



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

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## 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

<input type="checkbox"/> Run	<input type="checkbox"/> Walk	<input type="checkbox"/> Bike Tour	<input type="checkbox"/> Bike Race	<input type="checkbox"/> Parade	<input type="checkbox"/> Concert
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Triathlon	<input checked="" type="checkbox"/> Other			

Event Title: Deadwood 3 wheel Rally

Event Date(s): July 11-15, 2026 Total Anticipated Attendance: 700+  
(month, day, year)

(# of Participants \_\_\_\_\_ # of Spectators \_\_\_\_\_)

Actual Event Hours: (from: 8:00 AM / PM (to): 10:00 AM / PM)

Location / Staging Area: Deadwood Event Complex (Days of 76)

Set up/assembly/construction July 10 - 2026 Start time: 6:00 AM / PM

Please describe the scope of your setup / assembly work (specific details): Hanging banners + flags  
tables + chairs, registration set up, set up bar  
Vendor set up

Dismantle Date: July 16, 2026 Completion time: 3:00 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: Wed. July 15 - Slow + Stop main street  
only use 1/2 street - no closure - 634 main to 688 main  
Time is 10:00 a.m. to noon. (mustang rally) (Gold Dust)

- Any request involving 25 or less motor vehicles will utilize Deadwood Street and will be barricaded at both ends of Deadwood Street.
- 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.
- Any request involving 50 or more vehicles which would require an entire street closure from Wall Street to Deadwood Street will require security be provided at Deadwood Street and Main Street and Wall Street and Main Street to direct traffic.
- Additional security may be required at the discretion of the Event Committee.

## OPEN CONTAINER

<https://www.cityofdeadwood.com/planning/page/special-event-open-container-information-and-maps>

Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: <u>X/1A</u>	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

☒ Commercial (for profit)

☐ Noncommercial (nonprofit)

Sponsoring Organization: First Gold Gaming Resort

Chief Officer of Organization (NAME): Terri Ward

Applicant (NAME): Michele Pierce Business Phone: 605 , 578-9777 ext 1103

Address: 270 Main Street Deadwood SD 57732  
(city) (state) (zip code)

Daytime phone: 307 , 391-1541 Evening Phone: ( " ) ( " ) Fax #: (      )

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.

Name: Michele Pierce

Address: 270 Main St. Deadwood SD 57732  
(city) (state) (zip code)

Contact person "on site" day of event or facility use Michele Pierce Pager/Cell #: 307-391-1541

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

**REQUIRED:** 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



YES



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).



Are admission, entry, vendor or participant fees required? If **YES**, please explain the purpose and provide amount(s):

participant - 50.00 / offset swag bag costs  
and activities, music, food sponsored gatherings



## 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:

Deadwood 3 Wheel Rally hosts a gathering area @ Event Complex Hosts activities at event center throughout the week and organizes scheduled rides throughout the Black Hills and surrounding area's with "Guides" and plans activities throughout Deadwood businesses including Pancake Feed at VFW (with donations) Show-n-shine downtown Scavenger Hunt / Poker Run

10:00 a.m. to noon, Wednesday, July 15 Show & Shine on Main Street. Only use half of street - no closure. 634 Main (Mustang Sallys) to 688 Main (Gold Dust.)

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

NO

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YES

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Does the event involve the sale or use of alcoholic beverages? If **YES**, please provide your liquor liability insurance information to the last page of this application.

☐☒

Will items or services be sold at the event? If **YES**, please describe: \_\_\_\_\_

T-shirts / Hats / Vendor products & clothing / artwork

☐☒

Does this event involve a moving route of any kind along streets, sidewalks, or highways? If **YES**, attach a detailed map of your proposed route, indicating the direction of travel and provide written narrative to explain your route. If the route involves state highways, please click the link below to submit a SD DOT Permit to Occupy Right-of-Way.

[https://www.state.sd.us/eforms/secure/eforms/S\\_E0903v1\\_PermiTtoOccupyROW.pdf](https://www.state.sd.us/eforms/secure/eforms/S_E0903v1_PermiTtoOccupyROW.pdf)

☐☒

Does this event involve a fixed venue site? If **YES**, attach a detailed site map showing all street impacted by the event.

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: grills / tables

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

☒ GAS    ☐ ELECTRIC    ☐ CHARCOAL    ☐ OTHER(SPECIFY): \_\_\_\_\_

- First Aid Facilities and Ambulance locations.

- Tables and Chairs.

- Fencing, Barriers and / or Barricades.

- Jersey Barriers and Equipment used for other than safety purposes.....\$25.00 each

- Generator Locations and / or Source of Electricity.

- Canopies or Tent Locations.

Tent Rental with Approved Special Event, which is set and amended by resolution, paid to the City of Deadwood:

10' by 10' Set up and take down ..... \$200.00

20' by 30' Set up and take down ..... \$400.00

20' by 40' Set up and take down ..... \$600.00 x 3

1800.00

- Booths, Exhibits, Displays or Enclosures.

- Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures.

- Vehicles and / or Trailers.

- Trash Containers and Dumpsters.

(NOTE): 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: 16

Trash Containers w / lids: \_\_\_\_\_

- Garbage Removal Fee - \$150.00/hour/employee – if the City of Deadwood has to remove the garbage after the event.

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: City

Other Related Event Components not covered above. porta potties - Superior Sanitation  
daily service

### **SAFETY / SECURITY / ACCESSIBILITY**

Please describe your procedures for both **Crowd Control** and **Internal Security**: Badlands Security

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

**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 Organization: Badlands Security - Fritz Carlson

Security Organization Address: Belle Fourche SD  
(city) (state) (zip code)

Security Director (Name): Fritz Carlson Business phone: 605-210-1786

NO ☐ YES ☒ 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: 10 pm

lights in event center and in bar setup

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

Number \_\_\_\_\_ Ambulance(s) – How provided? Param Emergency

Number \_\_\_\_\_ 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: mp

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: mp

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

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

social media, radio, local newspaper

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

NO

YES

☐☒

Are there any **musical entertainment** features related to your event or facilities rental? If **YES**, please state the number of bands and type of music.

Number of Stages: 1

Number of Bands: 1

Type of Music: Country/rock

Badger Horse

☐☒

Will **sound amplification** be used?

If **YES**, please indicate: Start Time: 5 AM / PM - Finish Time: 9 AM / PM

☐☒

Will **sound check** be conducted prior to the event?

If **YES**, please indicate: Start Time: 5 AM / PM - Finish Time: 9 AM / PM

Please describe the sound equipment that will be used for your event:

Guitars, drum, Keyboard

☒☐

Will any fireworks, rockets or other pyrotechnics be used? If **YES**, please attach a copy of your permit (issued by the State Fire Marshall's office) to this application.

☐☒

Are any signs, banners, decorations or special lighting be used? (**Special Events recognized by The City of Deadwood get approved by Resolution annually in January**) (If **YES**, please describe: Flags & banners inside complex

## PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

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

Social media, radio advertising, local newspapers

## ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

NO

☐

YES

☒

Are there any musical entertainment features related to your event or facilities rental? If YES, please state the number of bands and type of music.

Number of Stages: 1

Number of Bands: 1

Type of Music: Country / Rock

Badger Horse

☐☒

Will sound amplification be used?

If YES, please indicate: Start Time: 5

AM / PM

– Finish Time: 9

AM / PM

☐☒

Will sound check be conducted prior to the event?

If YES, please indicate: Start Time: 5

AM / PM

– Finish Time: 6

AM / PM

Please describe the sound equipment that will be used for your event:

Guitars, Drum, Keyboard

☒☐

Will any fireworks, rockets or other pyrotechnics be used? If YES, please attach a copy of your permit (issued by the State Fire Marshall's office) to this application.

☐☒

Are any signs, banners, decorations or special lighting be used? If YES, please describe:

Flags & banners hung inside complex

## PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

NO

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YES

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Will this event be promoted, advertised or marketed in any manner? If YES, please describe:

Posters, social media, radio, SEO

NO

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YES

☐

Will there be any live media coverage during your event? If YES, please explain:

Refer all event public inquiries and / or media inquiries for this event to:

NAME: Nichole Pierce

PHONE: 307-391-1544



## INSURANCE REQUIREMENTS/LIQUOR LIABILITY

**REQUIRED:** Insurance for your event will be required before final permit approval.

Name of Insurance Company: Black Hills Insurance Agency  
Agent's Name: Elizabeth Brown  
Business Phone: (605) 342 5555 Policy Number: CL 2462827196 Policy Type: Commercial  
Address: 820 St. Joseph Rapid City SD Liability  
Box 3330 (city) (state) (zip code) 57709

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: City of Deadwood, Finance Office, 102 Sherman Street, Deadwood, SD 57732.

## 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): Michele Pierce Title: Event Coordinator  
[Signature] Date: 8/11/25  
(Signature of Applicant/Sponsoring Organization)