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: Top City Fight Night

Event Date(s)*: 06/19/2021 - 06/20/21

*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: 5:30 am/pm
EVENT End Time: 11:00 am/pm
SET UP Start Time: 7:00 am/pm
TEAR DOWN End Time: 11:59 am/pm

Estimated attendance: 2000

Full and complete description of event:
MMA & Boxing Routs

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

Parking Lot
421 SW Van Buren, West side of building, GreatLIFE

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
One on outside of building

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: unknown at this time

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>
</tr>
</thead>
<tbody>
<tr>
<td>Festival</td>
<td>Alcohol Served</td>
<td>Amplified Speaking and/or Music</td>
</tr>
<tr>
<td></td>
<td>Alcohol Sales</td>
<td>- Hours: 7p to 10p</td>
</tr>
<tr>
<td>Parade</td>
<td></td>
<td>Portable Restrooms (see attachment for recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standards)</td>
</tr>
<tr>
<td>Block Party/Picnic and/or</td>
<td>Mobile Food Vendors:</td>
<td>Stage/Props/Production</td>
</tr>
<tr>
<td>Neighborhood Procession</td>
<td>- How many? ___</td>
<td></td>
</tr>
<tr>
<td>Sporting Event or Competition</td>
<td>Transient or Sidewalk Vendors:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- How many? ___</td>
<td></td>
</tr>
<tr>
<td>Concert</td>
<td>Open to the Public</td>
<td></td>
</tr>
<tr>
<td>Other: ___</td>
<td>Animals</td>
<td></td>
</tr>
<tr>
<td>Other: ___</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Organization/Sponsor & its Authorized Representative  
Please Print

Name of Organization/Sponsor: Kansas Combat Coalition  
Address: 421 SW Van Buren  
State: KS  
Zip: 66603  
Business Phone: 785-354-8581  
Fax: 

Web Address of Organization/Sponsor: 

Name of Authorized Representative: Shannon/Tracy Woodward - Breck Harris 
Address: 421 SW Van Buren  
State: KS  
Zip: 66603  
Home Phone: 785-354-8581  
Work Phone: 
Cell Phone: 785-215-5165  
Email: breckharris@greatlifegolf.com  

Primary On-Site Contact Person  
Please Print

Name: Breck Harris 
Home Phone: 
Work Phone: 
Cell Phone: 785-215-5165  
Email: breckharris@greatlifegolf.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: AMR  Location: Performance Center 

Will the organizer/sponsor engage private security to work the event?  Yes  No  
If yes, then identify the provider: Midwest Combat Academy 

*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.
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))

Alleyway between building & parking lot

Date(s) of street, sidewalk and/or intersection closures: 6/19/21 - 6/20/21

Time(s) of street, sidewalk and/or intersection closures:
Set Up: From 7a to 5p am/pm
Tear Down: From 10p to 11:59 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:

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.

Cone, barricades & caution tape - safety fence at alley entrances

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:

TeaM WILL PICK UP GARBAGE & EMPTY GARBAGE CANS

Clean-Up personnel provided by: NRA of GreatLIFE

*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.

[Signature]

PRINTED NAME of authorized representative/applicant

[Signature]

SIGNATURE of authorized representative/applicant

5/18/2021

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: 5/18/2021  By: K. Bogner

Date Non-Refundable Special Event Application Fee Received: 5/18/2021

Fee Received By: K. Bogner  Fee Amount: $50.00

Cash ( ) Credit (X) 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: 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: ________________________________

Special Event/Neighborhood Block Party Application 06/2020
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: Kansas Combat Coalition
Event Date(s): 6/19/21 - 6/20/21 Estimated attendance: 2000
Location of Event: 421 SW Van Buren Topeka, KS 66603
Name of Authorized Representative: Breah Harris
Address: Same as above State: Zip: 
Home Phone: Work Phone: 785-354-8591 Cell Phone: 785-215-5165
Email: Breah.Harris@greatlife4golf.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 X By MAIL
to Shannon Woodward
Downtown & NOTO Art District Special Events

Statement of Notification

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.

Please return signed statement to the City Clerk’s office at least 48 hours prior to your event.

I hereby affirm that all owners within the affected area were notified at least ten days prior to the event.

Breeh Harris
PRINTED NAME of authorized representative/applicant

[Signature]
SIGNATURE of authorized representative/applicant

5/19/21
Date

Email: cclerk@topeka.org

Fax: 785-368-3943

Address: City Clerk’s Office
         215 SE 7th Street, Room 166
         Topeka, KS 66603
Check Refund Information:
Name and/or Company: Sharon Woodward
Address: 2824 SW Stutley Topeka, State: KS Zip: 66614

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.

Breeh Harris
PRINTED NAME of authorized representative/applicant

SIGNATURE of authorized representative/applicant  5/18/21 Date

Internal Use Only
City Clerk's Office
Date Fee Received: 5/18/2021
Fee Received By: Benjamin Fee Amount: $250

Cash ( ) Credit ( ) Check ( ) No. ______  Receipt #__________

APPROVAL TO ISSUE REFUND OF DEBRIS DEPOSIT: YES NO DATE: ____________
CHECK NO. _______

Special Event Debris Deposit Form
TEMPORARY PERMIT LOCATION AND ZONING

Organization Name or Individual Applicant: Kansas Armored Coalition
Event Date(s): 6-19-2021 to 6-20-2021

Event Type: [ ] Charitable Auction  [ ] Non-Promissory  [ ] Porcelain Container
[ ] Special Event - Number of Consecutive days (up to 30):

*A special event is held on public streets, alleys, roads, sidewalks or highways and must be approved, by ordinance or resolution, by the local governing body of any city, county or township where such special event is being held.

SECTION 1 - EVENT AREA: Complete this section for On-Premise and Special Events only.

In the space below, in ink, draw the floor plan and any outside areas included in the proposed event area where alcoholic liquor will be sold, served or consumed. If the area is outside, it must show where the three-dimensional barriers will be located to define the event area and include nearby streets for reference. Shade in the areas you DO NOT wish to be permitted.

The event will be held in this North parking lot of Great Life

SECTION 2 - CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK: (Completed by the City, Township or County Clerk)

I hereby certify that the premises at 421 SW Van Buren, Topeka, Kansas, KS 66601-3506,

CITY LIMITS: [ ] Inside the incorporated city limits  [ ] Outside the city limits
ZONING: [ ] Within an area that complies with all applicable zoning regulations required by K.S.A. 41-684(a)
[ ] Located outside an incorporated city, in a township or county that is not zoned

LOCATION: [ ] Government property  [ ] Private property  [ ] Public property  [ ] CMB licensed premises

I declare under penalties of perjury that to the best of my knowledge and belief that Section 2 is true, correct and complete.

CLERK SIGNATURE: [ ]

PRINTED NAME: Brenda Younger, City Clerk

DATE: 5-7-21
PHONE: [ ]

ABC-682 08.16.19
421 SW Van Buren St

YMCA of Topeka Kansas
3.1 ★★★★★ (32)
Non-profit organization
Open until 8:00 PM

GreatLIFE Performance Center
4.4 ★★★★★ (30)
Fitness center
Open until 8:00 PM