

# *Open Air Performance Permit*

## *APPLICATION PROCESS*

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### **The following steps are required to obtain an Open Air Performance Permit:**

1. Contact the Finance Office at Mitchell City Hall at 605-995-8420 to have your permit request placed on the City Council Meeting Agenda.

City Council Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Monday's of each month. Requests for an Open Air Performance Permit must be submitted to the Finance Office by 10:00am the Wednesday prior to the City Council Meeting.

2. Open Air Performance Permits are issued for various events; detailed information can be found in the City of Mitchell's Ordinances:

Sterling Codifiers:

Chapter 3 – Amusements:

- 4-3-1: Licenses Required, A-B,
- 4-3-2 : Bond Requirements,
- 4-3-3: Exemptions

3. Bond Requirements: Before any license shall be issued to any circus or carnival, such applicant shall deposit with the finance officer a cash bond in the sum of five thousand dollars (\$5,000.00) conditioned upon the licensee leaving all public grounds, ways or places used or occupied by such licensee in a clean, sanitary and undamaged condition. Otherwise, such sum shall be forfeited to the city. (1984 Code 20-13; amd. 2005 Code)
4. \$50.00 permit fee must be submitted with the request and made payable to the City of Mitchell.
5. If the request for an Open Air Performance Permit is approved, the permit will be issued by the Mitchell Department of Public Safety. If the request is not approved the \$50.00 permit fee will be returned to the applicant.

