



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

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 Parade Concert
 Street Fair Triathlon Other

Event Title: Kris Kringle Christmas Market

Event Date(s): 12/10/21 - 12/11/21 Total Anticipated Attendance: ?
(month, day, year)

(# of Participants 25-30 vendors # of Spectators _____)

Actual Event Hours: (from): 12/10, 5pm 12/11, 10 am AM / PM (to): 12/10 8 pm - 12/11, 6 pm AM / PM

Location / Staging Area: Deadwood Street & Outlaw Square

Set up/assembly/construction Date: 12/10/21 Start Time: 10 am AM / PM

Please describe the scope of your setup / assembly work (specific details):

Vendor Tents will be set up on Deadwood street beginning at 10 am

Dismantle Date: 12/11/21 Completion time: 10 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:

Deadwood Street closure Friday 12/10/21 - 10 am until 10 pm on Saturday, 12/11/21

- 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 Shine Street and security must be provided at Shine Street and Main Street and Wall Street and Main Street to direct traffic.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

- Commercial (for profit) Noncommercial (nonprofit)

Sponsoring Organization: Outlaw Square

Chief Officer of Organization (NAME): Wade Morris

Applicant (NAME): Wade Morris Business Phone: (605) 717-6848

Address: 703 Main St Deadwood sd 57732
(city) (state) (zip code)

Daytime phone: (605) 717-6848 Evening Phone: (605) 641-9162 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: _____

Address: _____ (city) _____ (state) _____ (zip code)

Contact person "on site" day of event or facility use Bobby Rock Pager/Cell #: 641-9162

(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 |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> 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). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Are admission, entry, vendor or participant fees required? If YES , please explain the purpose and provide amount(s):. |

Vendor fee of \$50 for 2 days to cover labor and Tent usage

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:

Kris Kringle Christmas Market is a reoccurring event

Event takes place on Friday, December 10, starting at 5 pm until 8 pm & Saturday, December 11, from 10 am until 6 pm

Deadwood street closure from Friday, December 10 @ 10 am until Saturday, December 11, 10 pm

Request open container for zone 3 - Samples ONLY will be provided by certain vendors. This will not be an event cup event.

Vendor tents will be set up on Deadwood Street and throughout Outlaw Square

Vendors will be selling SD handmade products, artisan products, baked goods, samples of mulled wines and moonshine also provided by His & Hers Ale House & Deadwood Distillery.

Possible small musical performances on the main stage

Visit by Santa

Overnight security will be provided by Badlands Security with a security team member patrolling throughout the market during the overnight hours.