Special Event Permit Application

Thank you for your interest in conducting an event in the city of Topeka. We look forward to working with you and making your event a success. Below are some application terms and items to consider as you plan your event. If you have questions please contact the City Clerk’s office at 785-368-3940 or cclerk@topeka.org and we would be happy to assist you.

**Special Event** is an outdoor event held on public property organized for a particular and limited purpose and time. Special events shall include, but not be limited to parades, block parties, running/walking/bicycling events, motor vehicle events, festivals and concerts.

**Block Party** is a temporary gathering of area residents held on a blockaded portion of local residential streets that may or may not include a Neighborhood Procession, which is an organized procession of people, motor vehicles, bicycles, floats, animals or any combination, traveling in unison for a period of time that does not exceed two (2) hours in length (from start through tear down) along or upon a sidewalk or streets; provided, however, that at least 75% of the streets being traveled upon are classified as being local residential streets (as opposed to arterial and/or collector streets).

**Parade** is an organized procession of people, motor vehicles, bicycles, floats, animals or any combination, traveling in unison along or upon a sidewalk or any classification of street that may require closure of streets and the regulation of vehicular traffic by law enforcement to prevent a conflict with the normal or regular flow of traffic. “Parade” shall not include a Neighborhood Procession associated with a block party.

**Public Property** means any street, alley, sidewalk, right-of-way or property owned by the City of Topeka.

**Holidays** recognized holidays are New Year’s Day, Dr. Martin Luther King, Jr.’s birthday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve and Christmas Day.

**Insurance Requirement** 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” 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. This requirement does not apply to Block Parties/Neighborhood Processions.
Vendor means a transient vendor, sidewalk vendor, or a mobile food vendor.

**Special Event Guidelines**

COMMUNICATION MATTERS - the more information you can share in advance with businesses and residents the better. **NO** Posting or Affixing of Event Advertisements on Public Property (parking meters, lampposts, utility poles, traffic control device, etc.)

DOWN TOWN EVENTS - If your event will be held downtown within the established Business Improvement District (BID) you must contact Greater Topeka Partnership within three (3) days of the date which you submitted your application. They will assist you in contacting and/or notifying businesses. The telephone number is 785-234-1030 or email Rosa Cavazos at Rosa.Cavazos@topekapartnership.com, and Stephanie Wilhelm at Stephanie.wilhelm@topekapartnership.com.

NOTO ARTS DISTRICT EVENTS – If your event will be held in the NOTO Arts & Entertainment District you must contact the NOTO Arts Center within three (3) days of the date which you submitted your application. They will assist you in contacting and/or notifying businesses. The telephone number is 785-408-8996 or email Thomas Underwood at info@notoartscenter.org.

TOPEKA PERFORMING ARTS CENTER (TPAC) – If your event will be held in the downtown area near the TPAC venue, (SE 8th Street and Quincy Street) please contact TPAC representatives so they can assist with planning an event around the Venue as soon as your event date has been confirmed. Event Services 785.234.2787 x105 or email Blair Adams at BAdams@topekaperformingarts.org

APPLICATION DEADLINES:

- **60 BUSINESS DAYS** (12 weeks) if your event is serving ALCOHOL BEVERAGES and needs the approval of the Governing Body
- **45 BUSINESS DAYS** (9 weeks) if your event occurs on a HOLIDAY (Recognized holidays include New Year’s Day, Dr. Martin Luther King, Jr.’s birthday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve and Christmas Day)
- **30 BUSINESS DAYS** (6 weeks) if your event occurs on a REGULAR CALENDAR DAY (not a holiday)
- **20 BUSINESS DAYS** (4 weeks) if the event is a BLOCK PARTY

NOTIFICATION: Help neighbors and businesses understand how your event will impact them. **10 BUSINESS DAYS (2 Weeks) before your event, you must notify, IN WRITING**, all affected neighbors and businesses along street and sidewalk closures. Your notification should include the following event details:

**Event Details:**

- Details about parking and traffic impacts
- Event hours, event map and footprint
- Amplified sound and/or live band
- Vendor, restroom, stage and speaker locations
✔ 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.
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

Name of Event: __________________________________________________________

Event Date(s)*: ____________________________ Estimated attendance: ____________

*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: ___________ am/pm EVENT End Time: ________________ am/pm

SET UP Start Time: ___________ am/pm TEAR DOWN End Time: ___________ am/pm

Full and complete description of event:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

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

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:
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:

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Event Details</th>
<th>Equipment at Event</th>
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<tbody>
<tr>
<td>____ Festival</td>
<td>____ Alcohol Served</td>
<td>____ Amplified Speaking and/or Music</td>
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<td>~Hours: _____ to _____</td>
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<td>____ Parade</td>
<td>____ Alcohol Sales</td>
<td>____ Portable Restrooms (see attachment</td>
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<td>____ Block Party/Picnic and/or Neighborhood</td>
<td>____ Mobile Food Vendors:</td>
<td>____ Stage/Props/Production</td>
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<td>Procession</td>
<td>~How many? _____</td>
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<td>____ Sporting Event or Competition</td>
<td>____ Transient or Sidewalk Vendors:</td>
<td>____ Electrical Outlets Needed</td>
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<td>~How many? _____</td>
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<td>____ Concert</td>
<td>____ Open to the Public</td>
<td>____ Dumpsters/Receptacles</td>
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<tr>
<td>____ Other:_______________</td>
<td>____ Animals</td>
<td>____ Other: _________________________</td>
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</table>
Organization/Sponsor & its Authorized Representative

Name of Organization/Sponsor: ______________________________________________________
Address: ___________________________________________ State: ___________ Zip: __________
Business Phone: ___________________ Fax: ___________________________
Web Address of Organization/Sponsor: ____________________________________
Name of Authorized Representative: ___________________________________________________
Address: ___________________________________________ State: ___________ Zip: __________
Home Phone: ___________ Work Phone: ___________ Cell Phone: ___________
Email: ____________________________________________________________________________

Primary On-Site Contact Person

Name: _____________________________________________________________________________
Home Phone: ___________ Work Phone: ___________ Cell Phone: ___________
Email: ____________________________________________________________________________

*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

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: ___________________________

*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))

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

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

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

   Set Up:  From ________ to ________am/pm

   Tear Down:  From ________ to ________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:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

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: _______________________________________________________

*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.

______________________________
Printed Name of authorized representative/applicant

______________________________  ______________
Signature of authorized representative/applicant  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 #__________
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: ________________________________
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: _____________________________________

Event Date(s): __________________________________  Estimated attendance: ___________

Location of Event: ________________________________________________________________

Name of Authorized Representative:  ________________________________________________

Address: _____________________________________________ State: ________ Zip: ________

Home Phone: _______________ Work Phone: _______________ Cell Phone: ____________

Email: _________________________________________

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

______________________________
PRINTED NAME of authorized representative/applicant

______________________________
SIGNATURE of authorized representative/applicant      Date

Internal Use Only

City Clerk’s Office

Date Fee Received: _____________

Fee Received By: _____________ Fee Amount: $__________

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).

<table>
<thead>
<tr>
<th>People x Hours</th>
<th>1 h</th>
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<th>4 h</th>
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<td>84</td>
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<td>108</td>
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</table>
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.

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<th>People x Hours</th>
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