

Print

Special Event Application - Submission #2265

Date Submitted: 6/28/2022



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*

VFW Post 2750 Chili Cook-Off

Event Date*

10/1/2022

Event Hours:*

12:00 PM — 4:00 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

10/1/2022 7:00 AM — 10/1/2022 4:00 PM

Time requested for Parking Lot Closure

9/30/2022 3:00 PM — 10/1/2022 5:00 PM

Event Information

Overall Event Description:*

We plan to set up on Friday, Sept 30, 2022 at 3pm. We will have individuals/teams cooking a pot of chili using propane for fuel beginning at 7am on 10/1/2022. Chili will be judged and then made available to the public. We will have a ceremony to honor deceased VFW members at noon. Beer will be sold. There will be an assigned bartender. There will be inflatables and pumpkin painting for the kids. Amanda Rose will sing the Star Spangled Banner and Billy Lurken will play/sing for 2 hours. We will also possibly have a book sale and sports card auction inside the VFW.

We would like to use the north 1/2 of the parking lot on 2nd and Rowley. The parking lot needs to be empty by 3pm on 9/30/2022.

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:*

150

Name of Group Sponsoring the Event*

VFW Post 2750

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

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

Event Application Contact Person:*

Martin Christensen

Contact Person's Email*

mchristensen@santel.net

Phone Number*

605-933-2220

Day of Event Contact Person:*

Martin Christensen

Phone Number*

605-933-2220

Email Address*

mchristensen@santel.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.*

We need the north 1/2 of the parking lot at 2nd and Rowley blocked off and cars removed by 3pm on 9/30/2022 until 4pm on 10/2/2022. We also need the alley from the south end of the VFW to 3rd Avenue blocked off from 7am - 4pm on 10/1/2022.

Electricity will be run from the VFW and the Carnegie Resource Center.

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.*

There will be security by the fence around the area with gate control (2 people). There are all flat surfaces - no steps which allows for those with disabilities. There will be first aid at the concession stand the the ambulance is only one block away. Internal security by VFW staff. Parking can take place on the south half of the parking lot and also the surrounding streets.

I have secured insurance through Martin-Trudeau (605-996-3186) but they do not issue the policy until 60 days out from an event. I can deliver the policty to City Hall when it is issued or they will send it to you by email.

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?

12:00 PM — 3:00 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?

12:00 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

Address

City

State

Zip Code

Phone Number

Email Address

Date of Display

mm/dd/yyyy

Time of Display

hh:mm am — hh:mm am

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*

Martin-Trudeau

Agent's Name

Ray Trudeau or Ben Baumgart

Policy Number

Will issue policy 60 days out

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.*

Martin Christensen

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.*

Martin Christensen

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.*

Martin Christensen

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

Chili cook off map 2022.pdf

Action of City Council _____

Finance Officer

Mayor

(Seal)

Date Approved: _____

Amount of Fees Paid: _____