



## City of Topeka Utilities Department

---

### *Bottled Water Requests for Community Events*

The City of Topeka purchases bottled water from a local vendor for customers experiencing extended water outages and for requests from the Mayor or City Manager. Organizers of community events may also request donations of surplus bottled water when the City of Topeka either sponsors or participates in the event.

Requests for bottled water by organizers of community events must be submitted to [Scott Ives](mailto:sives@topeka.org) by either email at [sives@topeka.org](mailto:sives@topeka.org) or by fax at 785-368-3825. The request must include the following information:

- Contact name, phone number and address
- Contact's organization, department, division, etc.
- Name of community event either sponsored by or participated in by the City of Topeka
- Amount of bottled water requested
- Date for delivery or pick up from the storage site at 3245 NW Waterworks Dr.  
(Delivery only when staff is available.)

Donations of surplus bottled water are distributed on a first-come, first-served basis and shall not be used for resale purposes.