

Print

Special Event Application - Submission #2278

Date Submitted: 7/25/2022



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*

Dakota Wesleyan University Blue & White Days Parade

Event Date*

10/1/2022

Event Hours:*

10:00 AM

—

11:00 AM

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

8:00 AM

—

10/1/2022

11:00 AM

Time requested for Parking Lot Closure

10/1/2022

7:00 AM

—

10/1/2022

11:00 AM

Event Information

Overall Event Description:*

Dakota Wesleyan University requests a parade permit for the 2022 DWU Blue & White Days parade on Saturday, Oct. 1, 2022. The parade will start at 10 a.m. and conclude at approximately 11 a.m. We expect a range of 40-80 parade entries.

The parade route will begin on Main Street, with entries traveling south, from 9th to 1st Avenue. If the current construction of 9th Avenue is still in progress as we near October, we could alter the path of the parade to enter on Main Street from 7th Avenue. The parade path would still travel south on Main Street, ending on East Railroad Street, near the Depot.

We ask that roads be blocked, and cars removed from the following streets: North Lawler Street from 7th-9th Avenue, East 9th Avenue from Lawler to Main (or East 7th Avenue from Lawler to Main), and North Main Street from 9th Avenue (or 7th Avenue) to Railroad Street.

In addition, Dakota Wesleyan University requests to use the public parking lot between 9th/7th Avenue located between the Lawler/Kimball Street for a float check-in and staging area. We ask for no public parking in this lot until the conclusion of the parade. If this conflicts with a Corn Palace event, as it did last year, DWU will check with the Mitchell School District for use of the Performing Arts Center (PAC) parking lot. However, if we use the PAC for staging, and need to alter the parade path to enter on 7th Avenue instead of 9th, additional streets may need to be blocked.

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:*

40-80 floats

Name of Group Sponsoring the Event*

Dakota Wesleyan University

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

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

Event Application Contact Person:*

Jan Larson

Contact Person's Email*

jan.larson@dwu.edu

Phone Number*

605-995-2614

Day of Event Contact Person:*

Jan Larson

Phone Number*

605-999-5366

Email Address*

jan.larson@dwu.edu

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 parade route options. We have four options depending on staging area and 9th Avenue construction. If 9th Avenue is not an option, then it would be easiest for the parade route to start on 7th Avenue, with the staging area in the public parking lot on Lawler and Kimball. If we have to stage in the Performing Arts Center parking lot, the path to 7th Avenue requires the intersection of Davison and 7th to be blocked off. We are flexible about these options, so just let me know how you would like us to proceed. Thanks!

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 will line-up parade entries accordingly and process approximately at 10 a.m. We ask that the City of Mitchell police department be present on Main Street and specifically parked along North Main on 9th Avenue (or 7th Avenue), as parade entries enter the route, and on Railroad Street as entries exit the parade. We will instruct parade participants to hand out candy and other items as close to the curb as possible, so children are not running out. We will also instruct participants to drive slowly and have adequate spacing between floats.

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?

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/ç

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*

EIIA

Agent's Name

Policy Number

GL090121

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.*

Jan Larson

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.*

Jan Larson

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.*

Jan Larson

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

DWU Parade Route 2022.pdf

Action of City Council _____

Finance Officer

Mayor

(Seal)

Date Approved: _____

Amount of Fees Paid: _____