



**SPECIAL EVENT PERMIT
SE-15-00101**

EVENT ADDRESS:	2525 Iowa Street (Discovery Furniture)		
APPLICANT:	Julie Galemore Country Produce	Property Owner:	WINN LLC
APPLICANT ADDRESS:	305 E. Rutledge Yates Center, KS 66783	Owner Address:	1133 Wanamaker Rd Topeka, KS 66604
EVENT DATE(S):	May 15th through August 20th		Event Type: 3
EVENT TIME	9:00 AM to 7:00 PM		Event Number: 4 Admin. 2 CC approved 4/7/2015

CONDITIONS OF APPROVAL

- a. Special Event Permit must be displayed on site during hours of operation.
- b. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
- c. If event is held on property the event operator does not own, a transient merchant license must be obtained from the City Clerk's office. 785-832-3308 or a Sales Tax ID Number must be noted on the application.
- d. Maintain 25' wide aisle width during sale. Do not display items within the traffic aisle.
- e. Display area, tent or structure may not be within 25' of public right-of-way
- f. Cars, trucks, vans, trailers may not be used for sale of merchandise.
- g. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
- h. Trash receptacles or other sanitation provisions, as needed

Conditions Related to Tents

- i. The tent or other membrane structure must meet the International Fire Code.
- j. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
- k. Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas or other cooking device shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public.
- l. 2A1OBC Portable fire extinguishers shall be provided on site.
- m. Two points of egress with a minimum width of 72" each must be provided as well as exit signs and emergency lighting for enclosed tents.
- n. Tents over 200 sq ft shall be located further than 20 ft from buildings or structures Maximum occupancy for tents 20' by 20' shall not exceed 27 people

Notes

None.

Architectural site plan showing building layout, parking lot, and surrounding streets (Iowa Street, Melrose, 25th Street). The plan includes dimensions, room labels (e.g., Tuesday Morning Tenant Space, Office Depot Tenant Space, Discovery Furniture Tenant Space), and a designated Commercial Vending Area highlighted in yellow.