

Name of Block Party: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Office Use Only:
Date Rec'd: _____
City Works No.: _____
HH Rec'd: _____
Site Plan Rec'd: _____
Permit Issued: _____



CITY OF  
**TOPEKA**

City Clerk  
City Hall, 215 SE 7<sup>th</sup> Street, Room 166  
Topeka, KS 66603  
[www.topeka.org](http://www.topeka.org)

Brenda Younger, M.M.C.  
785-368-3940  
Email: [cclerk@topeka.org](mailto:cclerk@topeka.org)

## **Block Party Permit Application**

Submit this application, including all supporting documentation and \$25.00 fee: City of Topeka City Clerk's Office; 215 SE 7<sup>th</sup> Street, Room 166; Topeka, Kansas 66603 or email [cclerk@topeka.org](mailto:cclerk@topeka.org). For assistance call 785-368-3940 during business hours.

**BLOCK PARTY** means a temporary gathering of area residents held on a blockaded portion of local residential streets that may or may not include a neighborhood procession. If you plan to include an organized neighborhood procession as part of your block party, the procession should last no longer than two (2) hours from start to tear-down.

**BLOCK PARTY APPLICATION DEADLINE:**  
**4 WEEKS (20 BUSINESS DAYS) before the event**

### *OTHER IMPORTANT ITEMS TO CONSIDER FOR A BLOCK PARTY:*

- ✓ NUMBER OF AREA RESIDENTS PARTICIPATING
- ✓ LENGTH OF PARTY-BLOCK PARTY'S NOT TO EXCEED 2 HOURS
- ✓ SECURITY
- ✓ FIRST AID STATIONS
- ✓ INSURANCE REQUIREMENTS
- ✓ BARRICADE RENTAL
- ✓ SERVING ALCOHOL
- ✓ SITE MAP

**General Block Party 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

**Complete description of event, including location:**

\_\_\_\_\_  
\_\_\_\_\_

**Organization/Sponsor & its Authorized Representative**

Name of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

CHECK HERE IF THE SAME CONTACT PERSON

**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.*

Rain Date?      Yes      No      If yes, then date(s): \_\_\_\_\_

Noise Exception? Yes No If yes, then Council District No. \_\_\_\_\_

(Examples of amplified noise when needing a Noise Exception: Live Band, DJ, Large Speakers)

**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/Notification**

**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)*)

\_\_\_\_\_

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 UTILIZING UNAPPROVED TRAFFIC CONTROL WILL RESULT IN EVENT CANCELLATION.** \_\_\_\_\_ (initials)

**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 Block Party 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.

### **Clean up**

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:** All associated clean-up must be completed within 12 hours after the ending time noted on the event permit.

### **Insurance/Hold Harmless Agreement Required—SEE PAGE 6**

**Block party applicant** can 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).

## **City of Topeka Department Contacts & Authorization**

If you have questions or concerns about your event, please contact any of the following City representatives, we are happy to assist.

DEPARTMENT	CONTACT	EMAIL	TELEPHONE
City Clerk's Office	Tonya Bailey	<a href="mailto:cclerk@topeka.org">cclerk@topeka.org</a>	785-368-3940
Police Department	Sgt. Jeff Sloan	<a href="mailto:jsloan@topeka.org">jsloan@topeka.org</a>	785-368-9576
Fire Department	Adam Appelhanz	<a href="mailto:ajappelh@topeka.org">ajappelh@topeka.org</a>	785-368-4144
Traffic Division	Lee Holmes	<a href="mailto:llholmes@topeka.org">llholmes@topeka.org</a>	785-368-3025
Street Operations	Todd Workman	<a href="mailto:tworkman@topeka.org">tworkman@topeka.org</a>	785-368-0128
Parking Division	Jenn Howey	<a href="mailto:jhowey@topeka.org">jhowey@topeka.org</a>	785-368-2584
City Attorney's Office	Mathew Mullen	<a href="mailto:mwmullen@topeka.org">mwmullen@topeka.org</a>	785-368-9529

**Block Party 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, deliver, or email this completed application, along with any additional documentation required, to: City Clerk’s Office 215 SE 7<sup>th</sup> Street, Room 166 Topeka, KS 66603 email: [cclerk@topeka.org](mailto:cclerk@topeka.org)

OFFICE USE ONLY:

Date Block Party Application Received: \_\_\_\_\_ By: \_\_\_\_\_ In Person ( ) Email ( ) Mail ( )

Fee Received By: \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_

Cash ( ) Credit ( ) Check ( )/No. \_\_\_\_\_ Receipt # \_\_\_\_\_ In Person ( ) Email ( ) Mail ( )

HOLD HARMLESS AGREEMENT

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Topeka, a duly organized municipal corporation, hereinafter referred to as the "City" and \_\_\_\_\_, hereinafter referred to as "Special Event Organizer/Sponsor."

WHEREAS, Special Event Organizer/Sponsor has requested permission to conduct a Special Event, known as \_\_\_\_\_ in the City on \_\_\_\_\_, 20\_\_\_\_, during the hours of \_\_\_\_\_ to \_\_\_\_\_; and

WHEREAS, the City agrees to permit Special Event Organizer/Sponsor to conduct said Special Event in accordance with the applicable provisions of the Code of the City of Topeka, Kansas subject also to the terms and conditions of this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOWS:

1. The City grants permission to Special Event Organizer/Sponsor to conduct its Special Event on the dates and between the hours aforementioned.
2. In consideration for the City's permission to conduct the Special Event, Special Event Organizer/Sponsor agrees to hold the City harmless, indemnify and exculpate the City from any and all claims, costs, liabilities, damages, expenses, suits and judgments of any nature whatsoever arising out of or in connection with the aforementioned Special Event.
3. Special Event Organizer/Sponsor agrees to comply with all applicable City of Topeka Code sections.
4. That the City specifically retains the right to revoke said Special Event Permit immediately and at any time if any member of the police department or other properly constituted authority determines

such revocation to be in the best interest of the public safety, or public peace and order, or if Special Event Organizer/Sponsor fails to comply with applicable City and State requirements.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF TOPEKA, KANSAS

SPECIAL EVENT ORGANIZER/SPONSOR

\_\_\_\_\_  
Richard U. Nienstedt, Interim City Manager

\_\_\_\_\_  
PRINT name of Applicant

\_\_\_\_\_  
SIGN name of Applicant

ATTEST:

\_\_\_\_\_, City Clerk

APPROVED AS TO FORM AND LEGALITY DATE _____ BY _____
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