



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

Deadwood Blues Festival

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 checked="" type="checkbox"/> Concert
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Triathlon	<input type="checkbox"/> Other			

Event Title: Deadwood Blues Festival

Event Date(s): July 11-13, 2025 Total Anticipated Attendance: 3,500+
(month, day, year)

(# of Participants 115 # of Spectators 3,500)

Actual Event Hours: (from: 5pm on 7/11/25 AM / PM (to): 3pm on 7/13/25 AM / PM

Location / Staging Area: Various venues in Deadwood, primarily Outlaw Square

Set up/assembly/construction Deadwood St from Main to Pioneer Way Start time: 7am on 7/12/25 AM / PM

Please describe the scope of your setup / assembly work (specific details): Load in and install concert production equipment band gear, fencing, chairs, beverage stations, merch tents very similar to the Deadwood Live concerts that were held in Outlaw Square during the summers of 2021-2023

Dismantle Date: Evening of 7/12/25 into 7/13/25 Completion time: 2am 7/13/25 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: Deadwood St from Main to Pioneer Way from 7am on 7/12/25 until 2am on 7/13/25 for production loan in, load out and show. And Siever St from Pine to Deadwood from 12am 7/12/25 until 3am on 7/13/25 for band vehicles if needed.

- 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: <u>7/12/25</u>	Times: <u>12pm - 10pm</u>	Zone: <u>1-2</u>
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: Deadwood Blues Fest LLC (dba Deadwood Blues Festival)

Chief Officer of Organization (NAME): Randy Brown

Applicant (NAME): Deadwood Blues Festival Business Phone: (605-210-1780)

Address: 715 Main Street, Deadwood SD 57732
(city) (state) (zip code)

Daytime phone: (605) 415-2946 Evening Phone: (605) 415-2946 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: N/A

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

Contact person "on site" day of event or facility use Randy Brown Pager/Cell #: 605-415-2946

(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): Tickets will be required to attend the performances and will be priced in the \$49 dollar range for entry level/general admission standing room, up to a top level with the pricing TBD based on cost of confirmed talent and VIP upgrades.

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:

Deadwood Blues Fest will be a three day music event utilizing various venues throughout town. This application pertains only to the main concert held at Outlaw Square on Sat 7/12. We are requesting Deadwood St closure from 7am 7/12 to 2am 7/13 for set up, concert and tear down and Siever St from 12am on 7/12 to 3am 7/13 for bus, semi and truck parking. Our crew will install weighted, temporary black fencing, chairs, bike rack, portable bars, and all the signage needed for guests to have a safe and enjoyable concert experience. Our tentative schedule for the show is: Doors at 5pm, opening band at 6pm, co-headliners follow with all amplified sound ending prior to the hard 10pm curfew. As detailed in this application we have contracted with professional security, will secure an ambulance onsite, and will fully comply with all open container and other ordinances required for the event. Beer and wine will be sold. **A map of Outlaw Square showing gates, seating, bars, etc is attached.**

OVERALL EVENT / FACILITIES RENTAL DESCRIPTION (CONTINUED)

- | NO | YES | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" 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>General festival merchandise</u>
such as t-shirts, koozies, posters, stickers, etc. |
| <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. |
| <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. |

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: No food.

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.

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: 20+ Trash Containers w / lids: 12

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: We will coordinate with Bobby Rock, Outlaw Square Director, for the best solution for removal of waste after the event at Outlaw Square similar to how we did for the concerts in previous years.

Other Related Event Components not covered above. _____

SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both **Crowd Control** and **Internal Security**: We have contracted with Fritz Carlson and Badlands Security. We will coordinate adequate personnel to safely and smoothly execute the event.

Please describe your Accessibility Plan for access at your event by individuals with disabilities: The Outlaw Square is fully ADA compliant and we will reserve a section of seating for those with disabilities.

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, Fritz Carlson

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: The internal lighting in Outlaw Square should be sufficient.

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

Number TBD Ambulance(s) – How provided? To be contracted with DWD Hospital/Monument Health and/or DVFD

Number TBD Emergency Medical Technicians – How provided? To be contracted with DWD Hospital/Monument Health and/or DVFD

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: RB

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: RB

Adopted October 7, 2024

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event: In person conversations with the businesses adjacent to Outlaw Square.

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: 3

Type of Music: Blues

Will **sound amplification** be used?
If **YES**, please indicate: Start Time: 6pm AM / PM – Finish Time: 10pm AM / PM

Will **sound check** be conducted prior to the event?
If **YES**, please indicate: Start Time: approx 1pm AM / PM – Finish Time: approx 3pm AM / PM

Please describe the sound equipment that will be used for your event: Powerhouse/Depot Music has been contracted to provide professional sound on par with other large concerts held in Outlaw Square

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: Directional and informational banners, sponsor banners, and a full concert lighting package provided by Powerhouse/Depot Music.

PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

NO YES

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

Deadwood Blues Festival is joining the Deadwood Chamber of Commerce and will utalize their services in addition to targeted digital, geofencing, radio and print campaigns.

NO YES

Will there be any live media coverage during your event? If **YES**, please explain:
All local/regional media will be invited to cover the event.

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

NAME: Randy Brown PHONE: 605-415-2946

Adopted October 7, 2024

INSURANCE REQUIREMENTS/LIQUOR LIABILITY

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

Name of Insurance Company: Chris Roberts of HUB Insurance Deadwood will provide in the first quarter of 2025.

Agent's Name: _____

Business Phone: (____) _____ Policy Number: _____ Policy Type: _____

Address: _____
(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): Randy Brown, Deadwood Blues Festival Title: Organizer and Member

Randy Brown Date: 12/2/24
(Signature of Applicant/Sponsoring Organization)