

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

American Legion Auxiliary - Kool Dwd Nites.

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 type="checkbox"/> Other			

Event Title: Kool Deadwood Nites

Event Date(s): Aug 18-24, 2026 Total Anticipated Attendance: Thousands
(month, day, year)

(# of Participants _____ # of Spectators _____)

Actual Event Hours: (from: _____ AM / PM (to): _____ AM / PM)

Location / Staging Area: Interpretive Center - Deadwood

Set up/assembly/construction August 19 Start time: 1000 AM PM

Please describe the scope of your setup / assembly work (specific details): setting up the trailer under the portico @ the Interpretive Center

Dismantle Date: Aug 23 Completion time: 100 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: _____

- 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: _____ Zone: _____

Business who will be serving alcohol at event: None

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: Homestake Am. Legion Auxiliary Unit 31 of Lead
Chief Officer of Organization (NAME): Shelley Drago



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: None

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

Contact person "on site" day of event or facility use: Shelley Drago Pager/Cell #: 920-2237

(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):

The City of Deadwood has a ticket surcharge, which is set and amended by resolution.

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:

For the past 14 or 15 years, we have served burgers, hotdogs and sodas to the event goers of Kool Decidwood Nites. We have a food trailer that we set up under the portico along with tables and chairs for our customers to eat at. We serve Thursday through Saturday from 10 to 8

OVERALL EVENT / FACILITIES RENTAL DESCRIPTION (CONTINUED)

- | | | |
|-------------------------------------|-------------------------------------|--|
| NO | YES | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will items or services be sold at the event? If YES, please describe: <u>Burgers, hot dogs, popcorn, nachos, drinks.</u> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Does this event involve a fixed venue site? If YES, attach a detailed site map showing all street impacted by the event. <u>No streets affected by our site.</u> |

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. *None*
- Food Concession and / or Food Preparation Area(s).

Please describe how food will be served at the event: *Out of our food trailer and a setup directly behind said food trailer*

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. *None*
- Tables and Chairs.
- Fencing, Barriers and / or Barricades.
- Jersey Barriers and Equipment used for other than safety purposes\$25.00
- 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
- 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: _____
- 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: visitor center The city has always made the custodians from the haul it away. There is usually a truck parked in the Siever Lot where the garbage is taken.
 Other Related Event Components not covered above. Please see attached sheet

SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both Crowd Control and Internal Security: stations direct customers to our trailer. No real "security" is needed

Please describe your Accessibility Plan for access at your event by individuals with disabilities: the area we are set up in, is already accessible

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: lights under portico and parking lot lights

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

Number _____ Ambulance(s) – How provided? None
 Number _____ Emergency Medical Technicians – How provided? None

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: SD

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: SD

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event: None

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: _____ Number of Bands: _____

Type of Music: _____

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

PROMOTION/ADVERTISING/MARKETING/INFORMATION

NO YES Will this event be promoted, advertised or marketed in any manner? If YES, please describe:
We have signs near the trailer - no official "advertising"

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: Shelley Drayco PHONE: 605-920-2237

INSURANCE REQUIREMENTS

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

Name of Insurance Company:

Food Liability Insurance Program (Accelerant Nat. Insurance Co.)




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): Homestake Ame Legion

Auxiliary Unit 31 of Lead 

(Signature of Applicant/Sponsoring Organization)

Title: President

Date: 4-24-26

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.

Adopted XXXXXX

Attachment

- ① The city has allowed us to occupy 2 parking spots in the Siever Street parking area. Usually Thursday, Friday and Saturday.
- ② We have had access to an electrical "sandwich board" for the duration of the event. We believe the city has arranged that for us.
- ③ We set up on Tuesday and, in the past, had assistance from a city crew and a bobcat to help place the trailer. We will remove the trailer on Monday and would appreciate the assistance of said crew and bobcat once again.
- ④ To be able to place the trailer against the North wall, the historical wagon must be removed.
- ⑤ For the last few years, we have been given use of / access to the "railroad museum" room to store our products and supplies. We would appreciate the use of that area again, if possible.

Thank you.