



SPECIAL EVENT PERMIT APPLICATION

Authorization may be denied, amended, or revoked at any time for cause.

Permit Application Process and Fee: You must submit a completed Special Event Permit Application to the Mitchell Park and Rec office that oversees the site where you wish to hold the event. Applications are available on the City of Mitchell website at <http://cityofmitchell.org> Applications are due at least 14 days before the use is intended to begin.

The permit fee for special events is \$3 per event participant OR \$300 per event. The department may adjust special event fees on a case-by-case basis for special events involving non-profit fundraisers or children under the age of thirteen.

Thank you for your interest in holding a special event in the City of Mitchell Parks. The information you provide in this application will enable Mitchell Park and Recreation to evaluate your request.

1. Name of Company or Organization: Click or tap here to enter text.
2. Name of Owner or Contact: Click or tap here to enter text.
3. Address: Click or tap here to enter text.
4. Phone Number: Click or tap here to enter text.
5. Cell Phone: Click or tap here to enter text.
6. E-mail: Click or tap here to enter text.
7. Type of Activity: Click or tap here to enter text.
8. Description of Use. Please provide a description and the purpose of the commercial use you are proposing to conduct: Click or tap here to enter text.
9. Location, Timing, and Volume of Use. Please specify the name(s) of parks/areas where you propose to conduct use, the dates, timing, and number of participants. Click or tap here to enter text.
10. Please indicate city equipment requested for delivery to your event:
 - Bleachers (\$50/per day per bleacher) Number Needed: Click or tap here to enter text.
 - Picnic Tables (\$25/per day per table) Number Needed: Click or tap here to enter text.
 - Other: Click or tap here to enter text.

11. Insurance Requirements:

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

Name of Insurance Company: Click or tap here to enter text.

Agent's Name: Click or tap here to enter text.

Business Phone: Click or tap here to enter text.

Policy Number: Click or tap here to enter text.

Policy Type: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text.

For final permit approval, you will need \$1,000,000.00 general liability insurance that names "the City of Mitchell, its officers, employees and agents" as an additional insured. Insurance coverage must be maintained for the duration of the event. For insurance related questions, please contact the Human Resources Office at (605) 995-8417.

The City must be named as an "additional insured." Please obtain the required insurance and mail an original insurance certificate to: **City of Mitchell, Parks & Recreation, 612 North Main Street, Mitchell, SD 57301.**

Explanation of Rates:

12. Special Fees due on the day of reservation (Non-Refundable) Per Day: \$

13. IF AN ACCIDENT OCCURS, PERMIT HOLDER MUST IMMEDIATELY REPORT IT to the Department staff person on duty. Renter agrees to rent the facility and grounds in as is condition and assumes all liability and risk arising therefrom. Insurance protection is the responsibility of the Renter. Renter agrees to indemnify and hold harmless the City of Mitchell, its directors, officers, employees and members against: (A) Any and all liability, claims, demands, damages, or costs, including reasonable attorney fees, out of or from any accident or other occurrence, on or about the property relating to applicant's use thereof causing injury or damage to any person or property; and, (B) Any failure of the applicant to comply with and perform all the requirements and provisions in this agreement.

14. CLEAN UP: Renter agrees to respect the facility by maintaining continual cleanliness of the facility and grounds. In addition, Renter agrees to the following:

- a. Wash off all tables and chairs.
- b. Turn off all lights if applicable.
- c. Place all trash in the outdoor trash bin.

15. DAMAGES/THEFT: Renter shall be liable for the cost of repair/replacement of any property that is damaged (beyond ordinary wear) or stolen in relation to this rental. The City of Mitchell is not responsible for lost or stolen items.

16. The City of Mitchell, its directors, officers, employees, and members are not liable for damages arising from inclement weather or other natural causes.

17. RESTRICTIONS: Pets are not allowed in the buildings (service animals are permitted). Smoking is not allowed in the buildings. No unlawful consumption, possession, or distribution of alcohol is allowed on the rented premises.
18. Renter shall not conduct, or permit to be conducted, any business or sales on the rented premises without prior consent from the Parks and Recreation Board.
19. CHECK-IN/CHECK-OUT: Unless Department staff indicates otherwise, shelters are available to Renter from 9:00 AM until 11:00 PM.
20. No date may be reserved without a signed agreement and payment.
21. PLEASE CONTACT THE PARKS AND RECREATION DEPARTMENT IMMEDIATELY IF THE FACILITY IS NOT IN SATISFACTORY CONDITION UPON ARRIVAL OR THE FACILITY WILL BE DEEMED TO HAVE BEEN IN SATISFACTORY CONDITION AT THE START OF THE RENTAL PERIOD. Contacts: Parks & Recreation Department Office 605-995-8450, after hours 605-999-9663, or after hours at the Cadwell Sports Complex 605-770-2004.

ALL APPLICANTS – Signature Required

I certify that the information given by me in this application is true, accurate, and complete to the best of my knowledge. I further understand that the provision of false information, or the failure to keep this application or other permit information updated, are grounds for probation, suspension, or revocation of the permit. I understand that I must comply with the terms and conditions listed on the permit.

Please mail your completed permit application to the Mitchell Park and Rec Office. ATTENTION: Angel DeWaard. Upon authorization of your permit application Mitchell Park and Rec will send you a copy of the signed permit by an authorized City of Mitchell representative.

I understand all terms of this Agreement and agree to be bound thereby upon signing below.

Signature of Authorized Person	Title or Position	Date
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Confirmed by City of Mitchell Representative	Title or Position	Date
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