

Print

Special Event Application - Submission #1969

Date Submitted: 7/29/2021



# 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).

## Event Name\*

Palace City Peddlers/Tour De Corn

## Event Date\*

8/21/2021

## Event Hours:\*

5:00 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)
- Special Event Liquor License (\$500 fee)
- Consumption Permit (\$500 fee)

### Time Requested for Road Closure

8/21/2021

4:30 AM

—

8/21/2021

10:00 AM

### Time requested for Parking Lot Closure

8/21/2021

4:30 AM

—

8/21/2021

10:00 AM

# Event Information

## Overall Event Description:\*

This will be a group bike ride starting at the Corn Palace and ending at Lake Mitchell going five different routes through Davison County and surrounding areas. There is a 100 mile, 65 mile, 35 mile, 15 mile, and family friendly ride to the lake. Food will be provided at Lake Mitchell at completion of ride. We have rented the YMCA daycamp for Saturday afternoon. 100 mile riders will depart the Corn Palace at 6 AM with the 65 mile departing at 8 AM and remaining riders departing at 9:30 AM.

### 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:\*

300

## Name of Group Sponsoring the Event\*

Palace City Peddlers, Tour De Corn committee

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

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

## Event Application Contact Person:\*

Tom Day

## Contact Person's Email\*

tmday3@mitchelltelecom.net

## Phone Number\*

6057702557

## Day of Event Contact Person:\*

Tom Day

**Phone Number\***

6057702557

**Email Address\***

tmday3@mitchelltelecom.net

## 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.\*

Please see the attached maps for route details. The group is requesting a police escort for the 9:30 AM group starting at the Corn Palace and ending at the Minnesota Street and 23rd Avenue intersection. Please see the attached routes for more information.

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

- Indoor Park Shelter (\$117.15 Park & Rec Fee)
- Outdoor Park Shelter (\$58.58 Park & Rec Fee)
- 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.\*

Bike riders will be required to follow all laws of the road. Porta-potties will be located along the route.

## 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/pr — hh:mm am/pr

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/ϕ

## **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.

**Contact information for the person(s) in charge of firing the display:**

**Name**

**Address**

**City**

**State**

**Zip Code**

**Phone Number**

**Email Address**

**Date of Display**

mm/dd/yyyy

**Time of Display**

hh:mm ar

—

hh:mm ar

**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 \$1,000,000 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: \$500,000 per occurrence
- Fireworks Permit: \$1,000,000 General Liability

**Name of Insurance Company\***

First National Bank

**Agent's Name**

Denise Assmuss

**Policy Number**

See attached

**Phone Number**

## **Affidavit of Applicant**

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

**I understand that this application is subject to Mitchell City Council approval. Any violations of the approved permits will be grounds for law enforcement to require the immediate termination of the event.\***

Tom Day

**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.\***

Tom Day

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.\*

Tom Day

**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**

No file chosen

**Date Received**

**Scheduled for City Council Meeting on:**

**Application Status**

- Approved
- Approved, with conditions
- Denied

**Approval Date**

**Conditions:**