



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

Deadwood Mickelson Trail Marathon

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: Deadwood Mickelson Trail Marathon, Half Marathon, 5 Person Marathon Relay, 5K, Kids 1k

Event Date(s): 6/4/22 & 6/5/22 Total Anticipated Attendance: 3000
(month, day, year)

(# of Participants 2500 # of Spectators 500)

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

Location / Staging Area: Sherman Street Lot/ Parking at Rodeo Grounds

Set up/assembly/construction Date: Friday June 3 Start Time: 8am AM / PM

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

Set up finish chute with event barricades, set up city tent, BHSU tent and port-a-pot delivery

Dismantle Date: June 6 Completion time: noon 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:

will not need street closures, but will stop traffic for runners at hwy 85 and 385 (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 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: WEM, Inc

Chief Officer of Organization (NAME): Emily Wheeler

Applicant (NAME): Emily Wheeler Business Phone: (605) 390-6137

Address: 8510 Kings Court Rapid City SD 57702
(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 _____ Pager/Cell #: _____

(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): |

Fees vary from \$10-\$100 depending on distance and time of registration

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:

A run/walk on the Mickelson Trail with the finish line and spectator area in the Sherman Street Lot. Sat will be the 5K and Kids 1K and Sunday will be the Marathon, Half Marathon, and 5 Person Marathon Relay. Parking will be at the Rodeo Grounds and Trollys will bring the runners from local hotels to the Rodeo Grounds where hired buses will take runners to the start by 8am.