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**Special Event Application - Submission #2143**

Date Submitted: 4/18/2022



# 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\*

Heart & Sole Cancer Walk/Run

## Event Date\*

6/17/2022

## Event Hours:\*

9:00 AM

—

10:30 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

6/17/2022

11:00 AM

—

6/17/2022

10:00 PM

### Time requested for Parking Lot Closure

6/17/2022

11:00 AM

—

6/17/2022

10:00 PM

# Event Information

## Overall Event Description:\*

The 25th Annual Heart & Sole Cancer Walk on Friday June 17th, 2022. We do set-up of the event at the Park off and on all day starting around 10:00 am. The road going thru Hitchcock Park will need to be blocked to all traffic as we have lights that lay on that road for our luminary display. We can't have anyone driving over them, as it will break the light display. We utilize the park area around the stage and the picnic shelters in there for music, food, and a kids play area. Opening ceremonies begin at 6:30.

We are hoping to offer a fireworks display at the end of the event from All Star Fireworks (Jen Starr) this year, depending on weather, and level of dryness of course. Fireworks would begin at dusk, and we have everything cleaned up by 11 pm or so.

We are requesting the closure of Gamble Street from Ash Ave. south since the fireworks would be set up in the parking lot of Birch by the baseball diamonds. And to close the entrance to the park off Foster.

We cook pork loin sandwiches on site, slice and wrap in the kitchen, along with hotdogs. Limited volunteers work with food, and wear gloves and follow proper food safety protocol. Money collections are done by different volunteers that are not handling food. Food serving beings at 6 pm, and goes until we run out.

The 5k/10k run is not taking place on the night of the walk this year, but rather on Saturday morning (June 18th) at 9:30 am. This year the race will start and end on Norway across from the DWU/Avera Sports wellness Complex. The run map is attached. There are water stations along the route, but no road closures are being requested. Runners will cross the streets on their own.

### 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 of Facility.

### Total anticipated attendance:\*

500-600

## Name of Group Sponsoring the Event\*

Mitchell Heart & Sole Cancer Walk Committee

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

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

## Event Application Contact Person:\*

Darcy Sabers

## Contact Person's Email\*

darcy@sabers.us

## Phone Number\*

605-645-2854

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

Darcy Sabers

**Phone Number\***

605-645-2854

**Email Address\***

darcy@sabers.us

**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.\*

We will be using the stage/shelter area as the main area for the event. We also use the kitchen shelter for food and the other building across from the kitchen for the kids area. The walk it self uses the road thru the park, walkers walk down one side of the road, around the triangle on the south end back up the other side and turn around for laps. The parking lot of the baseball diamonds is where the fireworks display is planned for set up.

The picnic tables are needed nearby the kitchen area. The bleachers by the stage, one-two in front and one on each side. Cooking of the meat is done on a portable smoker, outside the kitchen, and prepped inside. Service of food is outside under the canopy. Previously all the 10 picnic tables and the 3-4 sets of bleachers were provided for use free of charge, since it is a non-profit event.

Trash/dumpsters are provided by Miedema sanitation and are set up by the kitchen area.

We have the Mitchell Telecom trailer that is parked near the stage to distribute WIFI for raffle purchases and to use their TV screens for a scrolling display throughout the night.

Electricity for the stage and additional speakers on the stage is provided by a power tower, borrowed from the city.

Participant "campsites" are scattered throughout the park, but mostly near the stage area. Very few canopies were used last year since there was plenty of shade from the trees.

**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.\*

Parking along the streets is available. No parking or driving is allowed near the walk, or inside the park for the safety of the walkers and to keep the event activities safe from damage.

The event does not need crowd control or security.

The access for individuals with disabilities is already at the park via sidewalks, the paved walking path and the current restrooms on site. Nothing additional should be needed.

We will have standard first aid equipment available if needed. We have three trained medical staff on our board that are present the night of the walk for any additional needs.

## 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?

6:00 PM

—

9:30 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?

4:00 PM

## 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

Jenn Starr

#### Address

5003 S. Graystone Ave. #14

**City**

Sioux Falls

**State**

SD

**Zip Code**

57108

**Phone Number**

605-999-8882

**Email Address**

allstarfireworks1@hotmail.com

**Date of Display**

6/17/2022

**Time of Display**

9:00 PM

—

9:45 PM

**Type of Fireworks**

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

**Exact Location of Display:**

Baseball parking lot, of Hitchcock park

**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\***

Martin-Trudeau

**Agent's Name**

Brea Baumgart

**Policy Number**

not yet available

**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.\***

Darcy Sabers

**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.\***

Darcy Sabers

**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.\***

Darcy Sabers

**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**

Layout Map.jpg

Action of City Council \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Mayor

(Seal)

Date Approved: \_\_\_\_\_

Amount of Fees Paid: \_\_\_\_\_