

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

Deadwood Mickelson Trail Marathon

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

Event Title: Deadwood Mickelson Trail Marathon Events

Event Date(s): May 31 and June 1 2025 Total Anticipated Attendance: 400
(month, day, year)

(# of Participants 2500 # of Spectators 1500)

Actual Event Hours: (from: Sat 5K 11a-3p AM / PM (to): Sun 8a-3p AM / PM

Location / Staging Area: Sherman Street Lot/Trailhead, Event Complex, Outlaw Square

Set up/assembly/construction Friday, May 30 Start time: 8am AM / PM

Please describe the scope of your setup / assembly work (specific details): Set up Sherman Street Lot. Place no parking signs Wed May 28 (no parking)
Friday May 30 8am -Sun 4pm. See next page for details on set up.

Dismantle Date: June 1st Completion time: 5pm 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: No closures, but will stop traffic for runner's on Hwy 385 at Kirk Road crossing and Hwy 85 crossing of the Mickelson Trail

- 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: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: WEM, Inc

Chief Officer of Organization (NAME): Emily Schulz

Applicant (NAME): Emily Schulz

Business Phone: 605 3906137

Address: 2458 Lindsey Drive Rapid City, SD 57702

(city)

(state)

(zip code)

Daytime phone: 605 390 6137 (cell)

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 Emily Schulz

Pager/Cell #: 605-390-6137

(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.

FEEES / 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): fees vary from \$15-\$275

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: post race food at the finish will be served by volunteers under a tent at the end of the finish chute

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.

} under BHSU tent

➤ Tables and Chairs.

➤ Fencing, Barriers and / or Barricades.

*} city event fencing for finish chute
city concrete barricades for BHSU tent*

➤ Generator Locations and / or Source of Electricity.

↳ is city sign working?

➤ Canopies or Tent Locations. *(Attached)*

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

yes need to find out what size is usually there?

➤ Booths, Exhibits, Displays or Enclosures.

10x10 Awards tent / BHSU tent

➤ Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures.

Finish arch - bleachers delivered, see photos

➤ 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: City containers Trash Containers w/ lids: _____
+ Sanders roll off

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: requesting use of city trash cans, will also have Sanders bring a roll off container to pick up after the event

Other Related Event Components not covered above. _____

Sherman Street Lot Detail:

- Erect city tent on Friday at the Sherman Street parking lot
- Deliver 1 set of bleachers to Sherman St. Parking lot
- Deliver the event fencing which will be used to create a Finisher's Chute from the old rail bridge to our finish line. (leave in trailer)
- Provide barricades to close off the Sherman Street lot to public use.
- Deliver 1 cement barricades to Sherman Street lot Friday morning for setting up the BHSU tent (Randy and BHSU crew will set up)





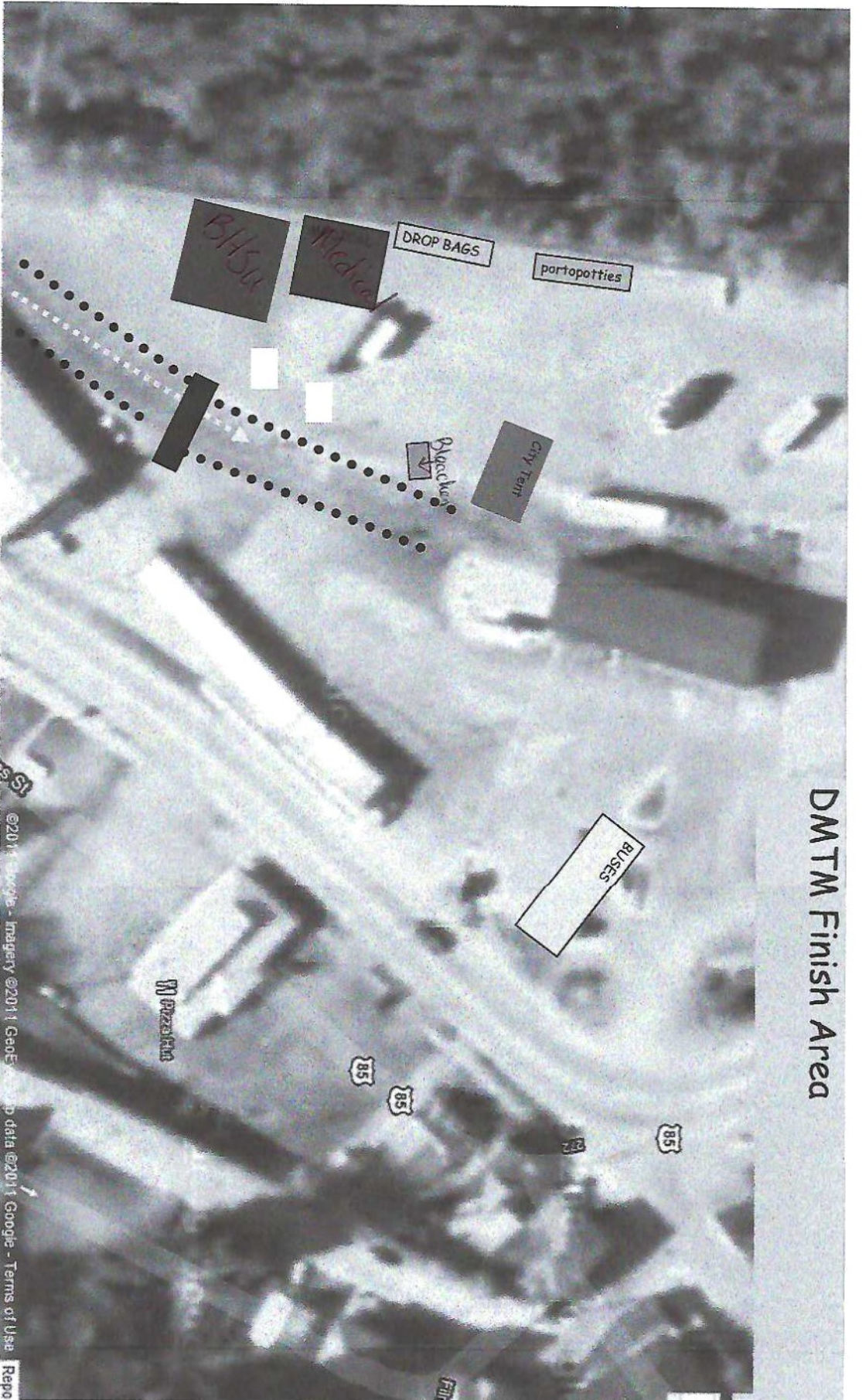
Events Center/ Rodeo Grounds:

- Will Park vehicles on Sunday June 15th to load buses for the Start Lines. Parking Crew arrives at 4:45am. Need trolleys to pick up runner's from hotels between 5:30am-6:45am and deliver them to the Rodeo Grounds

Outlaw Square

- Will host free concert/ Post race party from 2-5pm on Sunday June 15th

DMTM Finish Area



ARCH/finish

Small Pop ups for medals

Runners

Fencing/Chute

BHSU Tent for Awards, Message, Photo Op

BLEACHERS

SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both **Crowd Control** and **Internal Security**: _____
At **Outlaw Square** sponsored event _____

Please describe your **Accessibility Plan** for access at your event by individuals with disabilities: _____
NA- all accessible _____

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: _____

Security Organization Address: _____

(city)

(state)

(zip code)

Security Director (Name): _____ Business phone: 605 3906137

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: _____

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

Number 1 Ambulance(s) – How provided? DWD ER

Number 6 Emergency Medical Technicians – How provided? DWD ER

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: es

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: ea

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event: _____
Please see attached for Rodeo Grounds

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: 0 Number of Bands: 0

Type of Music: DJ at finish

Will **sound amplification** be used?
If **YES**, please indicate: Start Time: 9am Sun AM / PM – Finish Time: 3pm Sun 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? 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:
Social Media, Print Marketing, website

NO YES
 Will there be any live media coverage during your event? If **YES**, please explain:
local stations typically cover the event

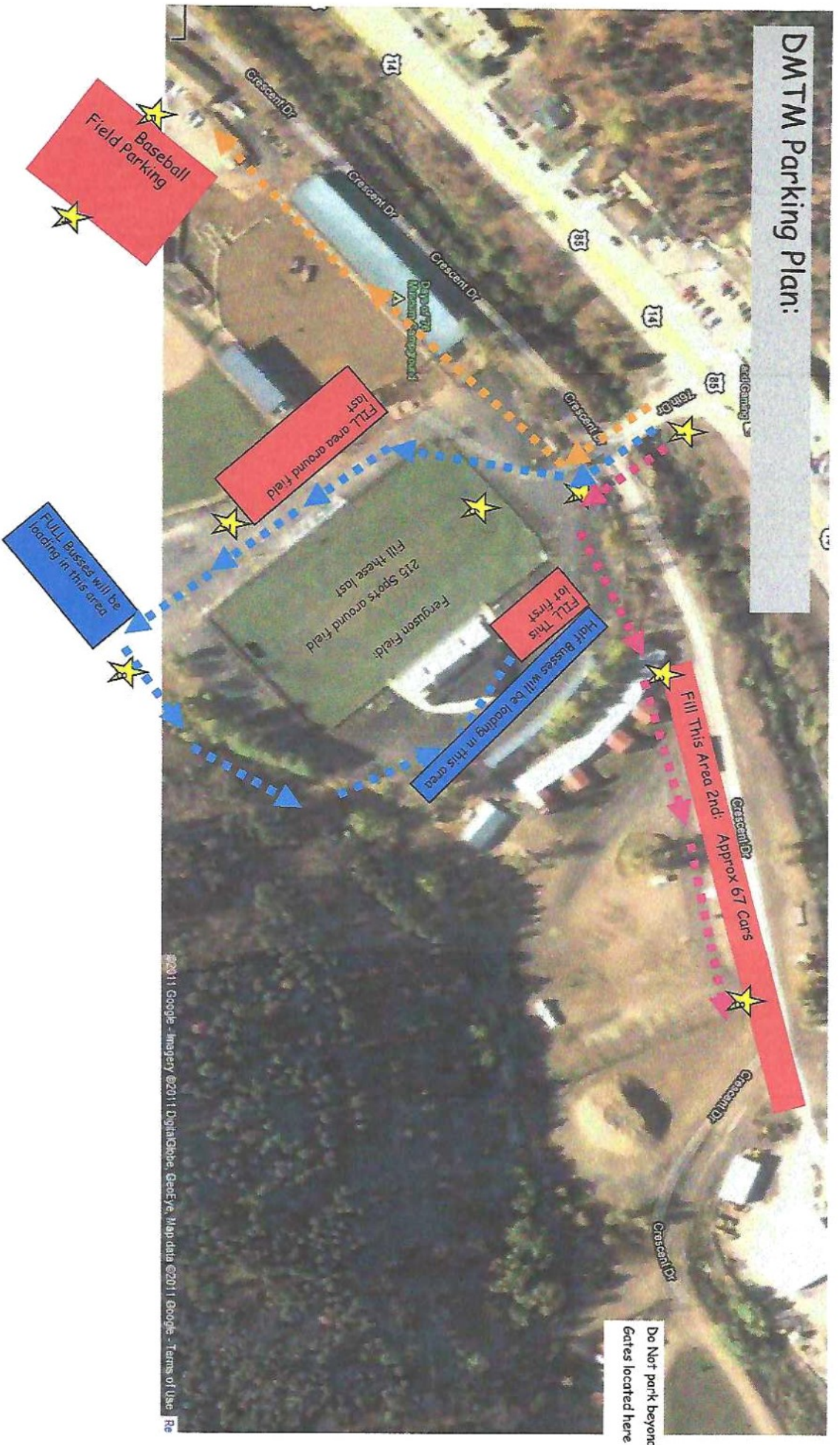
Refer all event public inquiries and / or media inquiries for this event to:

NAME: Emily Schulz

PHONE: 605-390-6137

Adopted October 7, 2024

DMTM Parking Plan:



★ Volunteers



Cars that are DROPPING OFF only should turn Right and exit



First Directions to give to park cars



Fill the spots around Ferguson Field last

Volunteers:

Arrive at 4:45am. Cars will start coming at 5am, buses arrive at 5:30am, and buses should all leave between 5:30-6:30am.

1. Directing Cars into Rodeo Grounds
2. Ask: Dropping off? Direct to right, or Parking? Direct to correct lot
3. 2 people directing parking in 1st Lot to North of Ferguson Field, then move up and fill to south
4. Once 1st and second lots are full, Direct cars around field filling

INSURANCE REQUIREMENTS/LIQUOR LIABILITY

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

Name of Insurance Company: Insurance Mgmt Group

Agent's Name: RRCA/ Margaret Meyers

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): Emily Schulz Title: ~~YTHZ~~ Race Director

Emily Schulz Date: 1/17/25
(Signature of Applicant/Sponsoring Organization)