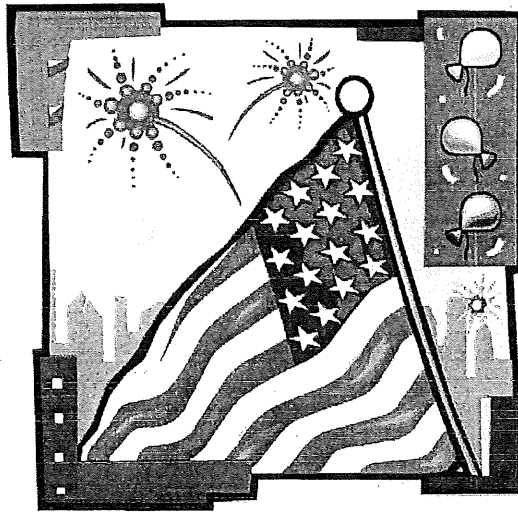


City of Deadwood

Special Event Permit Application and Facility Use Agreement for

DAYS OF '76 PARADE



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
- Rodeo Ground Use
- Pavilion Use
- Other (specify) _____

Event Title: DAYS OF '76 PARADE

Event Date(s): 7/28 & 7/29 Total Anticipated Attendance: _____
(month, day, year)

(# of Participants _____ # of Spectators _____)
 Actual Event Hours: (from): 7/28 1:30 PM AM / PM (to): 3:00 PM AM / PM
7/29 10:00 AM AM / PM (to): 11:30 AM AM / PM

Location / Staging Area: DAYS OF '76 RODEO GROUNDS

Set up/assembly/construction Date: _____ Start Time: _____ AM / PM

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

Dismantle Date: _____ Completion time: _____ 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:

SEE STREET CLOSURE MAP - PARADE ROUTE PROVIDED

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

- Commercial (for profit)
- Noncommercial (nonprofit)

Sponsoring Organization: DAYS OF '76

Chief Officer of Organization (NAME): _____

Applicant (NAME): CHRIS ROBERTS Business Phone: (605) 920-1116

Address: PO BOX 391 DEADWOOD SD 57732
(city) (state) (zip code)

Daytime phone: (____) _____ Evening Phone: (____) _____ 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.

QUESTIONS TO BE ANSWERED

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, non profit status).
- 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/ANIMATION

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:

PARADE WILL FORM AT THE RODEO GROUNDS AND ENTER
HIGHWAY 14A/85 TO DOWNTOWN MAIN ST. PARADE WILL
TRAVEL UP MAIN ST, LEFT ON PINE ST AND ANOTHER LEFT ON
SHERMAN ST. THE PARADE WILL TRAVEL NORTH TO HWY 14A/85
AND PROCEED BACK TO THE RODEO GROUNDS.

OVERALL EVENT/FAIR/EXHIBITION APPLICATION (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 checked="" type="checkbox"/> | <input type="checkbox"/> Will items or services be sold at the event? If YES , please describe:

_____ |
| <input type="checkbox"/> | <input checked="" 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 a written narrative to explain your route. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> 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.

Number of trash cans: _____ Trash Containers w / lids: _____

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility:

- Other Related Event Components not covered above.
- For Pavilion Use or Days of 76 Complex, please complete information on page 5:

ADDITIONAL INFORMATION REQUIRED FOR FACILITY USE

1. Date / Time requested for set up or preparation of facility: N/A

2. Date / Time clean up and restoration of facility will be completed: N/A

3. Please indicate facilities requested for use:

NO	YES		NO	YES	
<input type="checkbox"/>	<input type="checkbox"/>	Bleachers / 76 Complex	<input type="checkbox"/>	<input type="checkbox"/>	Restrooms / 76 Complex
<input type="checkbox"/>	<input type="checkbox"/>	Grandstand / 76 Complex	<input type="checkbox"/>	<input type="checkbox"/>	Stock corrals / 76 Complex
<input type="checkbox"/>	<input type="checkbox"/>	Arena / 76 Complex	<input type="checkbox"/>	<input type="checkbox"/>	Lighting / 76 Complex
<input type="checkbox"/>	<input type="checkbox"/>	Baseball Field / 76 Complex	<input type="checkbox"/>	<input type="checkbox"/>	Arena parking lot / Complex 76
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Hookup / 76 Complex	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____
<input type="checkbox"/>	<input type="checkbox"/>	Pavilion Use (If YES, please complete Agreement on pages 9 through 11.)			

4. Please indicate city services requested:

NO	YES	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preparation (if yes, complete detail in # 5 below)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clean up (if yes, complete detail in # 6 below)

5. Please describe preparation or set-up required for your activity in detail: _____

6. Please give a detailed description of clean up and restoration of facility to its pre-use condition:

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: CAR

WARNING - IF RODEO GROUNDS USED

Under South Dakota law, an equine professional is not liable for an injury to or the death of a participant in equine activities resulting from the inherent risks of equine activities, pursuant to § 42-11-2.

Acknowledge acceptance with initial: CAR

PARKING PLANS/ROUTINE PLAN/INFORMATION OF DWELLERS

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

RADIO, PRINT, TV & ELECTRONIC 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: _____ 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 checks** 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.

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

PROMOTION/ADVERTISING/MARKETING/MEDIA INFORMATION

NO YES

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

describe: RADIO, PRINT, TV & ELECTRONIC MEDIA

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

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: DEADWOOD CHAMBER PHONE: 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: 605-578-3456 Policy Number: _____ Policy Type: CGL
Address: 132 E ILLINOIS ST SPEARFISH SD 57783
(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.

LIQUOR LIABILITY INSURANCE

REQUIRED: This insurance coverage is required if you are planning to sell alcoholic beverages at your event or facilities rental.

Name of Insurance Company: _____ Agent's Name: _____
Business Phone: _____ Policy Number: _____ Policy Type: _____
Address: _____

Please obtain the required insurance and mail an original insurance certificate to: City of Deadwood, Finance Office, 102 Sherman Street, Deadwood, SD 57732.

DEADWOOD CITY PAVILION RENTAL AGREEMENT

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): CHRIS ROBERTS Title: _____

Chris Roberts Date: 3/14/23
(signature of Applicant / sponsoring organization) (signature of Professional Event Organizer or Renter of City-owned Facilities)

DEADWOOD CITY PAVILION RENTAL AGREEMENT

N/A

This Agreement dated this _____ day of _____, 200__, by and between the City of Deadwood, hereinafter referred to as "DEADWOOD" AND _____, hereinafter referred to as "RENTER."

The purpose of this Agreement is to set forth the terms and conditions under which DEADWOOD rents to RENTER to use the Deadwood Pavilion hereinafter referred to as the "PAVILION" owned by the City of Deadwood.

Upon the terms and conditions hereof, DEADWOOD grants and RENTER accepts a non-assignable right for the RENTER to use and occupy the PAVILION in the City of Deadwood.

The following additional terms and conditions are to be met:

1. The rental fee shall be Two Hundred Dollars (\$200) per day plus a Two Hundred Dollar (\$200) cleaning / damage deposit unless waived by the City Commission;
2. The RENTER shall be responsible for cleanup of the building and grounds;
3. The RENTER should make arrangements with the Public Works Director for a walk-through of the PAVILION prior to use;

STREET CLOSURE MAP - PARADE ROUTE



- PATROL CAR



- BARRICADE

