

Print

Special Event Application - Submission #2271

Date Submitted: 7/8/2022



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*

2022 - Corn Palace Festival

Event Date*

8/23/2022

Event Hours:*

11:00 AM

—

11:45 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

8/23/2022

4:00 AM

—

8/29/2022

9:00 AM

Time requested for Parking Lot Closure

8/23/2022

4:00 AM

—

8/29/2022

9:00 AM

Event Information

Overall Event Description:*

The Corn Palace Festival Committee is requesting the following street and parking lot closures for Corn Palace Festival. North Main Street from 5th to half way between 8th and 9th street(south of TMA Driveway) We request a half blocks west in the 100 blocks of west 6th, west 7th and west 8th streets, the East 100 block of 7th street, and Lawler Street between 6th - 7th street. Closure for the remainder of the City Hall parking lot, ACT Theater parking lot (leaving room for load in/out of their north service door) The City parking lot between Good Year and TMA)This lot will be reopened if they have been cleared and not required for carnival setup. from August 23rd at 4 am until Monday August 29th at 9 am. We also request closure of the Scoreboard Parking lot (owners are partnering with festival) for this same time frame.

We request closure and overnight camping in the City Hall parking lots and east half of the Lawler/Kimball lots from 8 am Monday August 22nd to 12 noon on Monday August 29th for Goldstar Amusement Administrative Offices and Carnival Staff to work and stay.

We will also request closure of the east side of the Slumberland Parking lot. Owners are partnering with the festival.

A consumption permit for alcohol on Main street between 5th and 7th streets, Scoreboard parking lot and Corn Palace Plaza to allow for attendees to have alcohol within the food court and these food serving areas. Alcohol would be contained in a Corn Palace event cup to identify this. Participating bars/restaurants would be required to monitor alcohol leaving their premises as well as underage consumption. Alcohol containment barriers and signs will be posted at locations exiting the consumption permit area.

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:*

10000

Name of Group Sponsoring the Event*

Corn Palace Festival Committee and Corn Palace Director

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

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

Event Application Contact Person:*

Doug Palace Greenway

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.*

See attached map,

The annual festival setup will occur beginning on Tuesday August 23rd about 8 am, The event concludes at 5 pm on Sunday, August 28th. with additional cleanup and removal of equipment until Monday, August 29th about 9 am. Most food will be consumed in front of the Corn Palace so a request is made for 15 picnic tables in the food court areas, and request 2-bleachers in the Plaza Area.

A tent will be setup over the plaza green space to provide shade and shelter during stage events or seating while eating. An additional 10-large garbage receptacles will be setup along the route and two large dumpsters for garbage pickup which corn palace and hired staff will perform 2-times daily or as needed. Various barriers will be setup by rides and for street closure areas.

Public Safety will be notified of event setup so emergency response can be made as needed.

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 request the fee waived for the rentals and permits required for this event.

Additional officers are staffed for this event as Mitchell Public Safety has been notified. Additional security is hired for the safety of the entertainers and their equipment. Crowd control during the indoor concerts is coordinated by Public Safety with support from Search and Rescue, Corn Palace Staff and Entertainment Staff.

AED's are available within the Corn Palace and event safety meetings are held with all participants prior to each show. Outdoor rides and vendors are required to secure their equipment and displays per Corn Palace agreements and Liability Insurance is required from each vendor.

A planning meeting is held with City Departments involved two-weeks prior 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 — 11:45 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?

5:00 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

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*

SD Public Assurance Alliance

Agent's Name

David A Pfeifle

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

Insurance_verification_2021.pdf

Action of City Council _____

Finance Officer

Mayor

(Seal)

Date Approved: _____

Amount of Fees Paid: _____