



**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: Naja Shrine Ceremonial Parade

Event Date(s): June 4, 2022    Total Anticipated Attendance: \_\_\_\_\_  
(month, day, year)

(# of Participants 50    # of Spectators ?)

Actual Event Hours: (from): 11:00 AM AM / PM (to): 12:00 PM AM / PM

Location / Staging Area: \_\_\_\_\_

Set up/assembly/construction Date: June 2, 2022 Start Time: 10:00 AM AM / PM

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

line up for parade

Dismantle Date: June 4, 2022 Completion time: 1:00 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:

### Main Street

- 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: Naja Shrine

Chief Officer of Organization (NAME): Rick Holloway

Applicant (NAME): Jeff Schroeder Business Phone: (605) 342-3402

Address: 4091 Sturgis Road Rapid City SD 57702  
(city) (state) (zip code)

Daytime phone: (605) 591-9777 Evening Phone: ( ) same Fax #: ( ) none

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: n/a

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

### 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:

staging for parade  
parade down main street  
load up vehicles