

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 (i.e. parks- hereinafter referred to as “public property”) that is open to the general public and which will benefit the community.

- The goal of the application process 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.
- Your event is not considered official until the Special Events Review Committee has approved it. The City’s Special Event Review Committee reserves the right to deny any application.

CITY OF YANKTON SPECIAL EVENTS CONTACT INFORMATION

Events Manager – Luke Youmans – 605-668-5238 or lyoumans@cityofyankton.org

Licensing and Permitting – City Finance Office – 605-668-5243 or license@cityofyankton.org

SPECIAL EVENT APPLICATION FEES

These fees are applicable to any entity hosting a defined special 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 Events Manager.

Special Event application fees are nonrefundable.

Special Events Application Fee:

Tier 1 classification. Special Events with 1000 participants or more; and/or Any activity involving the sales of alcohol.	\$100 application fee.
Tier 2 classification Parades utilizing City Streets	\$50 application fee.
Tier 3 classification. Special Events with less than 1,000 participants; and Including the sale of merchandise and/or food; and There will be NO availability of alcohol.	\$25 application fee.
Tier 4 classification. Special Events with no City services or equipment; and There will be NO availability of alcohol, or sales or merchandise or food.	\$0 application fee.

*\$50 administrative fee – if application is submitted less than 60 days prior to event**

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

City Materials Use and Delivery Fees:

Delivery fees for each type of City of Yankton materials delivered and picked up from event are indicated below.

Amounts of materials needed will be determined after meeting with the applicant.

Check all that apply.

- \$25. Class 3 street closure barricades
- \$25. Traffic barrels/candles
- \$25. Orange cones
- \$25. A-frame No-Parking signs
- \$25. A-frame signs for special events no-parking display
- \$25. Garbage barrels
- \$25. Picnic tables
- \$25. Benches
- \$25. Bleachers
- \$25. Plastic snow fence
- \$25. Fence posts
- \$25. Other material: _____

Services Requested of City for Event:

Fees for each type of service are indicated below. Requests may not be able to be provided by the City due to staff availability.

Check all that apply.

- \$50/hour- Police Department– traffic control
 - \$50/hour- Police Department- security walk-throughs
 - \$50/hour- Fire Department- fire protection

 - Electrical needs: _____ 110V _____ 220V
-

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

EVENT INFORMATION

APPLICANT'S NAME: _____

COMPANY/ORGANIZATION: _____

ORGANIZATION TYPE: NON-PROFIT or PROFIT

MAILING ADDRESS: _____

PHONE: (DAY): _____

PHONE (CELL): _____

EMAIL: _____

EVENT SPECIFICS

EVENT NAME: _____

PURPOSE/DESCRIPTION OF EVENT: _____

EVENT DATE(S): _____

SET UP DATE/TIME: _____

TAKE DOWN DATE/TIME: _____

EVENT LOCATION: _____

EVENT LIAISON WHO WILL BE THE ON-SITE CONTACT PERSON: _____

EVENT LIAISON CONTACT PHONE: (DAY): _____

EVENT LIAISON CONTACT (CELL): _____

TOTAL ESTIMATED TO ATTEND: _____

- If alcohol will be available at the event, private security is highly recommended.
- If the event's attendance is estimated at more than 1,000 private security is highly recommended.
- If there has been a past history of incidents at the event, private security is highly recommended.
- If the event's attendance is estimated at less than 1,000 people private security may be suggested.
- The City of Yankton reserves the right to provide additional security/police to the private event security and at a cost to the event should it be deemed necessary.

EVENT COMPONENTS: *(check all that apply)*

Some requested components 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).
 - Only established bars/restaurants with a valid Liquor License may apply to sell beer/wine at a special event.
 - The Special Event Alcohol License approval requires **two** City Commission meetings.
 - 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)
- ANY TYPE OF PARADE
- VEHICLES/MOTORCYCLES
- ANIMALS
- AMUSEMENT RIDES
- INFLATABLES FOR CHILDREN
- COMPETITIVE TOURNAMENT
- CEREMONY
- WALK
- BIKE RIDE
- RACE: 1 MILE, 3K, 5K, 10k
- RACE: HALF MARATHON or MARATHON
- TRIATHLON
- FIREWORKS – Permission to shoot fireworks will require a permit from the Yankton Fire Department.
- OTHER: _____

(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. Approval can be granted by the City Manager or designee.
- STREET CLOSING (no City enforcement & no towing) – Approval can be granted by the City Manager or designee.
- PARKING LOT CLOSURE. Approval can be granted by the City Manager or designee.

NOTE: 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 Manager with a coordinating list and signatures.

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:

SHELTERS/RENTALS

If any part of your event will involve the use of park shelters or City building rentals, it is the Event Liaison’s responsibility to call the Parks Department and make reservations, 605-668-5231.

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.

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 one (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 agreed upon:

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 event 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. If alcohol is being served, an additional one million dollar (\$1,000,000) alcohol liability insurance policy is also required. ***Event insurance covering the duration of your event must be submitted before your application is given final approval.***

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.

The following materials must be submitted with your special event application to be deemed complete. All related forms can be found on the City of Yankton's website under the Special Events section.

- Completed Emergency Response Plan form
- Detailed Map including street closures, requested open container areas, routes, start/finish lines, set-up plans for stage, portable toilets, tables, tents, vendors, activities, emergency access points, parking and any other relevant information.
- Road Closure form (if applicable)

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 Manager or available for download from the City's website.

APPLICANT'S SIGNATURE: _____ DATE: _____

Email completed application to lyoumans@cityofyankton.org or send to 416 Walnut Street, PO BOX 176, Yankton, SD 57078.

PLEASE NOTE: This application may be denied at the discretion of the following 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;
- fails to fall within City Standards.
- The permit may also be rescinded at any time if incomplete and inaccurate information was 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 past performance, failure to adhere to responsibilities, or damage to public property.

FOR CITY USE ONLY

APPROVED BY:

CITY MANAGER _____

FINANCE _____

FIRE DEPARTMENT _____

POLICE DEPARTMENT _____

PUBLIC WORKS DEPARTMENT _____

EVENTS COORDINATOR _____

Updated May 2023