

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

**Deadwood Mickelson Trail Marathon**

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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 checked="" 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 type="checkbox"/> Other			

Event Title: Deadwood Mickelson Trail Marathon

Event Date(s): June 6 and 7 (month, day, year) Total Anticipated Attendance: 4000  
(# of Participants 2500 # of Spectators 1500)

Actual Event Hours: (from: Sat 5K 11am-3pm AM / PM (to): Sun 8am-3pm AM / PM

Location / Staging Area: Sherman Street Lot/ Trailhead

Set up/assembly/construction Friday June 5th Start time: 8am AM / PM

Please describe the scope of your setup / assembly work (specific details): Set up Sherman Street Lot. Place no parking signs Wed June 3rd for Friday June 5 8am to Sunday June 7. See next page for detailed set up.

Dismantle Date: June 7 Completion time: 5pm 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: No closures, but will stop traffic for runners on HWY 385 at Mickelson Trail Crossing/Kirk Road and Hwy 85 mickelson trail crossing

- 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: \_\_\_\_\_

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: WEM, Inc

Chief Officer of Organization (NAME): Emily Schulz

Applicant (NAME): Emily Schulz

Business Phone: 605-390-6137

Address: 2458 Lindsey Drive

(city)

(state)

(zip code)

Daytime phone: 605-390-6137

Evening Phone: 605-390-6137

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 Emily Schulz

Pager/Cell #: 605-390-6137

**(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): Race entry fees only range between \$15 and \$275

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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:**

Running events on the Mickelson Trail between Rochford and Finishing at the Deadwood trailhead/ Sherman Street lot.

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

NO YES

- 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:  

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- 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. *Mickelson Crossings at Cork Road/385 and Hwy 85*

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: post race food at the finish will be served by volunteers under a tent at the end of the finish chute

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. ~ on map
- Tables and Chairs.
- Fencing, Barriers and / or Barricades. 2 trailers w/ event fencing <sup>da</sup> X 16
- Jersey Barriers and Equipment used for other than safety purposes ..... \$25.00 each BHSU tent
- Generator Locations and / or Source of Electricity. - next to finish line
- Canopies or Tent Locations.  
Tent Rental with Approved Special Event, which is set and amended by resolution, paid to the City of Deadwood:

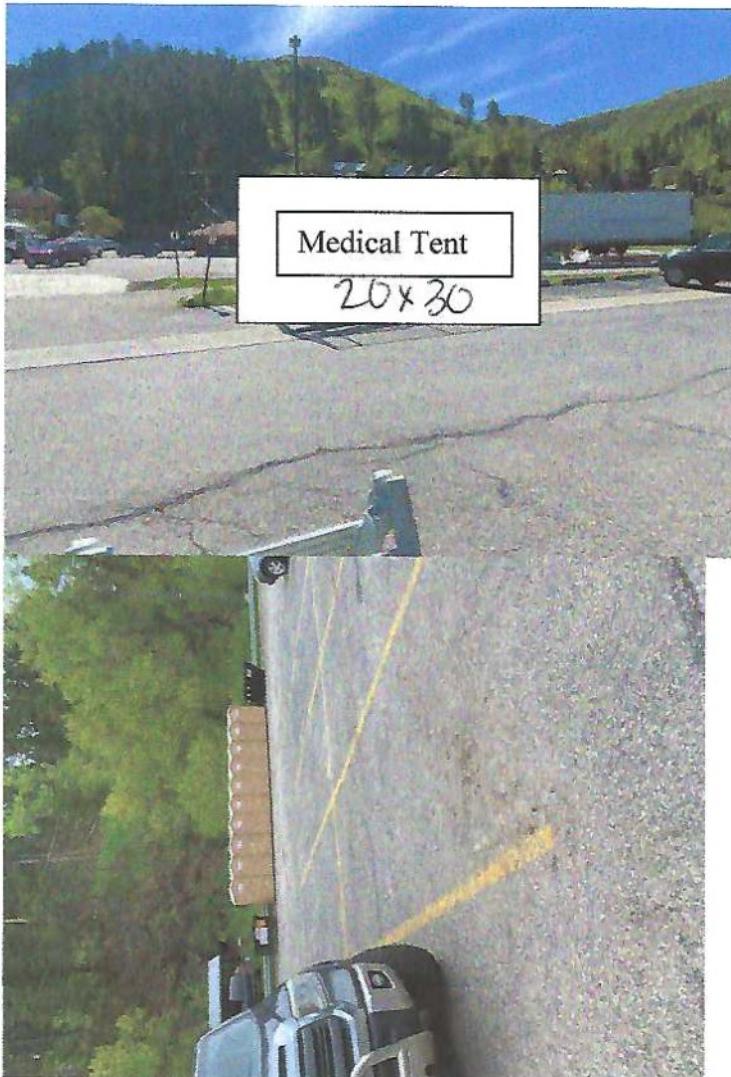
10' by 10' Set up and take down .....	\$200.00
20' by 30' Set up and take down .....	\$400.00
20' by 40' Set up and take down .....	\$600.00

 X 2
- 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. <sup>city containers</sup>  
Number of trash cans: troll off    Trash Containers w / lids: \_\_\_\_\_
- Garbage Removal Fee - \$150.00/hour/employee – if the City of Deadwood has to remove the garbage after the event.

**Sherman Street Lot Detail:**

- Erect city tent on Friday at the Sherman Street parking lot
- Deliver the event fencing which will be used to create a Finisher's Chute from the old rail bridge to our finish line. (leave in trailer)
- Provide barricades to close off the Sherman Street lot to public use.
- Deliver 11~~1~~ cement barricades to Sherman Street lot Friday morning for setting up the BHSU tent (Randy and BHSU crew will set up)





**Events Center/ Rodeo Grounds:**

- Will Park vehicles on Sunday June 7th to load buses for the Start Lines. Parking Crew arrives at 4:45am. Need trolleys to pick up runner's from hotels between 5:30am-6:45am and deliver them to the Rodeo Grounds

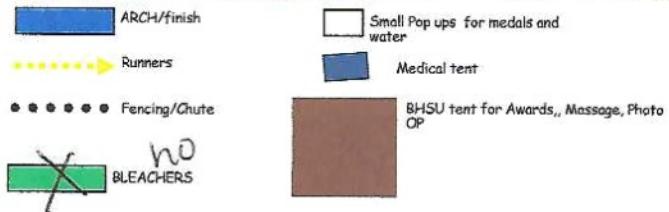
**Outlaw Square**

- Will host free concert/ Post race party from 2-5pm on Sunday June 4th

## DMTM Finish Area



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# DMT M Parking Plan:



## Volunteers

- Yellow star icon: Volunteers
- Yellow arrow icon: Cars that are DROPPING OFF only should turn Right and exit
- Red arrow icon: First Directions to give to park cars
- Blue arrow icon: Fill the spots around Ferguson Field Last

## Volunteers:

Arrive at 4:45am. Cars will start coming at 5am, buses arrive at 5:30am, and buses should all leave between 5:30-6:30am.

1. Directing Cars into Rodeo Grounds
2. Ask: Dropping off? Direct to right, or Parking? Direct to correct lot
3. 2 people directing parking in 1st Lot to North of Ferguson Field, then move up and fill to south
4. Once 1st and second lots are full, Direct cars around field filling

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: will have a roll off dumpster delivered Friday June 5th.

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Other Related Event Components not covered above. \_\_\_\_\_

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### SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both Crowd Control and Internal Security: n/a

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

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**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: \_\_\_\_\_

Security Organization Address: \_\_\_\_\_  
(city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_

Security Director (Name): \_\_\_\_\_ Business phone: \_\_\_\_\_

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: \_\_\_\_\_

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

Number 1 Ambulance(s) – How provided? Deadwood hospital

Number 6-12 Emergency Medical Technicians – How provided? Deadwood Hospital

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: es

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: es

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

Please describe your plans to notify all residents, businesses and churches impacted by the event: \_\_\_\_\_  
Please see attached parking plan for event complex

### **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: 0

Number of Bands: 0

Type of Music: DJ

Will **sound amplification** be used?  
If YES, please indicate: Start Time: 8:30am AM / PM – Finish Time: 3pm AM / PM

Will **sound check** be conducted prior to the event?  
If YES, please indicate: Start Time: \_\_\_\_\_ AM / PM – Finish Time: \_\_\_\_\_ 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? (Special Events recognized by The City of Deadwood get approved by Resolution annually in January) (If YES, please describe: \_\_\_\_\_ large finish arch and banners on inside of finish chute)

## PROMOTION/ADVERTISING/MARKETING/INFORMATION

NO      YES      Will this event be promoted, advertised or marketed in any manner? If YES, please describe:

social media, print marketing and website

Will there be any live media coverage during your event? If YES, please explain:  
local TV stations and the BH Pioneer typically cover event

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

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

## INSURANCE REQUIREMENTS/LIQUOR LIABILITY

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

Name of Insurance Company: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Business Phone: (605-390)6137      Policy Number: \_\_\_\_\_      Policy Type: \_\_\_\_\_

Address: 2458 Lindsey Drive

(city)

(state)

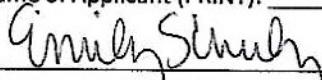
(zip code)

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): Emily Schulz



(Signature of Applicant/Sponsoring Organization)

Title: Race Director

Date: 1/14/26



## VENDING

Monthly vending reports shall be submitted by convention center vending, including Outlaw Square and Event Complex, to the Planning and Zoning Office. The report shall list event and vendor information for any event scheduled to occur the following month. Reports shall be submitted by the 15th of each month. Reports are to be submitted even if no upcoming event is planned for the following month. Failure to submit monthly reports could risk future event approval(s) and/or reissuance of liquor license. Approved vendors will be subject to periodic checks by the Zoning Administrator and/or his/her designee to ensure all information required by the City of Deadwood is being provided.