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: _____ Location: _____

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

If yes, then identify the provider: USD345 police & Sheriff's dept

**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)*)

Paramore @ Kansas, Jay @ Kansas, Monroe @ Independence
Helman @ Kansas, Evelyn @ Kansas, Studer @ Kansas
Lyman @ Kansas

Date(s) of street, sidewalk and/or intersection closures: 9/22/17

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

Set Up: From 1:45 to 2:00 am/pm

Tear Down: From 2:40 to 2:50 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 post the route on the event calendar and through
social media. We personally call the only business affected by
the parade. This is an annual event.

**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) NA

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 NA

**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:

SHS Club will be handling clean up

Clean-Up personnel provided by: SHS Club

**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.

Mike Monaghan

PRINTED NAME of authorized representative/applicant

Mike Monaghan

SIGNATURE of authorized representative/applicant

5-30-17

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: _____ By: _____

Date Non-Refundable Special Event Application Fee Received: _____

Fee Received By: _____ Fee Amount: \$ _____

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



Today's Date: _____
License # _____

City of Topeka *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: Seaman High School Homecoming Parade
Event Date(s): 9-22-17 Estimated attendance: 1000
Location of Event: Garfield Park, North on Kansas, east at Independence
Name of Authorized Representative: Mike Monaghan
Address: 4850 NW Rochester Rd State: KS Zip: 66617
Home Phone: _____ Work Phone: 286-8300 Cell Phone: 608-6814
Email: mmonaghan@usd345.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