



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

**Kool Deadwood Nights 2023**

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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

### Type of Event:

- Run     Walk     Bike Tour     Bike Race     Parade     Concert  
 Street Fair     Triathlon     Other

Event Title: Kool Deadwood Nights 2023

Event Date(s): August 23-27 2023    Total Anticipated Attendance: \_\_\_\_\_  
(month, day, year)

(# of Participants \_\_\_\_\_ # of Spectators \_\_\_\_\_)

Actual Event Hours: (from): 10am AM / PM (to): 10pm AM / PM

Location / Staging Area: Wall to Pine/Interpretive Lot/Welcome Center

Set up/assembly/construction Date: Wednesday August 23rd Start Time: 2.15pm AM / PM

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

Dismantle Date: Sunday August 27th Completion time: 2am 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:

Wall to Deadwood 8/23-28 2.15pm-2am  
Deadwood to Pine 8/24-26 3pm-10pm

- 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.
- Additional security maybe required at the discretion of the Event Committee.

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

- Commercial (for profit)     Noncommercial (nonprofit)

Sponsoring Organization: Deadwood Chamber of Commerce

Chief Officer of Organization (NAME): Lee Harstad

Applicant (NAME): Sarah Kryger Business Phone: (605) 578-1876

Address: 501 Main Street    Deadwood    SD    57732  
(city)    (state)    (zip code)

Daytime phone: (605) 578-1876 Evening Phone: (605) 863-1249 Fax #: (605) 578-2429

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 Sarah Kryer Pager/Cell #: 863-1249

**(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 <b>YES</b> , 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 <b>YES</b> , please explain the purpose and provide amount(s):   |

Car 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:

See attached

## 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:  
KDN Merchandise/Band Merchandise

- NO**  **YES**  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.
- Does this event involve a fixed venue site? If **YES**, attach a detailed site map showing all streets 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:

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.
- 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.



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: SJK

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: SJK

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

Please describe your plans to notify all residents, businesses and churches impacted by the event:

Chamber and Social Media

**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: 10

Type of Music: Oldies

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

Will **sound checks** be conducted prior to the event?  
If **YES**, please indicate: Start Time: 10am AM / PM – Finish Time: 10pm AM / PM

Please describe the sound equipment that will be used for your event:

Stage Sound

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.

Will any signs, banners, decorations or special lighting be used? If **YES**, please describe:

**PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION**

NO YES

Will this event be promoted, advertised or marketed in any manner? If YES, please describe:  
Local and Social Media

Will there be any live media coverage during your event? If YES, please explain:  
Local

Applicant acknowledges and agrees to allow the City to publish the Contact Person and media referral telephone numbers on the internet in conjunction with the Calendar of Upcoming Events in the City of Deadwood. If you have a home page and want us to link with our Calendar, please provide the Internet address for your homepage:

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

NAME: Amanda Kille PHONE: 605-578-1876

**INSURANCE REQUIREMENTS**

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

Name of Insurance Company: Lloyds of London Agent's Name: Chris Roberts

Business Phone: 605-578-2435 Policy Number: GP350GL008-2 Policy Type: GL

Address: PO Box 507 Deadwood SD 57732  
(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.**





## KDN Street and Parking Lot Closures:

Request Street Closure Wednesday, Aug 23 at 2:15pm and to remain closed thru Aug 27th at 2am from Wall-Deadwood St. (For early stage set up and concerts) To include side Streets and one-way directional traffic from Wall to Four Aces.

Request to close Interpretive Lot Thursday, Aug 24 at 2am and to remain closed through Sunday, Aug 27 at 2pm for Sock Hop and Classic Car Parking. Request KDN signs to be put up starting Tuesday, Aug 22.

**Request to close the entire Lower Main Parking lot Wednesday 6am Aug 23 through Saturday 10pm Aug 26 for Registered Cars Only. Registration will once again be held at the Visitor Center/Chamber offices.**

Request Street Closure Thursday, Aug 24 thru Saturday 26<sup>th</sup> at Sunday 3am.

Request St Closure Sunday, Aug 27, 8am-3pm Tin Lizzies to Pine for Parade and Show and Shine parking.

Request parking in Front of Mineral Palace and Wild Bill Bar-Nugget Saloon Thursday, Aug 24-26 from 10am-10pm for classic car parking only.

Request Open Container Wednesday, Aug 23 in Zone 1 & 2 From Noon 5pm-10pm

Request Open Container Thursday Aug 24 in Zone 1 & 2 from Noon-10pm

Request Open Container Friday Aug 25 in Zone 1 & 2 from Noon-10pm

Request Open Container Saturday, Aug 26 in Zone 1 & 2 from Noon - 10pm

Request Open container Sunday, Aug 27 in Zone 1 & 2 From Noon- 10pm

Request space in the Information Center Parking Lot for Official Kool Deadwood Nites Merchandise.

Request to waive Banner Fees for Event Sponsors, KDN Banners Directional Banners, and Chamber Banners.

Request to waive vending fees to sell KDN & Band Merchandise Wednesday, Aug 23 Thursday, Aug 24, Friday, Aug 25, and Saturday, Aug 26.

Request to waive vending Fees for American Legion to sell concessions Thursday, 10am-10pm Aug 24 through Saturday, Aug 26.

Request to waive vending fees for Napa Aug 24-28 / KDN Sponsor

Request Police Escort Friday, Aug 25 at 10am for Rod Run/Event Complex

Request Police Departments help with traffic flow during Judging at Event Complex/Highway on Sat Aug 26, 8am-Noon.

Request Police Escort Sun Aug 27, 9am for Parade.