

# CITY OF YANKTON SPECIAL EVENTS APPLICATION HANDBOOK

## SECTION 1

The City of Yankton welcomes the opportunity to work with your organization in staging a special event on public property (streets and right-of-ways) or City property (hereinafter referred to as “public property”) that is open to the general public and which will benefit the community. The goal is to provide you with the information you need to be successful, ensure you comply with City policy, and and comply with the law. Please read the handbook and ask questions.

Included in this handbook is a list of names and phone numbers of City staff who will answer your questions and guide you through unfamiliar permitting processes. Please be sure to call them when you have a question.

### General Guidelines and Definitions

1. The special event policy will govern any special interest use of public property. This includes rentals, events, street closures, etc. If a group or individual wants to use public property and requires City assistance, an events permit will be required. Any use of streets or alleys requires an events permit.
2. A special event is defined as any event on public property (streets and right-of-ways) or City property (hereinafter referred to as “public property”) that is open to the general public and which will benefit the community. An application must be processed for each event and the written approval in the form of a permit must be received from the City before a public announcement of the event can be made.
3. All requests to conduct a special event in the City of Yankton will be directed to the Events Coordinator, 668-5232.
4. It shall be required that an Event Liaison be designated from the organization or group. This person will be charged with the responsibility of working with the Events Coordinator and other City Staff. The Event Liaison shall assume the primary responsibility of insuring that all application requirements are met.
5. The Special Event application for the use of public property should be submitted via the City website or in written form (Special Event Application) at least **ninety (90) days prior to the event**. Major events (1,000+ attendees) should be submitted **six (6) months prior to the event**.
6. The application will be reviewed by the City Commission, City Manager, Events Coordinator, and other City departments.
7. All proposed events requiring City assistance must be held within City Limits.
8. The City of Yankton reserves the right to refuse a request, ask for modifications, or cancel an event.
9. Event date and/or time extensions of approved events shall be handled through the Events Coordinator.
10. The City recognizes the potential public safety risks associated with vehicle movement in the spectator area of an event. All vehicle movement inside the event should be limited. The Event is liable for the operators and safe use of vehicles inside the event.

11. Events scheduled for Fantle Memorial Park must be completed by 12:00 am with loud noise ceasing at 11:00pm. Events in Riverside Park must be completed by 1:00am with loud noise ceasing at 12:00am. Riverside Park is closed to the public from 1:00am to 5:00am.
12. The City of Yankton Noise Ordinance (16-18) will apply to the event.
13. To ensure that we do not violate the rights of homeowners, residents and businesses, organizers must publicize the need to obey all traffic and parking regulations. Many of these regulations are directly related to public safety and, as such, are strictly enforced. Advanced notification to patrons, vendors and spectators will reduce the potential for any ill will toward the sponsor and the City if tickets are issued or vehicles are towed. The City does not wish to have you or the City criticized for inviting the public to an event and failing to warn them of ticketing/towing for non-compliance.
14. The City of Yankton Sign Ordinance will apply to the event.
15. Responsible alcohol management is an important factor in the success of an event. The proper sale and consumption of alcohol at an approved event is an important crowd management factor. If your organization is practiced in managing the sale of alcohol at your event, many problems can be minimized or avoided. This makes your event a positive experience for all attendees. There are certain regulations with which your organization must comply when having an event in an alcohol approved venue in the City of Yankton.
16. When beer/wine is served during an event, organizers assume the responsibility to follow all State and Local regulations pertaining to alcohol.

### **In issuing a permit for a special event, the City considers whether:**

1. The event is likely to cause injury to persons or property, create a disturbance, cause disorderly conduct, be a threat to public safety, or encourage or result in violation of the law;
2. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. City equipment and services are requested and are available;
6. Other known scheduled special events and/or reoccurring community events; and
7. All permit requirements have been met.

### **Special Event Definition**

Any activity sponsored by an organization or individual, other than the City of Yankton, held on public property (streets and right-of-ways) or City property (hereinafter referred to as “public property”) that is open to the general public and which will benefit the community as it is designed for entertainment, competitions, amusement or social, ethnic, religious and/or cultural awareness that:

1. requires restricted or exclusive use of any portion of public property, including but not limited to roped park areas, streets, stages, tables, bleachers, tents, temporary barriers and/or boundaries; and/or;
2. impedes the normal flow of traffic; and/or
3. impedes the enjoyment or use of the property by the public.

Such events require a Special Events Permit issued by the City of Yankton.

## **Classification of Special Events**

### **City Special Events**

Events that are created, planned, and implemented by City Departments. Funding for City sponsored events is reviewed annually during the budget process. Although events may continue to be classified as City sponsored, seeking private and corporate sponsorships is acceptable. Each event shall be assessed by the Events Coordinator, Department Heads, and City Manager as to its overall quality, cost and community benefits and changes made accordingly.

### **Special Events with City Partnership**

Events that are created, planned, and implemented by non-City organizations. The event partnership may include in-kind services from City staff based on regular staff hours, requests for City staff overtime hours, services and materials from the City, and/or financial support limited to funds approved by the City Commission or funds previously budgeted. Cost recovered expenses to be paid to City Departments may include staff labor and overtime, services, materials, and other direct expenses. The Special Events Application will be forwarded to the Yankton Police Department to determine what security will be required, if the police can provide any security and/or how much private security will be required, and if police security is provided at what cost to the event.

### **Special Events without City Partnership**

Events that are created, planned and implemented by non-City organizations. The City does not provide financial support or police security for these events and expects to be reimbursed for all costs associated with the activity including over-time expenses, supplies and materials, and other direct expenses. There will not be continuous police presence. Private security will be needed to roam through event area, keep order, check ID's if alcohol is present, and protect event attendees. If less than 1,500 attendees are expected, security may not be required. If 1,500 or more attendees are expected, or there has been a past history of incidents at the event, private security will be required. Recommendation is 1 security officer for every 1,500 attendees.

### **Parades**

Parades provide a unique contribution to the City by promoting community identity and providing cultural enrichment.

### **Block Parties**

Block party events are neighborhood supported events and designed to assist with creating a sense of community. City assistance may include barricades for street closure. The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets. The event liaison must contact all of the property owners to advise them of the event and street closure times.

### **Demonstrations**

Demonstration events are supported strictly by the requesting group. These events must be approved if public property will be utilized.

## SECTION 2

# SPECIAL EVENT LICENSES AND PERMITS

ALL REQUESTS SHOULD BE MADE WELL IN ADVANCE (ninety days up to six months) OF ANY EVENTS.

### LICENSE/PERMITS THAT REQUIRE CITY COMMISSION APPROVAL:

#### **SPECIAL EVENT NO PARKING AND STREET CLOSING (Police enforcement AND towing)**

A request must be made to the City Manager to place before the City Commission to establish a special events parking zone. Along with the application, a detailed map must be submitted identifying the boundaries of the zone. This request will establish a zone in which no person shall park a vehicle on a specified date and during specified times. Vehicles found within the special events parking zone may be towed. No parking signs with specific event information securely attached must be posted in the zone forty-eight (48) hours prior to the event start time. The event times include set-up and take-down. It is recommended a PSA (Public Service Announcement) be sent to the local media about the street closing. The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets. The event liaison must contact all of the property owners to advise them of the event and street closure times.

#### **SPECIAL EVENT MALT BEVERAGE AND/OR WINE LICENSE**

Any municipality may issue a Special Malt Beverage and/or Wine License in conjunction with special events. This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state. A police check is conducted by our local Police Department, which takes about one week and needs to be done prior to submitting the application to the City Commission. Processing of this application takes two consecutive City Commission meetings. (City Commission Meetings are held the second and fourth Mondays of every month.) The first meeting is to set the date of the Public Hearing for the license. The second meeting is the Public Hearing for approval of the license. The applicant should be present at this meeting in case City Commissioners have any questions. Deadline for submission of application is at least two weeks prior to the first of the two consecutive City Commission meeting dates when the request will be considered.

#### **SPECIAL EVENT DANCE LICENSE**

See SDCL 9-34-15. Temporary license to hold a dance. Includes all events with live music. This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state. The Chief of Police needs to be contacted to see what type of security needs to be in attendance at the dance. Also a police check is conducted by our local Police Department, which takes about one week and needs to be done prior to submitting the application to the City Commission. Proof of liability insurance with the City named as additional insured or a bond is needed. Processing of this application takes one City Commission meeting. Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered. This license alone does not allow for serving or consumption of alcoholic beverages.

### **TRANSIENT MERCHANT LICENSE**

Any person who engages in a temporary business of selling and delivering goods, wares and merchandise within the city and whom in furtherance of such purpose, hires, leases, uses or occupies any building structure, tent, railroad boxcar, public room in a hotel, or vehicle of any character whatever, for the exhibition and sale of such goods, wares and merchandise. The term “transient merchant” shall also include any person offering for sale or selling from a wagon, automobile or truck, or their vehicle, or from stands, any fruit, vegetable or farm products except as otherwise provided in this division. (Per City of Yankton Code a person retailing merchandise or products of his own manufacture or production is exempt.) A “transient merchant” does not include any newly opened business that is of a permanent nature. This license requires police check by our local police department and needs to be done prior to submitting the application to the City Commission. A South Dakota Sales tax license is required. Proof of liability insurance or a bond is needed. Processing of this application takes one City Commission meeting. Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered.

### **PEDDLERS OR SOLICITOR LICENSE**

Peddler – shall mean a person engaged in the selling or personal property of personal services to include, but not limited to, spraying, trimming, or pruning of trees and shrubs of all species, painting or repairing buildings or structures, and pest or rodent control by going about from place to place, highway or street parking, or house to house either in person or by telephone to sell the same and who carries with him such property for delivery at time of sale or performs such service at the time of contract for such service or immediately thereafter.

Solicitor – shall mean a person engaged in going from place to place, highway or street parking, or house to house either in person or by telephone to solicit orders for, or to offer to sell, personal property for future delivery. The term “solicitor” shall also include a person soliciting orders for books, papers, or magazines or subscriptions thereto, and shall include solicitors for transient or nonresident photographers. A solicitor for a transient photographer means any person going from house to house, place to place, or street to street soliciting orders for photographic work to be done by a transient photographer. A solicitor for a nonresident photographer means any person going from house to house, place to place or street to street soliciting orders for photographic work to be done by a photographer who has no studio or other place in the city fully equipped for the taking and finishing of photographs. These license require a police check by our local police department and needs to be done prior to submitting the application the City Commission. A South Dakota Sales tax license is required. Proof of liability insurance or a bond is needed. Processing of this application take on City Commission meeting. Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered.

### **DISCHARGING FIREWORKS**

A letter of request needs to be submitted to the City Manager’s Office to be placed before the City Commission to grant permission for discharging fireworks in City Limits. A form must be completed for the Yankton Fire Department also. Deadline for submission of the request is at least four weeks prior to the event. Requests should be mailed to the City Manager’s office, 416 Walnut, PO Box 176, 668-5221. This request will be coordinated by City Manager along with the City Events Coordinator, the Fire Department and Police Department.

## **SPECIAL EVENT LICENSES/PERMITS THAT DO NOT REQUIRE CITY COMMISSION APPROVAL:**

### **SPECIAL EVENT STREET CLOSING (no City enforcement or towing)**

A letter of request needs to be submitted to the City Manager's Office asking permission for a specific street closing. Deadline for submission of the request is at least two weeks prior to the event. Requests should be mailed to the City Manager's office, 416 Walnut, PO Box 176, 668-5221. This request will be coordinated by City Manager along with the City Events Coordinator, Police Department, Water Department, and the Street Department. The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets. The event liaison must contact all of the property owners to advise them of the event and street closure times.

### **STREET VENDOR OF FOOD LICENSE**

Selling of food from stands, trays, machines, motor or other vehicles, upon the streets or public ground of the city. This application does not require City Commission approval, however the applicant will need to be inspected by the Department of Health for a State license.

NOTE: Locating on or adjacent to City Parks or City Property requires prior written approval of the City Manager.

### **ITINERANT RESTAURANT LICENSE**

A restaurant operating for a temporary period of time, not in excess of ninety days, or in connection with a fair, carnival, circus, public exhibition or similar gathering. This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state. This application does not require City Commission approval, however the applicant will need to be inspected by the Department of Health for a State license.

### **PARADES**

A letter of request needs to be submitted to the City Manager's Office asking permission for a specific street closing. Deadline for submission of the request is at least four weeks prior to the event. Requests should be mailed to the City Manager's office, 416 Walnut, PO Box 176, 668-5221. This request will be coordinated by City Manager along with the City Events Coordinator, Police Department, Water Department, and the Street Department.

## SECTION 3

# SPECIAL EVENT ALCOHOL – BEER, WINE, AND LIQUOR

## SPECIAL ALCOHOL LICENSES AND PERMITS

The following licenses need a completed application, with the required fee at the time of submission, along with a copy of the liability insurance and then approval by the Yankton City Commission. You cannot sell alcohol without an alcohol license. You cannot consume alcohol on public property (streets) without an open container permit. Alcohol consumption is allowed in all City of Yankton Parks.

### **Special Event Malt Beverage and/or Wine License**

Processing of this application takes two City Commission meetings. (City Commission Meeting are held the second and fourth Mondays of every month.) First meeting is to set the notice that is printed in the newspaper. Second meeting is for approval of the license. The applicant should be present at this meeting in case City Commissioners have any questions. The application forms are available in the Finance Office, 668-5243. All applications should be submitted well in advance. Deadline for submission of application is at least two weeks prior to the first of the two consecutive City Commission meeting dates when the request will be considered.

### **Special Event Alcohol Licensing per State Law**

SDCL 35-4-124. Special alcoholic beverage license issued in conjunction with special events. Any municipality or county may issue:

- (1) A special malt beverage retailers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), (6), or (16) in addition to any other licenses held by the special events license applicant;
- (2) A special on-sale wine retailers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), (6) or (12) or chapter 35-12 in addition to any other licenses held by the special events license applicant;
- (3) A special on-sale license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), or (6) in addition to any other licenses held by the special events license applicant; or
- (4) A special off-sale package wine dealers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(3), (5), (12), (17A), or (19) or chapter 35-12 in addition to any other licenses held by the special events license applicant. A special off-sale package wine dealer's licensee may only sell wine manufactured by a farm winery that is licensed pursuant to chapter 35-12.

### **Special Event Alcohol Licensing per State Law continued**

Any license issued pursuant to this section may be issued for a period of time established by the municipality or county. However, no period of time may exceed fifteen consecutive days. The local governing body shall establish rules to regulate and restrict the operation of the special license, including rules limiting the number of licenses that may be issued to any persons within any calendar year.

Source: SL 2010, ch 185 § 1; SL 2011, ch 175, § 1.

### **Alcohol Management Pertaining to Special Events on Public Property**

1. Alcohol is defined as beer and/or wine. Any wine based beverage containing more than 19% alcohol would be considered a liquor.
2. Only established bars/restaurants with a valid Liquor License may apply to sell liquor at a special event.
3. NO alcohol shall be brought into or out of the venue by patrons. Proper posted signs shall be at all entrance/exit for disposal of these beverages prior to entering or leaving the venue. Open containers of alcohol and drinking in the public-right-of-way or in parking areas are not permitted by law.
4. Each approved concession area for the sale of beer and wine must have signs specifying the legal drinking age and hours of sales. Mobile vending of beer and wine is not permitted. All beer and wine sales must be at pre-approved concession areas. No glass containers may be brought onto the public property by beverage vendors for cup dispensing.
5. All individuals should have their age verified prior to selling them beer/wine. If a centralized ID check area is to be used, proof of verification should be wrist bands or some other method that has been previously approved by the City of Yankton.
6. Alcohol consumption laws will be enforced by the Yankton Police Department.

Remember to err on the side of caution if there is any question whether or not an individual should be served alcohol.

## SECTION 4

# EVENT SECURITY

The safety of the general public, event sponsors, and city employees is of paramount importance at all events. Life safety is especially important of events on public property because of the possibility of overcrowding public parks or public facilities that may lead to damage of the City's reputation, ability to host special events in the future, and the possibility of civil liability exposure. Each event must appoint an Event Liaison who will work closely with City Staff and be the point of contact for the duration of the event.

If the event's attendance is estimated at less than 1,500 people private security is recommended. If the event's attendance is estimated at more than 1,500 private security will be required. The City of Yankton reserves the right to provide security/police in addition to the private security if the City deems it necessary.

## SECTION 5

# PORTABLE TOILETS

The event is responsible for providing toilets for event participants. Minimum Toilet Requirement is 1 toilet for every 250 persons with 5% of toilets being ADA compliant. If available restrooms under the control of the Applicant (park facilities or private businesses) are expected to be insufficient to meet this requirement, portable toilets shall be required to be provided by the Applicant at its own expense.

## SECTION 6

# INSURANCE

1. General liability insurance with the City of Yankton listed as an additional insured is required for a special event utilizing public property and a) involving formal street closures which utilize the special event parking ordinance and/or b) involve the sale of alcohol under the special event alcohol license.
2. The Certificate of Insurance must be received and approved by the City. The City will not permit the special event prior to receiving the Certificate of Insurance.
3. The minimum amount liability limits for the policy will be one million dollars (\$1,000,000) per occurrence which protects the organizing group and the City against liability claims resulting from activities at the event. The liability insurance should cover for both property damage and bodily injuries, including those resulting in death. Auto coverage may be necessary depending upon the event.

## SECTION 7

# CITY FACILITIES (IF USED)

## GENERAL POLICIES, RULES AND PROCEDURES

### ANIMALS

With the exception of guide, signal or service dogs, animals are not allowed in City facilities without prior approval. Approval is based on whether the animal is legitimately part of the show, exhibit, or activity requiring the use of animals. If allowed, the renter is responsible for the liability associated with animals and sanitary needs.

### DECORATIVE MATERIALS

Nothing may be nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, windows or floors. Check with City staff for further information on appropriate decorating methods. Damages resulting from the improper use of these materials will be billed to organizing group. Extreme care must be taken to keep balloons securely tied to a base. It is recommended helium balloons not be brought into the facility until the start of the event to reduce the risk of loose/lost balloons. The use of glitter, confetti, rice, or sand is not permitted. Birdseed may be used OUTSIDE of the facilities. Fog machines are prohibited INSIDE facilities.

### FACILITY CLEANING

Users are required to restore facilities back to original conditions. Janitorial/housekeeping are NOT City's responsibility. All garbage is to be taken to the dumpster bins. Reline garbage cans with liners provided. Clean out any spilled garbage in the container. Clean all outside areas surrounding the facility, including the parking areas used by the guests. Tables and benches/chairs are to be wiped down. Check all windows and doors to make sure they are closed and secure if using a secured facility. All doors must be locked. All items brought by the user, guests, staff, decorators, caterers or others must be removed. Failure to fully clean and restore facilities may result in assessment of cleaning fees against the event Applicant.

### KEYS

The City charges a \$10 key deposit for the Dakota Territorial Capitol Building, Amphitheater, and City Hall Gym. The fee is paid when the key is picked up as the user is responsible for picking up keys from the Summit Activities Center, 1801 Summit St, 668-5234. Each user is allowed one set of keys. It is the sole responsibility of the user to unlock the facility for their guests, staff, decorators, caterers, etc. The user must return the keys to the Summit Activities Center the day after the event. The \$10 deposit is returned when the key is returned.

## **LOST AND FOUND**

The City of Yankton is not responsible for lost or stolen items. As a courtesy, some City facilities contribute to a lost and found collection maintained at the Summit Activities Center. Lost and found items must be claimed within 10 working days after the event. The items will be labeled with dates/times when turned into the Summit Activities Center. Failure to timely claim lost and found items will result in City donation or destruction of such items. The City is not responsible for reimbursing or returning items donated or destroyed under this policy.

## **SAFETY**

All equipment used by the user, staff, decorators, caterers, DJs etc. must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. Multi-plug adapters must be UL approved and have an overload internal circuit breaker. Open flames are not allowed. All candles must be enclosed in appropriate containers that rise at least 3" above the flame. Exits, entrances, air supply vents, ramps, sidewalks, and stairways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers must be kept clear at all times.

## **GENERAL POLICES**

- The City staff has the right to enter the facility at any time during your event.
- Smoking and tobacco use is prohibited within all City facilities and on City property.
- During the winter months, the City staff will clear walk-ways, stairs, and entrances of snow and will spread ice melt previous to an event. It is the user's responsibility to maintain these areas during their event.

## **SECTION 8**

# **USE OF STREETS-**

## **STREET CLOSINGS, RACES/WALKS, PARADES**

1. The City may require a special event to provide/hire security or traffic control attendants.
2. Through the special event application process, the City of Yankton will determine the amount of security and/or traffic control attendants needed for event.
3. Routes for parades, walks, runs, or marathons must be approved by the City of Yankton.
4. Maps of the special event area and/or routes are required. Maps must indicate all of the areas and/or streets being requested for use or for closure.
5. An event which has a vehicle and/or semi-permanent structure placed on a street, sidewalk, or trail will require a special event application.
6. No alcoholic beverages are permitted on public property right-of-ways or streets, whether opened or not, without the appropriate alcohol licensing.
7. In the event of a street closure that will affect businesses in the closure area, prior written approval from those businesses will be necessary. This will be the sole responsibility of the event applicant.
8. The event will be responsible for cleaning up the closed street at its conclusion.

## SECTION 9

# TENTS

1. No tents shall be erected closer than six (6) feet to a property line, ten (10) feet to any building or structure, or closer to the street line than building line.
2. No tent shall be erected or used unless authorized by the Yankton Parks Department. Such authorization shall not exceed thirty (30) days.
3. Tents shall not be treated with any substance or preparation which would increase the rate of combustibility of the fabric. Tents shall not be erected when subject to overloading by sleet or snow.
4. The provisions of this section, except as to safety, do not apply to temporary tents under 200 sq. ft. erected for the purpose of providing shelter at a cemetery for a funeral, special occasions (such as picnics, private receptions, and similar affairs lasting not more than one (1) day) when erected and used under proper direction.

## SECTION 10

# MISCELLANEOUS

## APPROVAL OF EVENTS

Once a written request (Special Events Application) and all corresponding materials (licenses, insurance, etc.) are received by the Events Coordinator, the request/application will then be submitted for approval. It is the responsibility of the Event Liaison to work with the Events Coordinator to ensure that all requirements for the City are met in a timely manner. The Events Coordinator will contact you with your approved permit.

## BANNERS/SIGNS

The hanging of banners or signs must follow the City of Yankton Sign Ordinance and/or must have prior approval. The Sign Ordinance is governed by Community Development and Code Enforcement, 668-5251.

## BARRICADES/CONES

The amount of barricades and/or cones needed for an event will be determined with input from the Street Department, Police Department, Events Coordinator, and the Event Liaison. Set-up and take-down of barricades/cones is the responsibility of the Event Liaison and event workers.

## ELECTRIC

When required, all electric service shall be installed by a licensed electrician. Any event requiring heavy electrical usage must identify needs with the Events Coordinator. Electric extension cords shall be utilized properly. Gauge size of cords used must be compatible with equipment. Cords shall not be frayed. Cords shall be completely covered with tape or other method to prevent tripping. Cords shall be properly grounded.

## HYDRANTS

If water from a hydrant is requested, approval will be required from the City of Yankton and a metered adapter for the hydrant will be used for billing purposes. Any event requiring hydrant water must identify needs with the Events Coordinator and arrangements will be made with the Water Department and Finance Office.

## TRASH REMOVAL

Trash removal at the event site is the responsibility of the special event group, however, there may be occasions to coordinate with Yankton's Parks Department and/or Public Works Department. Portable garbage receptacles may be available upon request. Trash dumpsters may be available upon request.

## SECTION 11

# ASSEMBLIES AND DEMONSTRATIONS

1. The Special Events Coordinator must be notified of organized demonstrations or rallies. Application must be made as a special event. It must meet all City requirements including:
  - a. No blocking any entrance or exit.
  - b. No preventing any persons from entering or leaving any premises.
  - c. No using any type of physical force upon any person.
  - d. No throwing any type of material.
2. Any breach of the peace or criminal act by or against any participant may result in appropriate legal action against the organization or individuals, including possible arrest and prosecution.
3. Further guidelines to ensure the safety of persons and property, associated with demonstrations include:
  - a. The orderly use of public sidewalks and other properties will be assured.
  - b. For the protection of the public, any group wishing to use streets or public ways for demonstrating must complete a Special Events Application.
  - c. Any group wishing to use any park area or facility, may be granted permission by the Events Coordinator, consistent with its rules.
  - d. A Certificate of Insurance, naming the City of Yankton as an "Additional Insured" will be required.
  - e. Individuals and organizations must be aware of the rights of private business to restrict access to its property. Demonstrations will not be allowed to picket or assemble on private property without permission of the property owner.
  - f. Organizations sponsoring demonstrations are required to designate individuals from their group to act as "Activity Marshals" to help assure participant safety. Marshals must be identifiable to participants and police officers.
  - g. The Yankton Police Department will endeavor to ensure citizens right to express their rights and views in an orderly, safe manner.

SECTION 12

# FOOD CONCESSIONS

**South Dakota Department of Health**

Office of Health Protection

600 E Capital Ave

Pierre, SD 57501

Phone 605.773.4945

Fax 605.773.5683

<https://doh.sd.gov/food/restaurants-lodging/Licensure/Food-Service>

# SALES TAX

**South Dakota Department of Revenue**

Yankton Revenue Office

1900 Summit Street

Yankton, SD 57078

Phone 605.668.2939

<http://dor.sd.gov/Taxes/>