

City of Deadwood

Special Event

Permit Application and

Facility Use Agreement for



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
- Street Fair
- Walk
- Triathlon
- Bike Tour
- Rodeo Ground Use
- Bike Race
- Other (specify) _____
- Parade
- Pavilion Use
- Concert

Event Title: _____

Event Date(s): _____ (month, day, year) Total Anticipated Attendance: _____
 (# of Participants _____ # of Spectators _____)

Actual Event Hours: (from): _____ AM / PM (to): _____ AM / PM

Location / Staging Area: _____

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:

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

- Commercial (for profit)
- Noncommercial (nonprofit)

Sponsoring Organization: _____

Chief Officer of Organization (NAME): _____

Applicant (NAME): _____ Business Phone: (_____) _____

Address: _____ (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.

OVERALL EVENT/FACILITY RENTAL DESCRIPTION (CONTINUED)

- | NO | YES | |
|--------------------------|--------------------------|--|
| <input 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 type="checkbox"/> | <input type="checkbox"/> | Will items or services be sold at the event? If YES , please describe:

_____ |
| <input 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 a written narrative to explain your route. |
| <input 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 FACILITIES USE

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

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

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 type="checkbox"/>	<input type="checkbox"/>	Preparation (if yes, complete detail in # 5 below)
<input 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:

SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both **Crowd Control** and **Internal Security**: _____

Please describe your **Accessibility Plan** for access at your event by individuals 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: _____

Security Organization Address: _____

(city)

(state)

(zip code)

Security Director (Name): _____ Business phone: _____

- 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 _____ Ambulance(s) – How provided? _____

Number _____ 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: _____

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: _____

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: _____

PARKING PLAN/ROUTE/TRAFFIC MANAGEMENT/IMPACT

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

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/INTEREST INFORMATION

NO

YES

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

describe: _____

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: _____ PHONE: _____

INSURANCE REQUIREMENTS

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

Name of Insurance Company: _____ 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.**

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.**

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): _____ Title: _____

(signature of Applicant / sponsoring organization) Date: _____

(signature of Professional Event Organizer or Renter of City-owned Facilities)

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;

4. The cleaning / damage deposit shall be received by the City Finance Officer at least thirty (30) days before the rental date, unless otherwise agreed to. If the building and surrounding area are cleaned properly and pass City inspection, the deposit amount will be returned to the RENTER. If the building was not cleaned to the satisfaction of the Public Works Director, or there are damages to the facility, equipment or surrounding grounds, part of all of the deposit will be forfeited. All costs are at the discretion of DEADWOOD. (If no attempt to clean the building was made, the City will charge Seventy Dollars (\$70) per hour, with a two (2) hour minimum in addition to the Two Hundred Dollar (\$200) deposit to clean the building.

5. RENTER shall have the use of the tables and chairs within the building, but the same number of them shall be accounted for at the final inspection. Tables and chairs are not allowed to leave the building. RENTER is responsible for folding up the chairs and tables and putting them in the proper storage areas. The tables and chairs are not to be dragged across the floor. The RENTER shall not use nails, staples, tacks or similar devices to attach items or decorations to the ceiling, floor or walls.

6. RENTER shall not permit roller skates, skateboards, bicycles, motorized vehicles or the use of any other mechanical devices in the building.

7. RENTER 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 this Agreement and that DEADWOOD shall not be responsible for any damage or loss to or of RENTER's property which results from any cause or reason with regard to personal property owned by RENTER stored or located on DEADWOOD's property pursuant to this Agreement.

8. Further, RENTER 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 RENTER's use of the City property pursuant to this Agreement.

9. RENTER agrees to be solely responsible for the security and enforcement of all the rules and regulations contemplated under this Agreement.

10. RENTER shall abide by all local ordinances as well as state and federal laws. RENTER shall not permit consumption, mixing or sale of alcoholic beverages on the premises, except and unless they have prior approval by the City Commission for a Brown Bag Permit for the consumption of or blending of alcoholic beverages. Under no circumstances will such approval constitute authority for the sale of alcoholic beverages except as provided by law. A fee of Twenty-five Dollars (\$25) is required for the use of the Brown Bag Permit.

11. Tobacco products are prohibited within the Deadwood City Pavilion.

12. At the end of the rental period RENTER shall be responsible for removing all personal items, closing and locking all doors, turning off all lights, turning down the heat as instructed and making sure all parking lots and areas around the buildings are picked up and clean.

13. Upon receiving the keys from DEADWOOD, this RENTER shall be responsible for the safe keeping of the keys. This may include costs involved in re-keying the building. RENTER is responsible for returning the keys to DEADWOOD within seventy-two (72) hours unless sooner is possible.

I, RENTER, have read the Rental Agreement Rules and Regulations pertaining to the use of the above described facility and agree to be responsible for compliance with such rules and to assume responsibility for any damages and / or maintenance costs. Furthermore, I hereby waive any and all damages against DEADWOOD relating to the rental of the facility. I am requesting the PAVILION on _____, 200____ from AM / PM to _____, 200____ AM / PM.

RENTER

By _____

Dated this _____ day of _____, 200__.

DEADWOOD

By _____
City Finance Officer

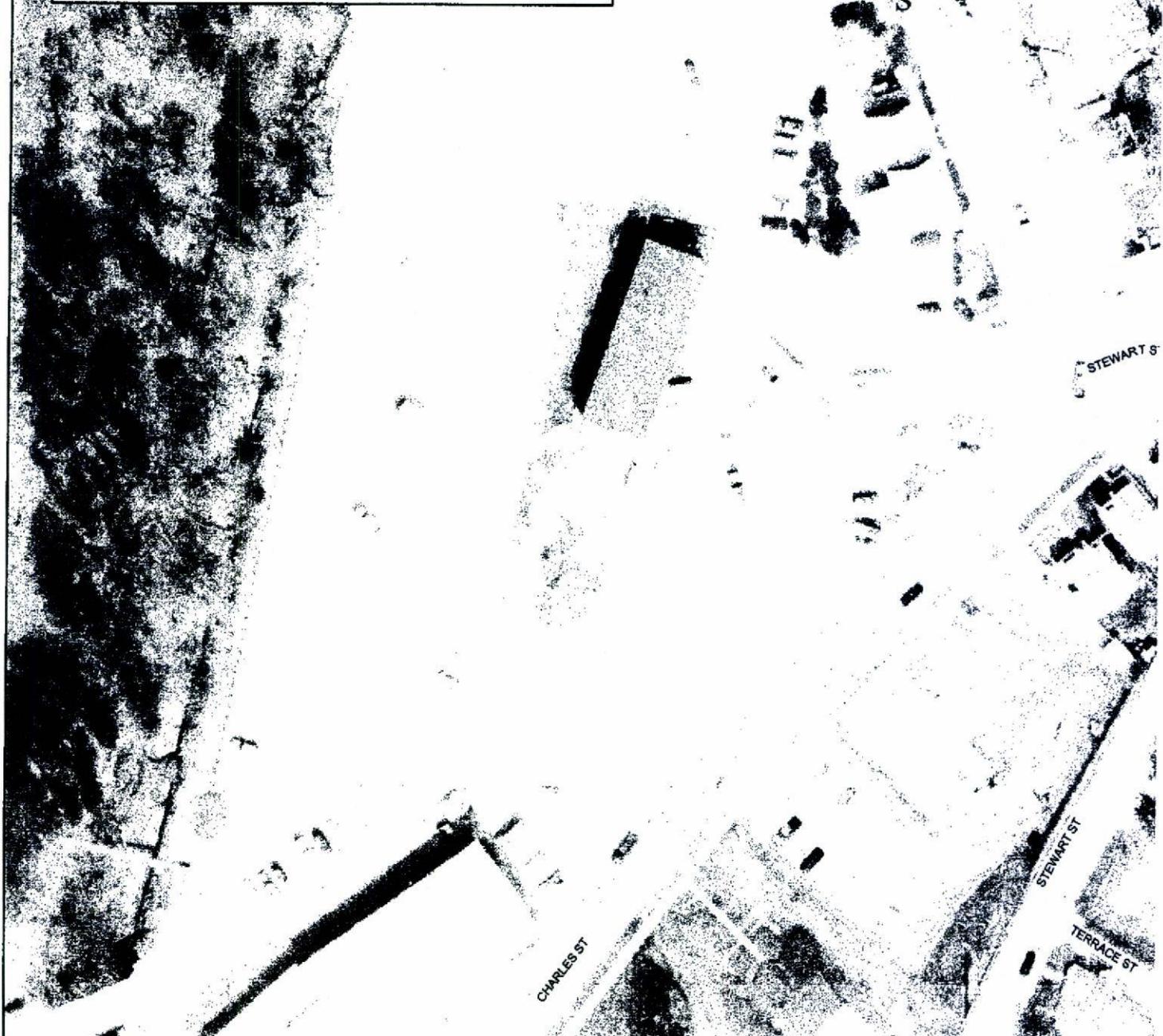
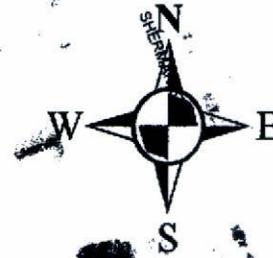
EVENT REFERENCE MAP

Indicate Staging Areas, Barricade Locations, and Event Areas, or Parade Routes.

Notes:

**DRAW THE SYMBOLS BELOW
IN THE AREAS NEEDED**

- X = Barricade**
- = Route or Event Area**
- = Staging Area**



EVENT REFERENCE MAP

Indicate Staging Areas, Barricade Locations, and Event Areas, or Parade Routes.

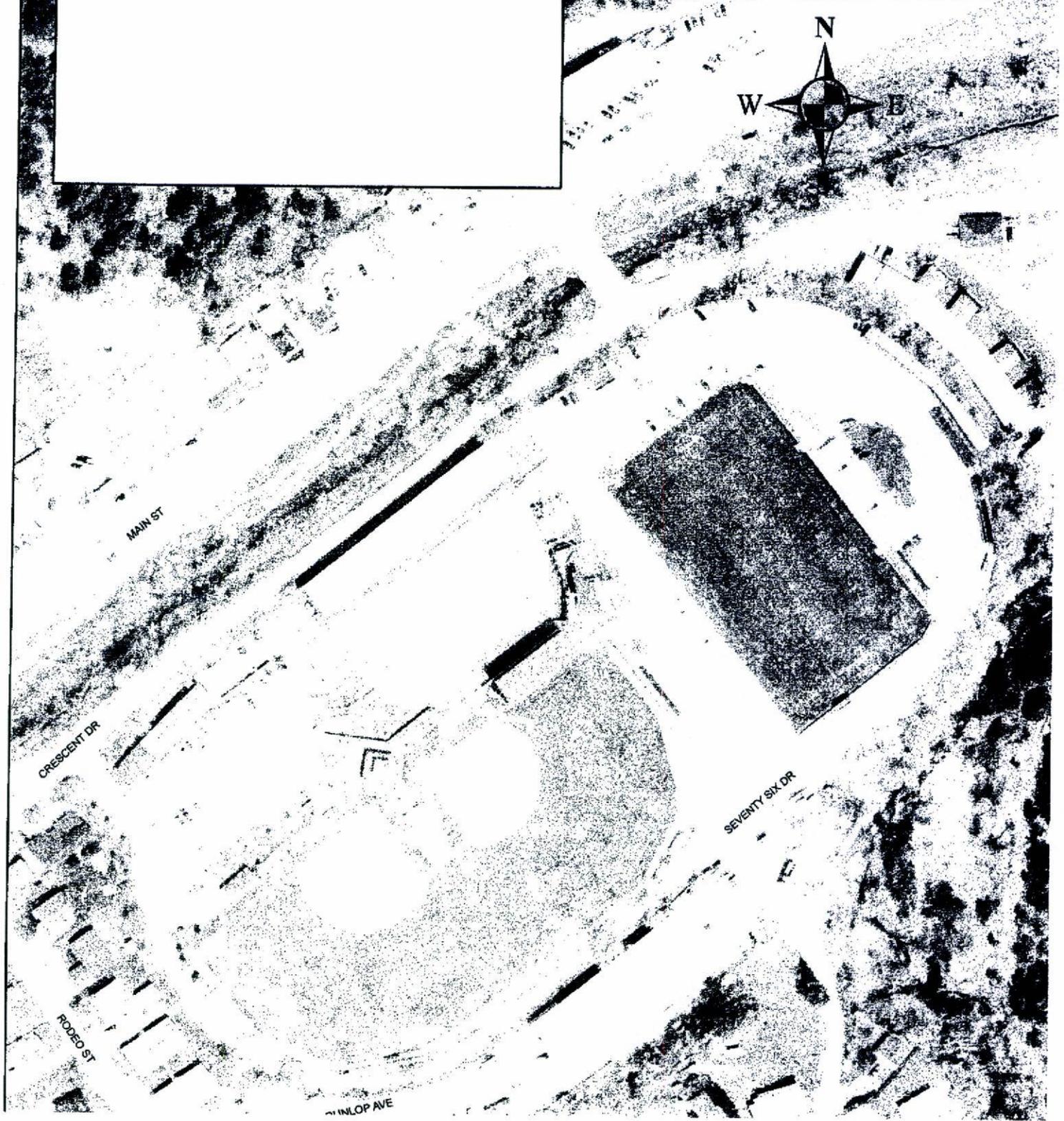
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