

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

KDN 2024

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).

Adopted June 1, 2023

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: KDN 2024

Event Date(s): August 20-25 Total Anticipated Attendance: _____
(month, day, year) (# of Participants _____ # of Spectators _____)

Actual Event Hours: (from: 10am AM / PM (to): 10pm AM / PM

Location / Staging Area: Wall to Pine/Interretive Lot/Welcome Center parking lot

Set up/assembly/construction Tuesday 8/20 Start time: 6pm AM / PM

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

Dismantle Date: Sunday August 25th Completion time: 2am 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: Wall to Deadwood 8/21-25 2.15pm-2am
Deadwood to Pine 8/22-24 3pm-10pm

- 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.
- Additional security maybe required at the discretion of the Event Committee.

OPEN CONTAINER

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

Date: <u>Wed 8/21</u>	Times: <u>5-10pm</u>	Zone: <u>1-2</u>
Date: <u>Thurs 8/22</u>	Times: <u>Noon-10pm</u>	Zone: <u>1-2</u>
Date: <u>Fri 8/23</u>	Times: <u>Noon-10pm</u>	Zone: <u>1-2</u>
Date: <u>Sat 8/24</u>	Times: <u>Noon-10pm</u>	Zone: <u>1-2</u>
Date: <u>Sun 8/25</u>	Times: <u>Noon-10pm</u>	Zone: <u>1-2</u>

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: The Deadwood Chamber of commerce

Chief Officer of Organization (NAME): Dory Hanson

Applicant (NAME): Sarah Kryger Business Phone: (605) 578-1876

Address: PO Box 507 Deadwood SD 57732
(city) (state) (zip code)

Daytime phone: (605) 578-1876 Evening Phone: (605) 578-1876 Fax #: (605) 578-2429

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 Sarah Kryger Pager/Cell #: 605-863-1249

(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): KDN CAR REGISTRATION

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:

GAS ELECTRIC CHARCOAL OTHER(SPECIFY): _____

- First Aid Facilities and Ambulance locations.
- 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.

(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: _____ Trash Containers w / lids: _____

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: HIKED NON-PROFIT TO CLEAN AFTER EACH CONCERT

Other Related Event Components not covered above. _____

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: _____

Will work with city departments on safety plan. _____

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

Security Organization Address: 11089 Snoma Rd Belle Fourche SD 57717
(city) (state) (zip code)

Security Director (Name): Fritz Carlson Business phone: 605-210-1780

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: _____

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

Number 1 Ambulance(s) – How provided? _____

Number 3 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: SJK

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: SJK

Adopted June 1, 2023

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event: _____
Chamber News, Social and Local News.

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: 10

Type of Music: Oldies

Will **sound amplification** be used?
If **YES**, please indicate: Start Time: 10am AM / PM – Finish Time: 10pm AM / PM

Will **sound check** be conducted prior to the event?
If **YES**, please indicate: Start Time: 10am AM / PM – Finish Time: 10pm AM / PM

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

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: _____
Event and KDN Merchandise banners

PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

NO YES

Will this event be promoted, advertised or marketed in any manner? If **YES**, please describe:
Local and social media

NO YES

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

Local

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

NAME: Amanda Kille PHONE: 605-578-1876

Adopted June 1, 2023

INSURANCE REQUIREMENTS/LIQUOR LIABILITY

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

Name of Insurance Company: Lloyds of London
Agent's Name: Chris Roberts
Business Phone: (605) 578-3456 Policy Number: GP3506L003-2 Policy Type: G/L
Address: PO Box 507 Deadwood SD 57732
(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: **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): Sarah Kryger Title: Event Coordinator


(Signature of Applicant/Sponsoring Organization) Date: 1/11/2024

KDN Street and Parking Lot Closures:

Request to park cars on one side from Wall to Deadwood from 6-9pm on Tuesday, Aug 20

Request to close the entire Lower Main Parking lot Tuesday 6am Aug 20 through Saturday 10pm Aug 24 for Registered Cars Only. Registration will once again be held at the Visitor Center/Chamber offices.

Request Street Closure Wednesday, Aug 21 at 2:15pm and to remain closed through Aug 25th at 3am from Wall-Deadwood St. (For early stage set up and concerts) To include side Streets and one-way directional traffic from Wall to Four Aces.

Request to close Interpretive Lot Thursday, Aug 22 at 2am and to remain closed through Sunday, Aug 25 at 2pm for Sock Hop and Classic Car Parking. Request KDN Event Banners to be put up starting Sunday August 18th.

Request street closure Thursday, Aug 22 Deadwood to Pine 4-9pm for overflow of Sock Hop.

Request street closure Friday-Saturday Deadwood to Pine Aug 23-24 4-10pm for overflow of chairs.

Request St Closure Sunday, Aug 25, 8am-3pm Tin Lizzies to Pine for Parade and Show and Shine parking.

Request parking in Front of Mineral Palace and Wild Bill Bar-Nugget Saloon Thursday, Aug 22-24 from 10am-10pm for classic car parking only.

Request for Wayne Morris to put up a tent in the Interpretive lot beginning Sunday, Aug 18 through Sunday, Aug 25.

Request space in the Information Center Parking Lot for Official Kool Deadwood Nites Merchandise beginning Sunday, Aug 18 -25.

Request to waive Banner Fees for Event Sponsors, KDN Banners Directional Banners, and Chamber Banners and Merchandise banners.

Request to waive vending fees to sell KDN & Band Merchandise at the Interpretive Lot, Welcome Center parking lot, Aug 20 through Sunday, Aug 25. The Event Complex Saturday, Aug 24th 7am-2pm only.

Request to waive vending fees for Napa or alternative sponsor Aug 20-25.

Request Police Escort Friday, Aug 23 at 10am for Rod Run/Event Complex

Request Police Departments help with traffic flow during Judging at the Event Complex/Highway on Sat Aug 24, 10am-Noon

Request Police Escort Sun Aug 25, 9am for Parade.