

# City of Deadwood Special Event Permit Application and Facility Use Agreement for

# Mickleson Trail Post Race Party

Instructions:

To apply for a Special Event Permit, please read the Special Event Permit Application Instructions and then complete this application. Submit your application, including required attachments, no later than forty-five (45) days before your event. Facility Use Agreements should also be completed at this time (if applicable).

EVENT INFORMATION	
Type of Event:         Run       Walk         Bike Tour       Bike Race         Street Fair       Triathlon         Other	
Event Title: Mickleson Trail Post Race Party	
Event Date(s): June 4, 2023 <u>Total</u> Anticipated Attendance: 300	
(month, day, year) (# of <u>Participants</u> # of <u>Spectators</u>	
Actual Event Hours: (from): 2 pm AM / PM (to): 5 pm AM / PM (to): 0utlaw Square	۶M
Set up/assembly/construction Date: June 4, 2023Start Time: 12 pmAM /	PM
Please describe the scope of your setup / assembly work (specific details): Sound Production load in along with band load in	
Dismantle Date: June 4, 2023 Completion time: 7 pm AM /	PM
List any street(s) requiring closure as a result of this event. Include street name(s), day, date and time of closing and time of re-opening:	5
NONE	
<ul> <li>Any request involving 25 or less motor vehicles will utilize Deadwood Street and will be barricaded at both ends of Deadwood Street.</li> <li>Any request involving 25-50 motor vehicles (not including motorcycles) - will park on the north side of Main Street, which will not require street closure.</li> <li>Any request involving 50 or more vehicles (which would require an entire street closure From Wall Street to Shine Street and security must be provided at Shine Street and Main Street and Wall Street and Main Street to direct traf</li> <li>Additional security maybe required at the discretion of the Event Committee.</li> </ul>	:
Additional security maybe required at the discretion of the Event Committee.	
APPLICANT AND SPONSORING ORGANIZATION INFORMATION	
Commercial (for profit) Inckelson Trail Marathon	
Emily Wheeler Chief Officer of Organization (NAME):	
Applicant (NAME): Wade Morris aka Bobby Rock Business Phone: (605-) 717-6848	
Address: 703 Main St Deadwood SD 57732	

Daytime phone:  $(\underline{605}) \underline{717-6848}_{\text{Evening Phone:}} (\underline{605}) \underline{641-9162}_{\text{Fax #:}} (\_\_)$ 

(city)

(state)

Please list any **professional event organizer** or **event service provider** hired by you that is authorized to work on your behalf to produce this event.

(zip code)

Name:				
Address:				
	(city)		(state)	(zip code)
Contact person "on site" of	day of event or facility use Emily Wheeler	Pager/C	ell #: 605	390-6137
/Nictor This manage many	the in attendance for the duration of the avent and i	mm odiatal		to situ officials)

(Note: This person must be in attendance for the duration of the event and immediately available to city officials)

**<u>REQUIRED</u>**: Attach a written communication from the Chief Officer of the organization which authorizes the applicant or professional event organizer to apply for this Special Event Permit on their behalf.

FEES / PROCEEDS / REPORTING			
NO III	<ul> <li>YES</li> <li>Is your organization a "Tax Exempt, nonprofit" organization? If YES, you must attach a copy of your IRS 501C Tax Exemption Letter to this Special Event Permit application (providing proof and certifying your current tax exempt, nonprofit status).</li> </ul>		
	Are admission, entry, vendor or participant fees required? If <b>YES</b> , please explain the purpose		

OVERALL EVENT DESCRIPTION: ROUTE MAP / SITE DIAGRAM / SANITATION

Please provide a **detailed description** of your proposed event. Include details regarding any components of your event such as use of vehicles, animals, rides or any other pertinent information about the event:

This is a POST RACE party for the Mickleson Trail participants and supporters.

The Outlaw Deck @Silverado will be pouring beer to the participants wearing their racing bibs

Badlands Security will be checking ID's and wristbanding those over 21, participants will be using Deadwood Chamber event cups.

Open Contain request for Zone 4(Outlaw Square) only.

and provide amount(s).:

Event will be from 2 to 5 pm with band performing.

Shade tents will be place throughout the Square.

Security will also monitor Outlaw Square borders so no alcohol leaves the premises.

# **OVERALL EVENT / FACILITIES RENTAL DESCRIPTION (CONTINUED)**

NO I	YES	Does the event involve the sale or use of alcoholic beverages? If <b>YES</b> , please provide your liquor liability insurance information to the last page of this application.
		Will items or services be sold at the event? If <b>YES</b> , please describe:
NO I	YES	Does this event involve a moving route of any kind along streets, sidewalks or highways? If <b>YES</b> attach a detailed map of your proposed route, indicating the direction of travel and provide written narrative to explain your route.
		Does this event involve a fixed venue site? If <b>YES</b> , attach a detailed site map showing all streets

In addition to the route map required above, please attach a diagram showing the overall lay-out and set-up locations for the following items:

- > Alcoholic and Non-alcoholic Concession and / or Beer Garden Areas.
- Food Concession and / or Food Preparation Area(s). Please describe how food will be served at the event:

If you intend to cook food in the event area, please specify the method to be used:



First Aid Facilities and Ambulance locations.

impacted by the event.

- Tables and Chairs.
- Fencing, Barriers and / or Barricades.
- Generator Locations and / or Source of Electricity.
- Canopies or Tent Locations.
- Booths, Exhibits, Displays or Enclosures.
- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures.
- Vehicles and / or Trailers.
- Trash Containers and Dumpsters.

(<u>NOTE</u>): You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event, the area must be returned to a clean condition.

Number of trash cans: $\underline{8}$ Trash Containers w / lids: $\underline{0}$
Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility
Outlaw Square staff will clear the Square - COD will pick up trash in
morning.

> Other Related Event Components not covered above.

## **SAFETY / SECURITY / ACCESSIBILITY**

Please describe your procedures for both **Crowd Control** and **Internal Security**: Badlands Security handling crowd and Outlaw Square handling Internal

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

Outlaw Square is ADA compliant

REQUIRED: It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event.

NO	YES					
	Have you hired any Professional Security organization to handle security arrangements for this					
		event? If YES, please list:				
Security Or	Security Organization: Badlands Security					
Security Organization Address: 11089 Snoma Road						
		ourche	SD		57717	
(city) (state) (zip code)						
Security Director (Name): Fritz Carlson Business phone: 605-210-1780						

Is this a night event? If **YES**, please state how the event and surrounding area will be illuminated to ensure the safety of the participants and spectators:

Please indicate what arrangements you have made for providing First Aid Staffing and Equipment?

Number  $\underline{n/a}$  \_Ambulance(s) – How provided?

Number **n/a** Emergency Medical Technicians – How provided?

APPLICANT specifically acknowledges and agrees that it shall be solely responsible for any damage to personal property located in or stored in or upon DEADWOOD's property pursuant to the activity for which approval is being sought and that DEADWOOD shall not be responsible for any damage or loss to or of APPLICANT's property which results from any cause or reason with regard to personal property owned by APPLICANT stored or located on DEADWOOD's property pursuant to approval of the activity for which approval is being sought herein. Acknowledge acceptance with initial: wm

APPLICANT agrees to hold DEADWOOD harmless and indemnify DEADWOOD from any sums of money which DEADWOOD might have to pay to any person as a result of property damage, personal injury or death resulting from APPLICANT's use of the City property pursuant to approval of the activity for which approval is being sought herein.

Acknowledge acceptance with initial: wm

#### PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event:

Deadwood City parking lots will be used

Notification through Public Hearing notice

### **ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES**

NO	YES					
		Are there any <b>musical entertainment</b> features related to your event or facilities rental? If <b>YES</b> , please state the number of bands and type of music.				
Number	of Stag	es: <u>1</u> Number of Bands: <u>1</u>				
Type of N	/lusic:	variety				
		Will <b>sound amplification</b> be used? If <u>YES</u> , please indicate: Start Time: <u>2 pm</u> AM / PM – Finish Time: <u>5 pm</u> AM / PM				
		Will <b>sound checks</b> be conducted prior to the event? If <u>YES</u> , please indicate: Start Time: <u>1 pm</u> AM / PM – Finish Time: <u>1:30 pm</u> AM / PM				
		Please describe the sound equipment that will be used for your event: Powerhouse Sound is production company				
		Will any fireworks, rockets or other pyrotechnics be used? If <b>YES</b> , please attach a copy of your permit (issued by the State Fire Marshall's office) to this application.				
		Will any signs, banners, decorations or special lighting be used? If <b>YES</b> , please describe:				

# **PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION**

NO	YES	
		Will this event be promoted, advertised or marketed in any manner? If <b>YES</b> , please describe:
		Will there be any live media coverage during your event? If <b>YES</b> , please explain:
		Applicant acknowledges and agrees to allow the City to publish the Contact Person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events in the City of Deadwood. If you have a home page and want us to link with our Calendar, please provide the Internet address for your homepage:
	•	Iblic inquiries and / or media inquiries for this event to: IN Wheeler PHONE: 605-390-6137
		INSURANCE REQUIREMENTS
		rance for your event will be required before final permit approval. ce Company: Hub International Agent's Name: Chris Roberts
Business Ph	one: _	Policy Number: Policy Type:
Address: _		(city) (state) (zip code)

For final permit approval, you will need commercial general liability insurance that names "the City of Deadwood, its officers, employees and agents" as an additional insured. Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact the Finance Office at (605) 578-2600 – Fax # (605) 578-2084.

The City must be named as an "additional insured." Please obtain the required insurance and mail an original insurance certificate to: <u>City of Deadwood, Finance Office, 102 Sherman Street, Deadwood, SD 57732</u>.

#### LIQUOR LIABILITY INSURANCE

**REQUIRED:** This insurance coverage is required if you are planning to sell alcoholic beverages at your event or facilities rental.

Name of Insurance Company:		Agent's Name:		
Business Phone:	_Policy Number:		_ Policy Type	e:
Address:		(citv)	(state)	(zip code)
Please obtain the required insurance and r Office, 102 Sherman Street, Deadwood, SD	•	( = - <i>i</i> )	()	( )

#### **AFFIDAVIT OF APPLICANT**

**ADVANCE CANCELLATION NOTICE REQUIRED:** If this event is cancelled, notify the Deadwood Police Department. Otherwise, City personnel and equipment may be needlessly dispatched.

I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event and I understand that this application is made subject to the rules and regulations established by the City Commission of Deadwood. I agree to abide by these rules and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Deadwood.

Name of Applicant (PRINT):	Wade Morris	Title: C	Director
	Data: 1/23/2023	,	

(Signature of Applicant / Sponsoring Organization)

(Signature of Professional Event Organizer or Renter of City-owned Facilities)