

# CITY OF YANKTON SPECIAL EVENTS APPLICATION

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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 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](mailto:blacroix@cityofyankton.org)

Licensing and Permitting – Sue O’Grady – 605-668-5246 or [sograd@cityofyankton.org](mailto:sograd@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: Tara Leonard

COMPANY/ORGANIZATION: Rock 'N' Rumble

ORGANIZATION TYPE: Profit

MAILING ADDRESS: 113 E 3rd St

PHONE: (DAY): 605-260-2134

PHONE (CELL): 605-660-3144

EMAIL: yanktonribfest@gmail.com

## **EVENT INFORMATION**

EVENT NAME: Rock 'N' Rumble

EVENT TYPE: Food and Music outside community event

EVENT DATE(S): July 23, 2022

SET UP DATE/TIME: July 23, 2022 6:00 AM

TAKE DOWN DATE/TIME: July 24, 2022 12:00 AM

EVENT LOCATION: 3rd & Capitol Street - See map

ON-SITE CONTACT PERSON: Tara Leonard

CONTACT PHONE: (DAY): 605-260-2134

CONTACT (CELL): 605-660-3144

TOTAL ESTIMATED TO ATTEND: 500

\*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:

A community event that will have a motorcycle poker run, live music, vendors, and motorcycle parade. A fun filled event that will provide a lot of entertainment for the Yankton community.

**EVENT COMPONENTS:**

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

- Live Music
- Food
- Beer And/Or Wine
- Merchandise Vendors
- Other

OTHER: poker run and motorcycle parade

Will there be any sale of food from vendors?: Yes

Will there be any sale of Alcohol or any alcohol-related sales?: Yes

**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
- Class 3 street barricades
- Traffic barrels
- Garbage barrels
- Garbage dumpsters
- Picnic tables
- A-frame No-Parking signs
- Orange Cones

**SPECIAL REQUESTS:**

**SPECIAL CLOSURES:**

- Special Event No Parking and Street Closure (Police Enforcement & Towing)

## **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:

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: July 23, 2022 2:00 PM

AMPLIFIED SOUND DATE & END TIME: July 24, 2022 12:00 AM

Please specify location(s) within your closure where amplified noise will occur:  
the intersection between 3rd street and Capitol Street

## **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:

Clean-up will be done after the event

## **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:

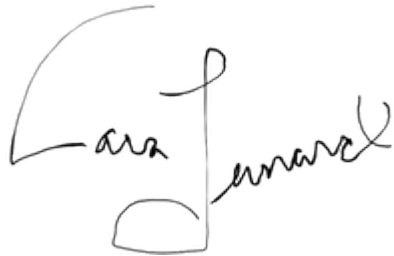
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**INSURANCE REQUIREMENT:** As the event host, the Applicant must obtain at its own expense a general liability insurance policy covering the event. The minimum general liability insurance limits for such policy shall be one million dollars (\$1,000,000) 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:

A handwritten signature in black ink, appearing to read "Kara March". The signature is written in a cursive style with a large initial "K" and "M".

DATE: April 11, 2022

**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.

