City of Rapid City, South Dakota
2018 Special Event Application

Event Name: Toss for Families
Name of Organization: United Families
Applicant Name: Cindy Peterson
Mailing Address: 429 Kansas City Street, Suite 15
City/State/Zip: Rapid City, SD 57701
Work Phone: (605) 659-0079  (605) 430-0430
Email: united_familiesev@gmail.com
On-Site Contact Person: Cindy Peterson   Lonnie Williams
On Site Cell Phone: (605) 659-0079  (605) 430-0430
Event Proceeds go to United Families Visitation Center

Will there be a participation fee? Yes ☑️  No

Do you want this event included on the City's Special Event Calendar? Yes ☑️  No

EVENT DESCRIPTION

Please attach a separate paper describing your event in detail, including the information delineated under Special Event Application on Page 2 of the Handbook. A separate, detailed site plan of the event site must also be submitted. If necessary, also provide a Traffic Safety Plan as described in the Handbook.

Event Date: September 15th, 2018  Alternate Date: September 29th, 2018
Start Time: 12:00 PM  End Time: 7:00 PM
Event Location/Address: HayDuq Brewing Company 401 Kansas City Street
Event Website if applicable: www.eventbrite.com/e-toss-for-families-tickets-48795260089
Setup date: September 15th, 2018  Setup Time: 9AM  Cleanup Time: 7PM
Date/time street closure start: 9AM  Date/time street closure end: 9PM

INDEMNIFICATION

In consideration of approval to conduct this activity, the applicant/organization expressly assumes all risks incident to or in connection with the permitted activity. Any property damage or bodily injury arising out of or in connection with the permitted activity shall be the sole responsibility of the applicant/organization. Applicant/Organization agrees to and shall indemnify, defend and hold the City harmless from and against all losses, liabilities, damages, costs, expenses including litigation costs and reasonable attorney's fees, judgments or settlements whatsoever incurred by the City resulting from any claim, demand, action, cause of action or suit arising from or relating to the negligent or intentional acts or omissions of applicant/organization's officers, volunteers, employees, vendors, agents, contractors, subcontractors and others acting on behalf of applicant/organization.

Date: 8-8-2018  Name of Applicant:  Cindy Peterson
Please Print  Signature

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Toss for Families

Special Event Application
Rapid City Department of Parks and Recreation
515 West Boulevard
Rapid City, SD
(605) 394-4175
Enclosed in this Application

Event Application From
Site Plan/Map of Event Area
Copy of Insurance Certificate
Detailed Description of Event
**Toss for Families Explanation of Event**

**About Us**

United Families Visitation Center is a non-profit center that provides supervised visitation for families who are court ordered and/or families referred by the Department of Social Services. United Families is new to the community and we are looking to bring awareness to what we do within the community and raise funds so that we can provide the best services to families in need.

**The Event**

We are looking to hold a Corn Hole tournament as a fundraiser on September 15th, 2018. Hay Camp Brewing Company has offered and agreed to host our event on this day. We are looking to do the Corn Hole tournament with a Competitive and Social side, have a 50/50 raffle and a silent auction, to raise money for United Families. We are looking to block off 6th Street, between Kansas City and the alley going south bound, so that we can set up 10-12 sets of Corn Hole boards in order hold a tournament. In the middle of the corn hole games we will have an announcer for the games, a food truck and seating for guests to mingle in between games. Haycamp is opening up their front room to do a silent auction and a sign-up table for the tournament. A copy of our proposed street closure with explanation of our use of space is attached. Our plan is to run the event from 12-7pm, with set up starting at 9am and the day of and tear down going from 7-9pm. We would need to have notification signage to let the public know that section of 6th Street will be blocked off at 9am September 15th, 2018. We will also need to have signs posted in the parking spaces in the street the day prior so that people know we will be using the spaces the following day from 9am-9pm. We are also reaching out to have one or two food trucks present for the event. Hay Camp has a license to sell alcohol in their building and is open to doing so. We would need permission to have open container within our barricades. We are looking to rent barricades from traffic services. On the outside of the barricades we would post signs for the event. As soon as we have the go ahead for this event we will be printing flyers and asking businesses if we can advertise for our event, we are also looking to have a radio station let the community know about the event, create an event on Facebook and possibly the newspaper.

**Parking Plan**

We believe we can direct our participants to utilize downtown parking garage, downtown parking spaces or the parking lot at Rapid City High school a couple blocks up 6th street. We are also willing to contact Pennington Title and United Methodist Church to see if we are able to use their parking lots for the event if needed.

**Emergency Plan**

In the case of Inclement weather we will be cancelling the tournament, but will still host the silent auction and 50/50 raffle indoors at Hay Camp Brewing Company. We will include this information on our webpage for sign up and on our event fliers.

**Medical Plan**

We plan to have a first aid kit available and to utilize an Emergency if higher medical needs occur.
Volunteers

We have volunteers from United Families and Steven's High School to help us facilitate the event and conduct a 50/50 raffle. We are contacting the Lyon's Club and Cosmos to see about certified ID checkers to help with making sure no one underage is drinking at our event.

Mitigation of Impact

We plan to contact the surrounding businesses, Catholic Social Services Pennington Title,

Safety/Security

We will be contacting the Rapid City Police Department to let them know about our event. We do not see needing any security or police intervention, however we will contact if necessary.

Accessibility

Accessibility should be no problem for our event as it is in the street and utilized by the public daily.

Waste/Recycling

We will be providing trash receptacles, trash bags and removing the trash at the end of the event.

Portable Toilets

We have contacted Royal Flush and reserved two portable toilets for our event. The Portable toilets would be dropped off on Friday afternoon and picked up Monday morning. Hay Camp has also said that our participants will be able to utilize their bathrooms.

Vending Information

We are looking to have one to two food trucks or none present for the event.

City Services Requested

We are requesting permission for the section of 6th Street between Kansas City and the alley going south bound, blocked off for our event. We will need help with the street block off, signage for warning that the section of road will be closed on September 15th and making sure all of the City's Safety regulations are met. We will also need help putting signage, the night before, in all of the parking spaces within the street closure section, to ensure that people do not park there. We also would greatly appreciate it if we could put the event on the City’s event page.
Street closed between Kansas City St and the Alley on 6th going South.

- Corn Hole Court
- Seating area
- Food Truck
- Corn Hole Court
- Porta Potties
# Certificate of Liability Insurance

**Producer:** CPH & Associates  
711 S Dearborn St, Ste 205  
Chicago, IL 60605  

**Contact Name:** C. Philip Hudson  

**Phone:** 312-987-0823  
**Fax:** 312-987-0020  
**Email:** info@qhins.com  

**Insured:** United Families  
425 kansas city st  
rapid city, SD 57701  

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## Coverages

**This is to certify that the Policies of Insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the Insurance afforded by the Policies described herein is subject to all the terms, exclusions, and conditions of such Policies, limits shown may have been reduced by paid claims.**

<table>
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<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
<th>SUBSEQUENT (Y/N)</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
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<td>PROJECT</td>
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**General Aggregate Limit Applies Per:**

- **Policy:**
  - Project
  - Local

**Auto Liability:**

- **Any Auto**
  - Claim-Made

**Umbrella Liability:**

- **Occur**
  - Claim-Made

**Excess Liability**

- **Occur**
  - Claim-Made

**Workers Compensation and Employers' Liability**

- **Yes/No:** N/A

**Description of Operations**

- **Event:** Boominator  
  - Effective Date: 09/15/2018  
  - End Date: 09/16/2018  
  - Venue Location: Hy Camp Brewery Company, 601 Kansas City St, Rapid City, SD 57701  

**Certificate Holder**

**Proof of Coverage**

**Cancellation**

**Should any of the above described Policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the Policy Provisions.**

**Authorized Representative:**

C. Philip Hudson

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