

CITY OF YANKTON SPECIAL EVENTS APPLICATION

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. Detailed information can be found in the Special Events Application Handbook. You are encouraged to read the handbook and ask questions.

CITY OF YANKTON SPECIAL EVENTS CONTACT INFORMATION

Events and Promotions Coordinator – Brittany LaCroix – 605-668-5232 or blacroix@cityofyankton.org

Licensing and Permitting – Sue O’Grady – 605-668-5246 or sogrady@cityofyankton.org

2020 SPECIAL EVENT APPLICATION RATES

These fees are applicable to any business or organization hosting an event on public or City property. Any fees associated with your special event must be submitted with your application unless other arrangements have been made with the Special Events and Promotions Coordinator.

Special Events Application Fee:

\$0 – 90 days or more prior to event

\$50 – 60 to 89 days prior to event

\$100 – 30 to 59 days prior to event

**any applications turned in within 30 days of the event may not be approved*

Street Closure Application Fee:

\$0 – 30 days or more prior to closure

\$25 – less than 30 days prior to closure

**any street closure request turned in within 30 days of the closure may not be approved*

Equipment Use for Special Events Fee:

\$25 – delivery fee for any City of Yankton materials needing delivered and picked up from event. Including, but not limited to, picnic tables, garbage barrels, benches, signage and cones.

Please fill out this Special Events Application to the best of your knowledge and as detailed as possible.

CONTACT INFORMATION

APPLICANT'S NAME: _____

COMPANY/ORGANIZATION: _____

ORGANIZATION TYPE: NON-PROFIT or PROFIT

MAILING ADDRESS: _____

PHONE: (DAY): _____

PHONE (CELL): _____

EMAIL: _____

EVENT INFORMATION

EVENT NAME: _____

EVENT TYPE: _____

EVENT DATE(S): _____

SET UP DATE/TIME: _____

TAKE DOWN DATE/TIME: _____

EVENT LOCATION: _____

ON-SITE CONTACT PERSON: _____

CONTACT PHONE: (DAY): _____

CONTACT (CELL): _____

TOTAL ESTIMATED TO ATTEND: _____

*ESTIMATED ATTENDANCE AT PEAK: _____

*If your event will host **more than 1,500** people at any given time, you will be **required to hire security**.

*If your event will host less than 1,500 people at any given time it is recommended you hire security.

PURPOSE/DESCRIPTION OF EVENT: _____

EVENT COMPONENTS: *(check all that apply)*

Some may require approval from the City Commission which meets on the second and fourth Monday of each month.

- LIVE MUSIC (requires a Special Event Dance License and one City Commission meeting)
- FOOD
 - Yes, this event will involve food for sale from vendors (requires a Street Vendor of Food License).
 - Yes, this event will involve food but there will be NO SALE of food.
- BEER AND/OR WINE
 - ** Yes, this event will involve the sale of beer and/or Wine (requires a Special Event Malt Beverage and/or Wine License).
** The Special Event Alcohol License approval requires **two** City Commission meetings.
** Only established bars/restaurants with a valid Liquor License may apply to sell liquor at a special event.
 - Yes, there will be alcohol at this event but there will be NO SALE of alcohol or any alcohol-related sales, such as event participation fees or cup fees.
- MERCHANDISE VENDORS (requires a Transient Merchandise License and one City Commission meeting)
- FLOATS FOR PARADE
- VEHICLES
- ANIMALS
- AMUSEMENT RIDES
- INFLATABLES FOR CHILDREN
- TOURNAMENT
- CEREMONY
- WALK
- RACE: 1 MILE, 3K, or 5K
- RACE: 8K or 10K
- RACE: HALF MARATHON or MARATHON
- BIKE RIDE
- TRIATHLON
- FIREWORKS – Permission to shoot fireworks will require a permit from the Yankton Fire Department and one City Commission meeting.
- OTHER: _____

EQUIPMENT/SERVICES REQUESTED OF CITY FOR EVENT:

Check all that apply. Amounts needed will be determined after meeting with the applicant.

- Police Department– traffic control
- Police Department- security walk-throughs
- Fire Department- fire protection
- Electrical power supplies
- Class 3 street barricades
- Traffic barrels
- Garbage barrels
- Garbage dumpsters
- Picnic tables
- Benches
- Bleachers
- A-frame No-Parking signs
- A-frame signs for special events no-parking display
- Plastic snow fence
- Fence posts
- Orange cones

SPECIAL REQUESTS: _____

(check all that apply)

- SPECIAL EVENT NO PARKING AND STREET CLOSING (Police enforcement & towing)
 - No parking signs with specific event information securely attached must be posted, by the event organizers, in the no-parking zone forty-eight (48) hours prior to the event start time. Requires approval at one City Commission.
 - Ideal for street dances or events taking place in the street
- STREET CLOSING (no City enforcement & no towing) – This closure does require City Manager approval.
 - Ideal for poker runs or special parking only
- PARKING LOT CLOSURE

Include a clear and detailed map depicting the area of your requested street closure. Include routes, start/finish lines, set-up plans for stage, portable toilets, tables, tents, vendors, activities, emergency access points, and any other relevant information. 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 and provide the City Events Coordinator with a coordinating list and signatures.

PARKING PLANS: (include locations, dimensions, capacity of spaces to be available & layout sketch)

SHELTERS/RENTALS

If any part of your event will involve the use of park shelters or City building rentals, it is the event organizers responsibility to call the Summit Activities Center and make reservations, 605-668-5234.

DECORATIONS

If any part of your event will involve the use of decorations of any kind please provide the following information:

Description of decorations used (include map if necessary): _____

Decoration set up time: _____ Decoration take down time: _____

Any decorations put up by event organizers must be approved by the City, must not obstruct public right of way or street signs and must be taken down by the end of the event.

AMPLIFIED SOUND

If any part of your event will involve amplified or loud noise on Public Property, please specify the following information:

AMPLIFIED SOUND DATE & START TIME: _____

AMPLIFIED SOUND DATE & END TIME: _____

Please specify location(s) within your closure where amplified noise will occur:

TRASH REMOVAL PLAN:

As the event host, the Applicant is responsible for removing all trash from the event site (picking up all loose trash on the ground/street/gutters), including emptying all trash receptacles and dumpsters.

Please detail your plan to handle event waste and recycling removal:

PORTABLE TOILETS/RESTROOMS:

As the event host, the Applicant is responsible for providing toilets for event participants. Minimum Toilet Requirements is 1 toilet for every 250 persons with 5% of toilets being ADA compliant. If available restrooms under the control of the Applicant are expected to be insufficient to meet this requirement, portable toilets shall be required to be provided by the Applicant at its own expense.

Please provide what public restrooms (park facilities or private businesses) are available:

If required, please provide number of portable toilets that will be brought:

INSURANCE REQUIREMENT: As the event host, the Applicant must obtain at its own expense a general liability insurance policy covering the event. The minimum general liability insurance limits for such policy shall be one million dollars (\$1,000,000) per occurrence which protects the organizing group and the City of Yankton against liability claims resulting from activities at the event. The City shall be named on the policy as an additional insured.

HOLD HARMLESS AND INDEMNIFICATION: The event organizers agree to indemnify, defend and hold harmless the City of Yankton, its officers, agents, and employees, from and against any and all actions, suits, damages, liability, or other proceedings arising from or in any way relating to usage of public property by the event. The City of Yankton is not responsible for any loss or damages to private property. The event further agrees to accept all responsibility for any and all medical bills incurred or claimed by the participants, volunteers, spectators, and any others associated with the use of the public property by the event; and the event shall indemnify, defend and hold the City of Yankton completely harmless from and against any and all such claims.

Applicant acknowledges and agrees to abide by all terms and conditions contained within the City of Yankton’s Special Events Application Handbook, a copy of which is freely available from the City’s Special Events Coordinator or available for download from the City’s website.

APPLICANT’S SIGNATURE: _____ DATE: _____

PLEASE NOTE: This application may be denied at the discretion of the following City Departments for any reason, including, but not limited to the following: if the proposed activity disrupts traffic beyond practical solution; interferes with access to fire stations and hydrants; causes undue hardship or unreasonable nuisance to surrounding residents or businesses; conflicts with previously scheduled events; requires unreasonable efforts or numbers of public employees or so many public employees that services are denied to the public at large; or fails to fall within City Standards. The permit may also be rescinded at any time if complete and accurate information was not provided on the application; if the event is not held within the terms of the permit, or if there is failure to comply with applicable legal requirements, City Ordinances, or State Law. The City has the ability to deny future requests based on performance, failure to adhere to responsibilities, or damage to public property.

Please attach any other materials that will help us understand your event (maps, schedule, etc.) Email completed application to blacroix@cityofyankton.org or send to 416 Walnut Street, PO BOX 176 Yankton, SD 57078.

FOR CITY USE ONLY

APPROVED BY:

CITY MANAGER _____

FINANCE _____

FIRE DEPARTMENT _____

POLICE DEPARTMENT _____

PUBLIC WORKS DEPARTMENT _____

EVENTS COORDINATOR _____