

# FORM CENTER

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## Special Event Application Form

Events that are open to the general public and take place within the public right-of-way; require closure of streets or parking lots, sound amplification, fireworks, or are located within a park are coordinated through the special event application & permit process. Typically, these events require permits, licenses, and approvals from several City departments, depending on the size and nature of the special event. To apply for a special event permit, please complete this application. Your application, including required attachments, needs to be submitted no later than forty-five (45) days before your event. Facility Use Agreements should also be completed at this time (if applicable).

### Form Details

Submitted By:

Submitted On:

July 22, 2021 3:57 PM

IP Address:

208.53.223.72

Referrer:

<https://www.cityofmitchell.org/Form...>

CouncilMayor-4/Special-Event-

Application-95?

savedProgressID=478

Answered 30 of 51 (58.8%)

### Event Name \*

Sunday School Relaunch "Sunday Funday"

### Event Date \*

09/12/2021

### Event Hours: \*

9:00 AM

—

3:00 PM

### Requests included in this application:\*

- Road Closure
- Parking Lot Closure
- Parade Permit - with escort & closures (\$250 Fee)
- Parade Permit (\$50 fee)
- Noise Permit
- Fireworks Permit (\$50 fee)

[Help](#)

**Time Requested for Road Closure**

—

**Time requested for Parking Lot Closure**

—

## Event Information

**Overall Event Description: \***

The Downtown Mitchell First United Methodist Church is throwing a "Sunday Funday" Sunday School relaunch carnival. We are planning on having games, prizes, and food. We will be having worship and the carnival will start right after.

**Please check all that apply:\***

- This a first time event.
- This event is open to the public.
- Admission will be charged.
- Vendor and / or participant fees are required.
- The event includes the sale or use of alcoholic beverages.
- Items and / or services will be sold at the event.
- The event will be held in a City Park or Facility.

**Total anticipated attendance: \***

**Name of Group Sponsoring the Event \***

**Is your organization a "Tax Exempt", non profit organization?\***

- yes (please attach 501C Exemption Letter)
- no

Keith Nelson

**Contact Person's Email \***

keith@downtownfirstumc.com

**Phone Number \***

6059967721

**Day of Event Contact Person: \***

Johanna Allen

**Phone Number \***

6059967721

**Email Address \***

jobug96@gmail.com

## Facility Use, Route Map, and Impacted Areas

Please provide a detailed description of what facilities and equipment will be used (including bleachers, picnic tables, water, electricity, etc.), and what closures are needed. Attach a copy of the Event Map with your application. The event map should show overall layout and setup locations of the following items: Alcoholic concessions, beer gardens, food concessions, food prep areas, first aid facilities, trash containers/dumpsters, fencing/barriers/or barricades, sources of electricity/generators, canopies or tent locations; stages, platforms, seating, or related structures. \*

This is a typical church carnival with games for kids and families that is kicking off our fall Sunday School. We are hosting this event inside our church facility and outside as well. We are requesting that the 4th and 3rd street ally between main and Rowley be closed. This is the ally that is right behind our building (310 N Rowley). We do not have a map because we are still figuring out all of the details. We would like the ally closed so there is no traffic there. There is a possibility that we might put a few games in the ally depending on the weather and spacing.

**This event will include the use of:\***

- City Facility or Other City Building
- Picnic Table Rentals (\$25/each/day- Park & Rec Fee)
- Bleacher Rentals (\$35/each/day- Park & Rec Fee)
- Electricity- Main Street Only (Confirm Fee with the Corn Palace)
- Water- Main Street Only (Confirm Fee with Corn Palace)

## Safety, Security, and Accessibility.

Please provide a detailed description of the safety, security, and parking plans for the event. Please describe your procedures for crowd control, internal security, and accessibility plans for individuals with disabilities as well as what arrangements have been for First Aid, and parking/shuttle plans to the special event. \*

To make sure that we are not endangering any of our guests, we will be watching COVID numbers and will cancel or require masks if the numbers are dangerous. We will also have staff and volunteers on site so everything runs smoothly. We also will have nurses there and first aid kits available incase of an emergency. We are following our general Sunday morning safety precautions. We will ask that guests park in the side parking lot or on Rowley St. This is where people typically park on Sunday mornings.

## Noise Permits

Special events that cannot comply with Mitchell City Code Title 5, Chapter 5, Noise Control; are required to obtain a noise permit. MCC 5-5 can be found at: [www.cityofmitchell.org/specialevents](http://www.cityofmitchell.org/specialevents)

**Will Sound Amplification be used?\***

- Yes
- No

**What time will sound amplification be used?**

hh:mm am/pm	—
hh:mm am/pm	

Please list the start time and finish time.

**Will sound checks be conducted prior to the event?**

- yes
- no

**When will sound checks be preformed?**

hh:mm am/pm
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## Fireworks Permits

If any fireworks, rockets, or other pyrotechnics will be used, you must complete the information below. Fireworks permits require that the applicant provide a copy of a certificate of liability insurance coverage with a \$1,000,000 per occurrence coverage with the City of Mitchell must be listed as an additional insured.

**Name**

**Address**

**City**

**State**

**Zip Code**

**Phone Number**

**Email Address**

**Date of Display**

**Time of Display**

—

**Type of Fireworks**

- Class B Explosive (special fireworks)
- Class C Common Fireworks

**Exact Location of Display:**

What are the width perimeter requirements?

## Insurance Requirements

Insurance for your event will be required before final permit approval. Y Special Events: you will need \$2,000,000 commercial general liability insurance. Liquor liability insurance is required if you are planning to sell alcoholic beverages at your event or facilities rental. A minimum of \$500,000 liquor liability is required. Fireworks Permits require \$1,000,000 of liability insurance per occurrence. All required insurance must name "the City of Mitchell, its officers, employees and agents" as an additional insured. Insurance coverage must be maintained for the duration of this event. For insurance related questions, please contact the City's Human Resources Office at (605) 995-8417. You can email the certificate to [hr@cityofmitchell.org](mailto:hr@cityofmitchell.org) or mail to City of Mitchell, Human Resources, 612 N. Main Street, Mitchell SD 57301.

**I have the following coverages and will provide a copy of the Certificate showing the City of Mitchell as an additional insured as required above.\***

- Special Event permit: \$1,000,000 Commercial General Liability
- Special Event Liquor License: \$1,000,000 per occurrence
- Fireworks Permit: \$1,000,000 General Liability

**Name of Insurance Company \***

Boen & Associates, Inc

**Agent's Name**

Joann Hoppenrath

**Policy Number**

77607177

**Phone Number**

## Affidavit of Applicant

By typing your name by each of the items below, you are providing your acknowledgement of the requirements listed.

will be grounds for law enforcement to require the immediate termination of the event. \*

Johanna Allen

I acknowledge and agree to allow the City of Mitchell to publish the Contact Person and media referral telephone numbers on the internet in conjunction with the public notices and calendar of upcoming events in the City of Mitchell. \*

Johanna Allen

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 Council of Mitchell. 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 Mitchell. \*

Johanna Allen

**I am attaching the following items:**

- Parade Route Map
- Road or Parking Lot Closures Map
- Site/ Event Map
- Certificate of Liability Insurance
- Certificate of Liquor Liability Insurance

**Attachments**

[501 C Liability Insurance.pdf](#)

**Date Received**

mm/dd/yyyy

**Scheduled for City Council Meeting on:**

mm/dd/yyyy

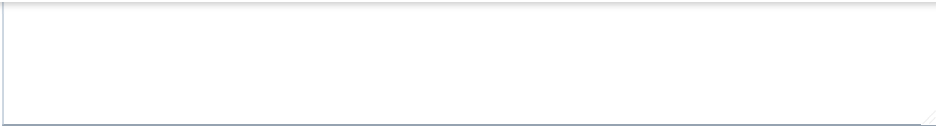
**Application Status**

- Approved
- Approved, with conditions
- Denied

**Approval Date**

mm/dd/yyyy

**Conditions:**



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