

Special Event Handbook

A Guide to Planning Your Event
in Spearfish, South Dakota



625 N. 5th St., Spearfish, SD 57783

www.cityofspearfish.com

(605) 722-1430

Revised 2/2020

**Thank you for holding your event in Spearfish!
We look forward to working with you to ensure
your event is safe and successful.**

A permit is required to hold special events in Spearfish. Special events are defined as any activity sponsored by an organization or individual held on public property and designed for entertainment, competition, amusements, or social, ethnic, religious, or cultural awareness that:

- Requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, streets, stages, tables, bleachers, tents, temporary barriers, or boundaries;
- Impedes the normal flow of traffic;
- Impedes the enjoyment or use of the property by the general public; or
- Charges admission fees or fees for goods and services, including merchandise, food, or alcohol.

Examples include, but are not limited to:

- Amusements or carnivals
- Entertainment
- Music with sound amplification
- Dancing
- Dramatic or theatrical productions
- Festivals
- Parades, block parties, demonstrations
- Runs, walks, triathlons, or bicycle races or rides that are likely to impede, obstruct, impair, or interfere with the free flow of traffic
- Any activity that uses structures not already present on the public space, such as stages, booths, canopies, awnings, risers, bleachers, fences, partitions, stands, or other structures
- Any activity that requires city services to a degree over and above that routinely provided under ordinary circumstances as determined by the Special Events Assistant

The goal of this Special Event Handbook is to make the coordination of your event as seamless as

possible. Contact us early in your planning process so we can help from the start!

City Contact for Special Events

Special Events Assistant Alan Bonde

(605) 722-1430, alan.bonde@cityofspearfish.com

All of the documents in this guide can be found at www.cityofspearfish.com

The City of Spearfish has multiple buildings, parks, rec path, and open spaces available for a variety of uses that include art and cultural events, community festivals, concerts, farmers markets, races and walks, rallies, community outreach, weddings, and other special events, and other large-scale public uses.

Per Spearfish City Ordinances, all events intended for public participation in our parks, facilities, or public rights-of-way must be properly permitted.

Please review the information below to determine the category of your event. For more information, please contact the Special Events Assistant.

City-Sponsored Special Events: Events that are created, planned and implemented by city departments or agencies.

City Co-Sponsored Special Events: Events that are created, planned and implemented by non-City agencies. Support for the co-sponsored events may include in-kind services from City staff based on regular staff hours, grants to cover some permit fees, or financial support limited to funds approved in the City's annual budget. Cost recovery expenses are to be paid to City agencies and include staff overtime, supplies and materials, and other direct expenses. Co-sponsored events include those sanctioned by Black Hills State University, Spearfish School District (individuals and student organizations do not qualify as sponsors), and certain qualified non-profit groups.

Non-City Sponsored Special Events: Events that are created, planned and implemented by non-City agencies. The City does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity

including overtime expense, supplies and materials, and permit fees.

General Guidelines

1. Any event that the City, in its sole discretion, determines meets the definition of a special event requires a special event permit.
2. All requests to conduct a special event in the City of Spearfish should be directed to the Special Events Assistant at the Spearfish Rec Center, (605) 722-1430.
3. An Event Liaison must be designated by the organization or group holding the special event. This person is responsible for working with the Special Events Assistant and ensuring that all requirements of the City are met on time.
4. Event organizers are highly encouraged to submit their special event application no later than (60) days before the event (unless stated otherwise in this document). This allows staff the best opportunity to ensure the appropriate requirements have been met and ensures the smoothest possible process for the event organizer. Major events (at which more than 250 people are expected) should be submitted (90) days before the event date. Late applications will be handled on a case by case basis.
5. The application will be reviewed and possibly subject to the approval of the Finance, Fire, Parks and Rec, Police, and Streets Departments, City Administrator, and the City Council. (*Special Events Committee*)
6. The City of Spearfish reserves the right to refuse a request, ask for modifications, or cancel an event.
7. The Special Events Assistant will coordinate any requests for an event to extend beyond the time originally requested.
 - Extensions of up to eight (8) hours require authorization by the Public Safety Director
 - Extensions of one (1) day or more require an updated event application and Special Event Committee approval

8. The factors considered when deciding whether to issue a permit for a special event include, but are not limited to:

- The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct, or encourage or result in a violation of the law;
- The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
- The proposed location is adequate for the size and nature of the event;
- The event interferes with the intended use of the area (i.e. athletic fields, picnic areas, etc.);
- City equipment and services are available; and,
- All permit requirements have been met.

The Process at A Glance

Listed below is the typical process for obtaining a Special Event Permit. The process begins when a completed application and appropriate fee are submitted to the City. Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request. The Special Events Assistant will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your application. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. Throughout the review process, you will be notified if additional information, permits, licenses, or certificates are required. We ask that you submit the requested information as soon as possible to expedite the City's review process and approval of your application.

1. Submit an application and preliminary documentation no later than sixty (60) days before the event. The application packet can be downloaded or a request can be made to have it mailed to the sponsor.

2. The Special Events Assistant will determine if the activity should be designated as a special event.
3. If the event is endorsed, the applicant may be required to attend an event review meeting with the Special Events Committee one to three months before the event to finalize the logistics.
4. A City employee will contact the event organizer with approval notification, and after notification, it is the responsibility of the event organizer to work with the Special Events Assistant to ensure that all requirements for the City are met on time.
5. Events sponsors send final event information to Special Events Assistant a minimum of 4 weeks before the event.
6. Host a successful event!
7. Complete an after-action report and debriefing with Special Events Assistant.

Special Events Committee

The Special Events Committee meets as needed to review applications and event plans. Citywide event organizers may be required to attend at least one Special Events Committee meeting, usually in the month before the event.

Representatives from City departments and affected agencies will review applications and answer any questions you may have.

The approval process will assess the following considerations for each event:

- Promotes the community as a whole
- Provides positive civic and economic benefit
- Weighs impact on neighboring business and properties
- Weighs impact on public uses
- Considers the frequency of closures
- Considers the event’s financial impact
- Evaluates performance regarding previous permit conditions

- Considers public safety

Special Events Application Process

A Special Event Application is required for events or activities that are open to the public, held outdoors on public property, a city street, downtown, or in a city park. The application must be received no later than sixty (60) days before the proposed event.

This application will not be processed outside of the stated timetable and/or without the appropriate fees. Use N/A for “not applicable” to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing, which could affect the availability of your preferred event date and/or location.

Completing the application form will help staff identify the scope of your event and the support services you may need. Please submit as much descriptive information as possible with your application, including:

- Site/route maps
- Permit requests
- Copy of insurance certificate
- A tentative schedule of events
- Tentative vendor list

Our goal is to assist you in planning and coordinating the services you may need from the City to ensure that your event is successful. Upon review of the application, the Special Events Committee will decide whether or not to approve the event. **Note: Your event is not considered official until it has been approved by the Special Events Committee and a permit has been issued.** The City’s Special Events Committee reserves the right to deny any application. If the event is endorsed, the applicant may be required to attend a review meeting with the Special Events Committee one to three months before the event to finalize logistics.

If the event permit is denied, the applicant has the option to appeal that decision to the City Council. Decisions made by the City Council are final.

Upon receiving your completed application and fee, the Special Events Assistant will contact you. After reviewing your completed application, you will be given conditional approval to market and advertise your event. Acceptance of your application is neither a guarantee of the date or location nor automatic approval of your event. Please ensure that you have conditional approval before you market or advertise your event.

For more information on the special event process, contact the Special Events Assistant at the Spearfish Rec Center, (605) 722-1430, or email alan.bonde@cityofspearfish.com.

Rental Facilities

The City has the following facilities available to rent:

- Wilbur S. Tretheway Pavilion
- Snapper's Club
- Log Cabin
- Indian Springs
- Hudson Hall
- Bandshell in City Park
- Picnic shelters in various City parks
- Party room, multi-purpose room, Lookout Room, and gymnasium at the Rec and Aquatics Center

Please visit cityofspearfish.com/379/Building-Shelter-Rentals or contact the Special Events Assistant for more information about these rental facilities.

Alcohol

No alcoholic beverages are permitted in a park or on public property, including streets, without the appropriate alcohol permit. A special one-day license approved by the City Council according to SDCL 35-4-124 is required. Additional fees apply.

If your event involves the sale or use of alcohol, you must provide a copy of your liquor liability insurance before the event taking place.

For alcohol license information and questions, contact the City Finance Office at (605) 642-1325, 625 N. 5th St., Spearfish, SD 57783 at least six (6) weeks before your event. More information is also available under "Additional Resources," which begins on Page 14.

The following security measures are required for all beer gardens:

- A fence/barrier surrounding the entire beer garden area must be provided.
- Sale and consumption or possession of alcohol is only permitted within the fence surrounding the beer garden.
- The beer garden entrance/exit shall be monitored at all times by event personnel.
- Patrons must show proof of age and be issued a wristband before they can purchase alcohol.
- Servers must be 21 years of age or older.
- Servers should not consume alcohol while serving.
- Last call is 30 minutes before the end of the event.
- At the latest, the beer garden must close at the same time as the event, even if the Special Event permit shows a different time.

Events in City Parks

In addition to the guidelines for all special events contained in this handbook, the following regulations must be followed for events within a City park or open space:

- Parks are open from 6 a.m. to 10 p.m. May 1 to October 31, and from dawn until dusk November 1 to April 30.
- Motorized vehicles of all types, including golf carts, gators, ATVs, etc., are prohibited on park property, lawns, turf,

restricted roadways, bicycle/pedestrian pathways, creek pathways, turf trail or athletic fields, unless specific written permission is given by the Parks and Recreation Director or designee. All cars must be parked in designated parking areas.

- It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever, or remove any park property.
- Spray chalk may be used on grass or dirt surfaces with prior approval. However, no aerosolized spray paint/chalk/surveyor's paint can be used on paved surfaces including trails and streets.
- Staking is allowed in any City park, as long as the stakes do not exceed 8 inches in length. Water, lead, and sand weights are also permitted.
- All fires must be contained in designated grills or fireplace areas. Make every effort to see that generators or grills are placed on hard surfaces such as a sidewalk or parking lot.

A site walk-through is also recommended for any special event to be held in a City park. During the walk-through, the Special Events Assistant and Park Superintendent, or their designees, will answer any questions and provide any necessary keys or access codes. Site walk-throughs should be completed 7-10 days in advance of the event and can be scheduled Monday-Friday, 8 a.m. to 2 p.m.

Parking Plan

When planning your event, it is important to consider the impact it will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a plan is required, you will need to identify parking lots that will be utilized, develop a shuttle plan, and abide by the ADA (Americans with Disabilities Act)-accessible parking provisions and/or special parking requests.

Traffic Control Plan

Events that require street closures, obstruct vehicular or pedestrian traffic in any way, or potentially require a police escort to navigate through the streets must submit a Traffic Control Plan. Routes for parades, walk-a-thons, runs, or marathons must be approved by the Spearfish Police and Street Departments. A four (4)-week notice is required for any event that requires the closure of an arterial street.

Through the Special Event Application process, the City of Spearfish will determine the number of police officers or traffic control attendants needed for each event.

Event organizers are encouraged to meet with representatives from the Spearfish Police Department before submitting a Special Event Application. Please contact the police department at (605) 642-1300 as early as possible in your event planning process.

Traffic control devices (barricades) and associated costs are the responsibility of the event organizer. The Traffic Control Plan must include the following information, as well as any additional information applicable to your specific event:

- Proposed route to be traveled including the requested starting and termination point. Be sure to clarify the direction of movement of your event, including assembly and staging areas.
- Routing plans for traffic. Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic during your event.
- Proposed locations for barricades, signs, security, and volunteers. Include a detailed description of the styles of barricades to be used and the supplier of the barricades. Modification to this portion of your route and Traffic Control Plan may be required by the Spearfish Police Department.

- Where runs or walks cross a public street, clearly indicate the number of course flaggers that will be used and where they will be stationed to control traffic.
- Event organizers must maintain pedestrian access on public sidewalks unless an alternate plan is approved.

Note: The City of Spearfish has final discretion over your route and Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, security, traffic flaggers, and volunteer locations.

Signage

Attaching signs to trees, shrubs, picnic shelters, or any other City property is strictly prohibited. All proposed signage must have prior approval. Signs are governed by the City’s sign ordinance. Contact the Spearfish Planning and Zoning Department at (605) 642-1335 for more information.

Trail markings are prohibited except for sidewalk chalk (paint and spray chalk are strictly prohibited). The event organizer is responsible for all cleanup and damages.

Utility Needs

When required, all-electric service required for your event must be installed by a licensed electrician. Any event requiring heavy electrical usage must discuss those needs with the Special Events Assistant.

Electric extension cords used must be compatible with the equipment and must be in good working order (no frayed cords, etc.). The cords must be completely covered with tape or another method to prevent tripping.

Any event requiring hydrant usage must discuss those needs with the Special Events Assistant. To use a metered adapter on a hydrant, approval from the Public Works Department is required. Once

approved, arrangements for payment must be made through the Finance Office.

Mitigation of Impact

All events are required to provide notification to affected residential or business properties. The description should clearly define the full impact of your event, including traffic, noise, parking, and other disruptions to general park use. Notification of street closures must be illustrated and described and must include set-up and tear-down times. The notice must also give detour or alternate route information if normal access is affected. City contact information should also be included in the notice in the case of comments or concerns regarding the event.

Notification to property owners should occur no less than three weeks before the event date. Various methods can be used (postcards, email, flyers, etc.). A copy of the communication should be provided to the Special Events Assistant with your event application.

Safety/Security

The Spearfish Public Safety Department works closely with the Special Events Assistant to ensure the safety and security of all events. The security plan for your event should include:

- Needs for uniformed officers or other police personnel
- Locations, route adjustments, traffic planning, staging areas, event parking, traffic flow, etc.
- Police escorts for parade routes or processions
- Other safety concerns

You may be required to hire a private security company for beer gardens. You may also hire private security to protect your event property before, during, or after hours.

Medical Plan

Depending on the nature of your event, first aid/medical personnel may be required on-site. For assistance, contact the Spearfish Emergency Ambulance Service at (605) 642-8810.

Emergency Plan

Every event differs based on the activities involved. The list below identifies common risks that occur at events.

- Inclement weather
- Crowd control
- Medical emergencies
- Lost child
- Accident
- Fire
- Loss of utilities
- Communications malfunction
- Lost and found
- Structure collapse

Once you have identified risks for your event, we suggest that you establish an emergency plan. Templates for emergency plans are available from the Lawrence County Emergency Management, (605) 578-2122.

In cases where severe weather or other concerns pose a threat to your event, the Spearfish Public Safety Department will be in touch with the Special Events Assistant. A threat to public safety is cause for revocation of a permit, so please keep in mind that your event can be canceled upon guidance from public safety officials. In the case that a permit is revoked due to an existing threat, your cooperation with City staff will be needed and appreciated to ensure that all your event participants stay safe.

No refunds will be issued for cancellations or inclement weather.

Waste/Recycling

A waste management plan is required for all events. The plan can be a map or a detailed description, but it must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and portable restroom services. Copies of your contracts must be included with your waste management plan before consideration for approval.

The number of waste receptacles depends on the type of event. Your waste management plan should concentrate services in areas where participants and spectators will stage. Existing park trash cans and dumpsters should not be included in calculating the number of receptacles required for your event. Recycling is not required but encouraged.

Portable garbage receptacles may be available from the City upon request.

The event organizer is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon the conclusion of the event, the area must be returned to a clean condition. General cleanup must be done before the completion of the event. As the event organizer, if you set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Spearfish community and establish a good reputation for your event in the future. The event organizer is responsible for all cleanup and damages.

Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible for payment if this occurs, and it may cause future event applications to be rejected.

Portable Toilets

All portable toilets must be located on a hard surface and on an accessible path which may include asphalt, concrete, grass, or plywood. All portable toilets must be identified on the site map and the location must be approved by an

appropriate City employee. **Note: Restrooms within the park system have seasonal availability. Event organizers will be responsible for portable toilets outside of that window.**

The City of Spearfish recommends two (2) chemical or portable toilets for every 100 people. Ten (10) percent of these facilities must be ADA-accessible, but if the number required is less than 10, then one must be ADA-accessible. This figure is based on the maximum number of attendees at your event during peak time. If clusters of portable toilets are provided at various locations at the event site, at least one unit in each cluster must be ADA-accessible.

Inflatable, High-Risk Activities, and Portable Structures

If your event will include inflatables, high-risk activities such as fireworks, balloon rides, etc., or portable structures including staging, bleachers, or elevated platforms, you will be required to describe those items in detail and map their locations on your site plan. Temporary structures (i.e. tents larger than 120 square feet) or signage may require additional permitting through the Building and Development Department.

Fireworks and/or pyrotechnics will require additional permits from the Spearfish Public Safety Department.

Amusement rides must meet the requirements set forth by South Dakota Codified Law Chapter 42-10 and Spearfish City Ordinance Chapter 10. All required inspection affidavits, licenses, and fees must be presented at the time of application for such an event.

Please observe the following guidelines for the use of inflatable attractions:

- The event's Certificate of Insurance must specifically state that the inflatable is covered under the policy.
- A generator will be required.

- The inflatable structure must be securely anchored at all times. Inflatables for events located on park property cannot be staked down using stakes greater than eight (8) inches in length due to shallow buried utilities and irrigation. In the event the stakes are longer than 8 inches, the inflatable will not be allowed to be placed on park property. If the utilities or irrigation is damaged, the applicant is responsible for the cost of the repairs.
- Inflatable structures will only be allowed in approved areas, defined by City staff.
- Inflatable structures will not be used if wind conditions exceed 15 mph.
- Inflatables will not be located within five (5) feet of any fixed object such as a wall or pole.
- Inflatables will not be located next to rides or equipment that uses diesel, gasoline, or propane fuel.
- Adult supervision of inflatables is required at all times.
- The supervisor should make all users aware of the rules posted on the inflatable.
- Entry into the inflatable device should be done in an orderly and controlled manner.
- Persons under the influence of intoxicating substances are not permitted in inflatables.
- Keep everyone away from the blower at all times.
- The inflatable shall not be moved from the approved location.

Tents

No tents shall be erected closer than six (6) feet to a property line, ten (10) feet to any building or structure, or closer to a street line than a building line.

Tent use in City parks must be approved by the Spearfish Parks Department. The authorization shall not exceed 30 days.

Tents shall not be treated with any substance or preparation which would increase the rate of combustibility to the fabric. Tents may not be erected or used if they could be overloaded with sleet or snow.

The ground occupied by a tent and the area within 10 feet of a tent must be cleared off and maintained free from all flammable or highly combustible material or vegetation.

The provisions of this section, except as to safety, do not apply to temporary tents less than 120 square feet erected to provide shelter at a cemetery for a funeral, special occasions (such as picnics, private receptions, and similar affairs lasting not more than one (1) day).

Any tent or canopy used for food warming or having an area greater than 120 square feet and not used for cooking required a 2-A:10-B:C minimum rated fire extinguisher in the appropriate number, with a travel distance to the nearest extinguisher not to exceed 75 feet.

Vendors

Per the South Dakota Department of Revenue, all vendors and concession operators are required to collect sales taxes on retail sales and must obtain the appropriate sales tax license from the State of South Dakota. The event organizer is responsible to ensure that all vendors have the required sales tax license. The event organizer is also responsible for assuring that all food vendors (prepackaged from other locations, temporary event, or mobile service) have the appropriate Food Service Licensing through the South Dakota Department of Health. For more information, contact the South Dakota Department of Revenue at (605) 394-2332 or the South Dakota Department of Health at (605) 773-4945.

Accessibility

The Americans with Disabilities Act (ADA) requires that all events, workshops, conferences, hearings, or any other activities held on City

property (including City facilities, buildings, parks, and public rights-of-ways) must be accessible to people with disabilities. Visit <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities> to learn more about making temporary events accessible to people with disabilities.

Volunteers

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. You must have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.), volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Insurance

A Certificate of Insurance is required for *all* special events. The “City of Spearfish, its officers, employees, and agents” and any other public entities impacted by the event must be named as an additional insured on the Certificate of Insurance. The Certificate of Insurance must be received and approved by the City of Spearfish thirty (30) days before the special event.

Insurance requirements may vary depending on the particular special event, but the minimum coverage required is **Occurrence-based general liability insurance or equivalent form with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the event or be no less than two (2) times the occurrence limit. The required insurance may not be canceled without at least thirty (30) days’ prior written notice to the City.**

Boxes to be checked on the Certificate of Insurance include:

- Premises-Operations
- General Liability
- Comprehensive Form
- Broad Form Property Damage
- Personal Injury
- Product, Completed Operations Hazard
- Auto Coverage (may be necessary depending on the event)

The Tenants' and Users' Liability Policy (TULIP) is designed for organizers that do not carry liability coverage. Liquor liability is also available separately through the TULIP program (<https://tulip.ajgrms.com/>).

Parades

Parades provide a unique contribution to Spearfish by promoting community identity and providing cultural enrichment.

The standard, approved parade routes are as follows:

From Donald E. Young Center at Black Hills State University:

- Begins at Donald E. Young Center, travels south on St. Joe Street to Jackson Boulevard, heading east to Main Street, heading south on Main Street to the intersection of Grant Street, where the parade ends/floats disperse.

From the Spearfish Rec and Aquatics Center/Spearfish High School:

- Begins at the above location, heads south on North Avenue, which becomes Main Street, to the intersection of Grant Street, where the parade ends/floats disperse.

Parade organizers are required to:

- Contact surrounding businesses to secure staging locations depending on the size of the event.
- The organizer is responsible to provide safety personnel to monitor the parade route and ensure people are not encroaching too heavily into the roadway.
- The organizer must make arrangements for waste pick-up and disposal of animal waste if animals are participating in the parade.

Block Parties

Block party events are neighborhood-supported events and designs to assist with creating a sense of community.

A Special Event Application must be submitted no later than four (4) weeks before the event. The applicant must notify all residents with property fronting the street to be closed, and the applicant's contact information must be included for the residents. The notification must include a complete description including dates, times, and areas to be affected by the block party, along with instructions on how to submit comments or opposition to the event. Any resident who is opposed to the closure should notify the Special Events Assistant in writing.

The Special Events Assistant may add additional requirements such as portable toilets, security, etc.

The block party may not last past midnight, and sponsors of the party are responsible for the clean-up of the area immediately following the event. No alcoholic beverages may be consumed without the proper permit.

Proper noise levels must be maintained at all times. Music and the use of speakers, microphones, amplifiers, and other similar devices must stop by 10 p.m.

Sponsors must provide proper barricades for any street closures and will ensure that such barricades are visible with flashing lights or lanterns.

Assemblies and Demonstrations

Assemblies and demonstrations are supported strictly by the requesting group. These events must be approved if any public property will be utilized.

The Special Events Assistant must be notified of organized assemblies, demonstrations, or rallies, through a Special Event Application. It must meet all City requirements, including:

- No blocking any entrance or exit
- No preventing persons from entering or leaving any premises
- No using any type of physical force upon any person
- No throwing of any type of material

Any breach of the peace or criminal act by or against any participant may result in appropriate legal actions against the organizer or individuals, including possible arrest and prosecution.

Further guidelines to ensure the safety of persons and property, associated with demonstrations, include:

- The orderly use of public sidewalks and other properties will be assured
- For the protection of the public, any group wishing to use streets or public ways for demonstrating must complete a Special Event Application
- Any group wishing to use any park area or facility may be granted permission by the Special Events Assistant, consistent with its rules. The 90-day requirement for obtaining a permit may be administratively approved by the Park and Recreation Director.
- A Certificate of Insurance, naming the City of Spearfish as an “Additional Insured” will be required.
- Individuals and organizations must be aware of the rights of private businesses to restrict access to their property. Demonstrations will not be allowed to

picket or assemble on private property without the permission of the property owner.

- Organizations sponsoring demonstrations are required to designate individuals from their group to act as “Activity Marshals” to help and assure participant safety. Marshals must be identifiable to participants and police officers.
- The Spearfish Police Department will endeavor to ensure citizens’ rights to express their rights and views in an orderly, safe manner.

Event Site Plan

You are required to submit an event site plan with the initial application. These plans should include, but are not limited to, the following, as applicable to your event:

- Maps for stages areas for parades/races
- Route maps for parades/races
- Street closures
- Barricade placement
- Parking and shuttle zones
- ADA accessible seating
- Directional traffic arrows
- Traffic control signage
- Fire lanes
- Volunteer stations/staging
- Waste/recycling receptacles and dumpster locations
- Restrooms/portable toilet locations
- Generator locations
- Retail vendors
- Food vendors
- Beverage vendors
- First aid stations/ambulance locations
- Amusement rides/inflatables
- Tents (less than 120 square feet)
- Building or tent entrances/exits
- Fireworks fallout zones and launching areas
- Stages

- Emergency plans

The more information you provide on your site plan, the better. Google Maps is an excellent starting point to successfully create a map of your event plan. Contact the Special Events Assistant if you have difficulty with this process.

The site plan should be produced in a clear, legible manner and submitted in an 8.5" x 11" or 8.5" x 14" standard format. To supplement the site plan, a detailed narrative and/or timeline of the event, including a description of activities, schedule of entertainment, or other pertinent information will better assist the City in reviewing the components of your event.

Please provide an updated, detailed site map a minimum of 72 hours in advance of the Special Events Committee meeting, if required. Also, please provide a list of all vendors who will be attending your event, including their contact information.

Additional Resources

Special Alcohol Licenses and Brown Bag Permits

The following licenses are available upon application and the required fee at the time of submission, along with a copy of the liquor liability insurance for approval by the Spearfish City Council or City Administrator. These licenses are required if alcohol is being sold off the premise of a license holder. You cannot sell alcohol without an alcohol license.

Special Malt Beverage Retailers License:

- The fee is \$50 per day.
- To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee or an on- and off-sale malt beverage license. (RL, RR, or RB)
- There is a limit of 15 consecutive days.
- No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- A public hearing is required unless the applicant already holds a retail license.

Special On-Sale Wine Retailers License:

- The fee is \$50 per day.
- To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee or on- and off-sale wine licensee. (RL, RR, or RW)
- There is a limit of 15 consecutive days.
- No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- A public hearing is required unless the applicant already holds a retail license.

Special On-Sale Liquor License:

- The fee is \$100 per day.
- To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an on-sale liquor licensee. (RL, RR)
- There is a limit of 15 consecutive days.
- No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- A public hearing is required unless the applicant already holds a retail license.

Special Off-Sale Package SD Farm Wine Dealers License:

- The fee is \$50 per day.
- To be eligible, approval of this special alcohol license must be in conjunction with a special event to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed as an off-sale liquor licensee, or on- and off-sale wine licensee. (PL, RW)
- There is a limit of 15 consecutive days.
- No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.

- This temporary license is limited to selling wine produced by a South Dakota Farm Winery.

Special alcohol license applications and payment must be turned in to the City Finance Office. For additional information, visit cityofspearfish.com/finance/alcohol_licensing.htm or call the City Finance Office at (605) 642-1325.

Brown Bag Permit:

- The fee is \$40 per day and may not exceed 24 hours.
- This permit allows the applicant the approval for consumption, but not the sale, trade, barter, or exchange of any alcoholic beverage while on city-owned property.
- The hours of authorized consumption may not exceed those permitted for on-sale licenses.
- The applicant must be at least 21 years of age and provide an acceptable form of identification.
- Brown bag permit applications are available at the Spearfish Recreation and Aquatics Center at (605) 722-1430 and approved by the City Administrator or Chief of Police.

City of Spearfish Departmental Contact Information

The Special Event Assistant will be your primary contact with the City of Spearfish. For additional information, contact the following:

Facility/Shelter Rentals	Spearfish Rec and Aquatics Center	(605) 722-1430
Brown Bag Permits	Spearfish Rec and Aquatics Center	(605) 722-1430
Licenses and Permits	Finance Office	(605) 642-1325
Alcohol Licenses	Finance Office	(605) 642-1325
Parades/Runs/Street Closures/Security	Police Department	(605) 642-1300
Park Maintenance and Garbage Cans	Parks and Rec Department	(605) 717-1189
Snow/Ice Removal, Street Cleaning	Public Works Department	(605) 642-1333
Large Garbage Receptacles	Public Works Department	(605) 642-1333
Banners and Signs	Planning and Zoning	(605) 642-1335

Other Agencies You May Need to Contact When Planning Your Special Event

S.D. Department of Health	http://doh.sd.gov	(605) 773-4945
S.D. Department of Revenue	http://dor.sd.gov	(605) 394-2332
S.D. Department of Transportation	http://www.sddot.com	(605) 773-3265
Lawrence County Highway Department	http://www.lawrence.sd.us/highway.htm	(605) 578-2183

Checklist to Complete Before Submitting Special Event Application

Before submitting your Special Event Application, make sure you have considered the following, and if necessary, submit them *with* the application:

- Overall Event Description
- Event Site Plan
- Parking Plan/Traffic Control Plan
- Signage
- Mitigation of Impact
- Safety/Security
- First Aid/Medical Plan
- Emergency Plan
- Waste/Recycling
- Portable Toilets
- Inflatables/High-Risk Activities/Portable Structures
- Vendors/Sales Tax/Food Requirements
- ADA Accessibility
- Staffing and Volunteers
- Special Event Application (No later than 60 days prior)
- Certificate of Insurance
- Alcohol Licensing

Checklist to Complete Before Your Event

Some of the items mentioned below are not requirements of the City of Spearfish but are intended to help you have the best event possible. If you have any questions about your event, please contact the Special Events Assistant at (605) 722-1430.

Have you:

- Received approval from the City of Spearfish for your Special Event Application?
- Provided your Certificate of Insurance?
- Had your insurance company name the City of Spearfish as the additional insured?
- Developed a detailed route map or site plan?
- Received proper permits or licenses for any food concessions, road closure outside City jurisdiction, sales tax, or alcohol sales?
- Requested barricades?
- Arranged for the use of electricity?
- Arranged for security?
- Rented generator?
- Rented portable toilets for the event?
- Rented/arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements?
- Designated handicapped parking?
- Gotten approval for/prepared signage?
- Designed a plan for accessibility?
- Designed a plan for inclement weather?
- Arranged for garbage receptacles/recycling options?
- Planned for clean-up of the event site?
- Prepped your staff/volunteers who will be working the event?



CITY OF SPEARFISH

SPECIAL EVENT APPLICATION

Revised January 9th, 2020

Complete this application if you are requesting to use a city park, street, right-of-way or public area, or hold a parade, demonstration, assembly, or procession (race). An application must be processed for each special event and written approval must be received from the City of Spearfish before a public announcement of the event can be made. Submitting this application does not guarantee that your event will be approved.

INFORMATION ABOUT YOUR EVENT:

Name of Event

Name and Address of Organization/Individual Requesting Event Permit

Event Location (be specific)

Event Date(s)

Time(s)

Actual Time Parade/Run/Event Starts

Set Up Date(s) & Time(s)

Tear Down Date(s) & Time(s)

Expected Daily Attendance at Event? _____ New Event? _____ Annual Event, Number of years? _____

Admission Charged, \$ _____ Who will receive proceeds: _____

Will Minors (18 and under) be Present? _____ Name of Person Responsible for Minors _____

Will Animals be Included? _____ Will Food be Served (if so, describe)? _____

Detailed Description of Event Purpose, Location and Route *(please attach Route/Site plan or additional sheet if needed)*

INFORMATION ABOUT YOU AND YOUR ORGANIZATION:

Event Liaison

Position with Organization

Address

Phone(s) – prior to event

Phone(s) – day of event

Contact E-Mail

A \$1,000,000 single occurrence and \$2,000,000 aggregate liability insurance policy will be required for all events. A Certificate of Liability showing the City of Spearfish as beneficiary must be provided. See Special Event Handbook for detail

PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:

Private Event Public Event

Park Requested _____

Band Shell Shelter **(Band Shell/Shelter Permit required – Contact Rec Center 605.722.1430)**

Parade (route required) Demonstration/Assembly (site plan required) Procession /Race (route required)

Temporary Street Closure (emergency vehicle access must be maintained)

Street, Block or other Public Area Requested:

Alcohol Present (not for sale) **(Brown Bag Permit required – Contact Rec Center 605.722.1430)**

Alcohol For Sale **(On-Sale Alcohol license required - Contact Finance Office 605.642.1325)**

Provider Selling: _____

PLEASE CHECK THE SERVICES YOU ARE REQUESTING FOR THE EVENT:

If available, the City may assist with the following services. **A deposit or fee may be required for these services.**

City Staff, Police or Emergency Personnel _____

Traffic Cones (amount requested) _____ Garbage Containers (amount requested) _____

Water (from hydrant) _____ Picnic Tables (amount requested) _____

Electric (if available source onsite) _____ Other (specify) _____

REMINDER: Please do not use paint on the rec path

Applications must be received at least 90 days prior to the event.

Final payment (if applicable) and Certificate of Liability must be received 30 days prior to the event.

I do solemnly swear or affirm that all answers given and statements made on this application are complete and true to the best of my knowledge. I am at least 21 years of age and I have read the terms and conditions outlined in this document and agree to abide by them. I am duly authorized by the applicant organization to submit this application on its behalf and agree that the organization will be financially responsible for any fees and costs that may be incurred by or on behalf of the event within the City of Spearfish. If the event details change, I agree to submit a revised application or provide additional information in writing at least thirty (30) days prior to the event.

By signing this application, you acknowledge the following:

Due to the impact of COVID-19, your event may be canceled at any time if the City deems it necessary to close public facilities. Refunds will be handled on a case-by-case basis.

I understand as the event organizer that I am completely responsible for all damage, alcohol consumption, smoking and tobacco restrictions, and incidents that cause public complaint or notification to the City of Spearfish. It is the responsibility of the event organizer to control the alcoholic intake and the behavior of the event attendees. Failure to comply with the conditions of the special event application may result in the revocation of current and future applications.

Signature _____

Date _____

Organization _____

Hold Harmless and Indemnification

Applicant agrees to indemnify and hold the City of Spearfish and its officers, agents, and employees harmless from any and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the special event. It is the intention of the parties that the City of Spearfish and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss, or expense resulting to the user or others due to accidents, mishaps, misconduct, negligence, or injuries, either in person or property.

Applicant expressly assumes full responsibility for any and all damages or injuries which may result to any person or property by reason of or in connection with the special event and agrees to pay the City of Spearfish for all damages caused to the facilities resulting from the special event.

Applicant represents that its activities will be supervised by adequately trained personnel, and the Applicant will observe, and cause the participants in the special event to observe, all safety rules for the special event. Applicant acknowledges that the City of Spearfish has no duty to and will not provide supervision of the activity.

The applicant shall maintain occurrence-based commercial general liability insurance or equivalent form with a limit not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

Thirty (30) days prior to the special event, Applicant shall furnish the City of Spearfish with properly executed Certificates of Insurance which shall clearly evidence all insurance required and provide that such insurance shall not be canceled, except on prior written notice to the City of Spearfish.

Organizer's Printed Name

Organizer's Signature

Date

COMPLETE APPLICATION AND SUBMIT TO:

Spearfish Rec Center

Mailing Address: 625 N. 5th St (City Hall) Physical Address: 122 Recreation Ln (Rec Center) Spearfish, SD 57783

Office: 605.722.1430 Fax: 605.722.1436 E-mail: recreation@cityofspearfish.com

For Office Use Only:

Application Received (date and time) _____

Approved _____ Denied _____ Certificate of Insurance Received _____

Parks _____ Streets _____ Police _____

Fire _____ Finance _____ City Administrator _____

Approved Permit Routed to: Parks Streets Police/Dispatch Fire Public Works Finance

REQUEST FOR CITY SPONSORSHIP OR CO-SPONSORSHIP OF EVENT

Use of city equipment and personnel is limited to events approved by the City. City fees may be waived in-whole or in-part for city sponsored or co-sponsored events. Please allow 45 Days for the processing of your request.

Name of Event _____

Sponsoring Organization _____

Applicant Name _____

Proposed Date _____ Time _____

Location of Event _____

Will admission be charged? Yes No If yes, how much? _____

Are you asking that alcohol be served? Yes No

Why should the City consider sponsorship of your event?

Financial Information

What is the Purpose of the organization? _____

Total of all Contributions and Grants received in previous 12 months: \$ _____

Total of all Expenses in previous 12 months: \$ _____

How are funds used? _____

List Payments made to Individuals in previous 12 months (list top three)

Name _____ Amount: \$ _____

Name _____ Amount: \$ _____

Name _____ Amount: \$ _____

In Kind Sponsorship

Explain what in-kind sponsorship you are requesting _____

INTERNAL USE ONLY

Approved City Official _____

Not Approved