



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

**Summer Daze Vendor, Pop up Market July 31 August 1, 2026**

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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

<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 checked="" type="checkbox"/> Other			

Event Title: Summer Daze Vendor Pop Up Market

Event Date(s): July 31 August 1, 2026 Total Anticipated Attendance: 300  
(month, day, year)

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

Actual Event Hours: (from: Friday 1pm/Sat 10 am AM / PM (to): Fri. 8 pm/Sat. 7 pm AM / PM

Location / Staging Area: Outlaw Square

Set up/assembly/construction Friday July 31 Start time: 9 am AM / PM

Please describe the scope of your setup / assembly work (specific details): Load in Vendors  
 and set up possible food trucks

Dismantle Date: Saturday, August 1, 2026 Completion time: 10 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: Deadwood St., Main to Pioneer way 9 am Friday July 31 reopen 10 pm Sat. August 1

- 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: \_\_\_\_\_

## APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: Outlaw Square

Chief Officer of Organization (NAME): Wade (Bobby Rock) Morris

Applicant (NAME): Wade (Bobby Rock) Morris

Business Phone: (605 717) 6848

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 Bobby Rock Pager/Cell #: 605 641 9162

**(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):

\$125 vendor fee to participate, additional fee for tent or electric

\_\_\_\_\_  
\_\_\_\_\_

**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:

This event is a new mid summer Vendor Market which takes place within the Square and also the use of Deadwood St for overflow vendors and food truck set up.

Event takes place Friday & Saturday, July 31, August 1, 2026

Set up will begin at 9 am on Friday with vendor load in parking for vendors will be in the Sherman lot and we will shuttle them back and forth to the Square

Event times are Friday 1 pm until 8 pm Saturday 10 am until 7 pm.

Requesting waiver of 45 day notice for Deadwood St closure on Friday, July 31 at 9 am until Saturday, August 1 10 pm

Deadwood st will be used for overflow vendors and possible food trucks

All vendors will be required to have SD sales Tax number and insurance.

**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: \_\_\_\_\_  
Vendor products  
\_\_\_\_\_
- 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](https://www.state.sd.us/eforms/secure/eforms/S_E0903v1_PermitToOccupyROW.pdf)
- Does this event involve a fixed venue site? If **YES**, attach a detailed site map showing all street impacted by the event.



Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: Outlaw Square Staff will handle trash clean up and removal

Other Related Event Components not covered above. \_\_\_\_\_

### **SAFETY / SECURITY / ACCESSIBILITY**

Please describe your procedures for both **Crowd Control** and **Internal Security**: Outlaw Square staff will handle

Please describe your Accessibility Plan for access at your event by individuals with disabilities: \_\_\_\_\_  
Outlaw Square is ADA compatible

**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

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: \_\_\_\_\_

Outlaw Square lightning

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

Number n/a Ambulance(s) – How provided? \_\_\_\_\_

Number n/a Emergency Medical Technicians – How provided? \_\_\_\_\_

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: wm

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: wm

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

Please describe your plans to notify all residents, businesses and churches impacted by the event: \_\_\_\_\_  
Residents and businesses will be notified through city public notification listings

**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:

YES

Social Media and posters

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: Bobby Rock

PHONE: 605 641 9162

## INSURANCE REQUIREMENTS

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

Name of Insurance Company:

Hub Insurance

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): Wade Morris

Wade Morris  
(Signature of Applicant/Sponsoring Organization)

Title: Director

Date: 6/16/26

**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.