Special Events

NOTO embraces special events in the district and we encourage groups interested in having events work with NOTO to ensure a successful experience. There are three levels of events with varying supports by the NOTO organization.

1. **Sponsorship**
   Events that are NOTO sponsored means that the NOTO organization has primary or co-ownership of the event. As such, the NOTO organization has a role in program, schedule, costs, promotion, and so on.

2. **Affiliate**
   This level of support means that the NOTO organization may support the event through co-branding, promotion, and informing businesses in the district, but does not have a role in program development.

3. **Acknowledgement**
   There are events that are simply in the NOTO area and is not affiliated with the NOTO organization.

Street Closings

There are times when a special event may warrant the closing of the street. While anyone can apply for a special event permit, keep in mind that closing a street impacts the already limited parking and access to business and should only be done when there are no other viable options. Before applying for an event, organizers are encouraged to meet with NOTO to discuss appropriate levels of NOTO support:

- **Sponsorship** – The NOTO organization is responsible for processing street closing if necessary.
- **Affiliate** – The NOTO organization may inform the district but is not responsible for processing street closing nor does it excuse the requestor from contacting business owners as outlined in the City of Topeka Special Event Permit Application.
- **Acknowledgement** - The NOTO organization may inform the district but is not responsible for processing street closing nor does it excuse the requestor from contacting business owners as outlined in the City of Topeka Special Event Permit Application.
Guidelines for Closing the Street in NOTO
The following are best practices we ask organizations to abide by when holding a special event that involves closing the street.

1. **Time of Street Closing**
   Again, closing the street is disruptive to the area businesses and should not be closed until absolutely necessary. Assuming significant set-up is not required, the street should not be closed any sooner than 2 hours prior to an event.

2. **Vendor / Display Locations**
   Whether on a sidewalk or on a street, please follow the same guidelines established by the City of Topeka for sidewalk vendors:
   - Obtain written permission of the property owner or tenant in front and those adjacent to the location
   - Ensure there is access of at least five feet in width for passage of wheelchairs and electric personal assistive mobility devices.

3. **Trash Cans**
   The trash cans in the area are owned by businesses. As such, they should not be moved without permission of the business.

4. **Alcohol**
   If alcohol is to be served at the event, local establishments may apply to the state to extend their area.

5. **Gate Staffing**
   The sponsor is responsible to staff access gates throughout the duration of the event.

For more information about NOTO support and guidelines, contact:

Thomas Underwood, Executive Director
NOTO Arts and Entertainment District
935 N. Kansas Ave.
Topeka, KS  66608
(785) 408-8996
thomas.underwood@notoartsdistrict.org