

Print

Special Event Application - Submission #2194

Date Submitted: 6/9/2022



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*

Palace City Pre-Sturgis Party

Event Date*

8/4/2022

Event Hours:*

5:00 PM

—

11:00 PM

Requests included in this application:*

- checkbox Road Closure
checkbox Parking Lot Closure
checkbox Parade Permit - with escort & closures (\$250 Fee)
checkbox Parade Permit (\$50 fee)
checkbox Noise Permit
checkbox Fireworks Permit (\$50 fee)
checkbox Special Event Liquor License (\$500 fee)
checkbox Consumption Permit (\$500 fee)

Time Requested for Road Closure

8/4/2022

4:00 PM

—

8/4/2022

11:00 PM

Time requested for Parking Lot Closure

8/4/2022

4:00 PM

—

8/4/2022

11:00 PM

Event Information

Overall Event Description:*

This is an annual gathering of motorcycle enthusiasts we hope to encourage a stop in Mitchell. It is expanded a bit this year which requires some additional closures but will wait until 4 pm to close the streets.

The intent is to have entertainment in the parking lot between 1st and railroad to begin the event, and have a motorcycle ride around Mitchell for which we request an police escort.

This is event is partnered with the Mitchell Main Street First Friday event, so vendors will be in the streets as will as food trucks, and various other entertainment events. A music event will be on the Corn Palace stage to end the night. We request a consumption permit which will allow alcoholic beverages to be carried within the closure area.

We are requesting waiver of all fees for the community event.

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:*

5000-7000

Name of Group Sponsoring the Event*

Corn Palace, Mitchell Chamber, Mitchell Main Street and Klock Werks

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

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

Event Application Contact Person:*

Doug Greenway, Corn Palace Director

Contact Person's Email*

dgreenway@cornpalace.com

Phone Number*

6059958427

Day of Event Contact Person:*

Doug Greenway

Phone Number*

605-770-0761

Email Address*

dgreenway@cornpalace.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.*

The Main Street Closure from Railroad to 1st including the city lot west of main between Railroad and 1st.

1st Ave would remain open, then street closure from 1st - 7th aves will allow the parking of ATVs/UTVs, Classic Cars, Motorcycles and pedestrian traffic.

The 5th and Main Parking lot, Plaza Parking lot and Scoreboard Parking

5th street closure from Lawler to Rowley, 6th street west to alley

New this year will be a motorcycle ride around Mitchell (see attached map).

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.*

We would partner with City Law Enforcement for security. Corn Palace, Mitchell Main Street, Chamber and Klock Werks Staff and volunteers would assist with setup and control of barriers for performances. Signage would be placed around the closure area to inform about alcohol containment.

Adequate Parking would still exist around the event area for attendees. Many of the attendees with qualifying vehicles would be parking on main street as their vehicles would be driven or ridden to the event.

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

Will Sound Amplification be used?*

- Yes
- No

What time will sound amplification be used?

5:00 PM — 11:00 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?

4:30 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

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 \$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 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*

Agent's Name

Policy Number

NA

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.*

Doug Greenway

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.*

Doug Greenway

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.*

Doug Greenway

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

Action of City Council _____

Finance Officer

Mayor

(Seal)

Date Approved: _____

Amount of Fees Paid: _____