



City of Spearfish

Facility/Shelter Reservation Request Form

122 Recreation Lane, Spearfish SD 57783 • P: 605-722-1430

F: 605-722-1436 • Email: rentals@cityofspearfish.com

www.cityofspearfish.com

Today's Date		Contact Name	
Phone		Organization Name	
Preferred Method of Contact PHONE EMAIL		Email	
Residential Address (Include City, State, Zip)			
Mailing Address - If Different than Residential (Include City, State, Zip)			
Date of Event		Type of Event	
Building/Facility Requested <input type="radio"/> Hudson Hall <input type="radio"/> Snapper's Club <input type="radio"/> Log Cabin <input type="radio"/> Pavilion <input type="radio"/> Indian Springs <input type="radio"/> Bandshell		Park Shelter Requested <input type="radio"/> North <input type="radio"/> Center <input type="radio"/> Jorgensen <input type="radio"/> Salem <input type="radio"/> Evans <input type="radio"/> Lions <input type="radio"/> Sandstone <input type="radio"/> Heritage <input type="radio"/> Mt. Shadows <input type="radio"/> South	
Rental Time Requested (Including Setup/Clean Up) - Event Start Time _____ Event End Time _____			
Will admissions be charged, fees be collected or will donations be accepted? Yes <input type="radio"/> No <input type="radio"/>			
Will there be alcohol? Yes <input type="radio"/> No <input type="radio"/>		**If alcohol will be present a permit or license is required. See "Requirements for Alcohol" page for more information. <input type="radio"/> Brown Bag Permit - Alcohol consumption only. No money can be collected for admissions, fees, or donations. <input type="radio"/> Special Alcohol License - Sale of alcohol and/or money exchanged at the event.	
Anticipated Number of Attendees		Age of Attendees <input type="radio"/> Youth <input type="radio"/> Adult (over 21) <input type="radio"/> Both	
Detailed Event Description: (Please include any additional relevant details including special requests)			

This request **does not** guarantee a reservation. You must speak with City Staff to confirm availability, as well as complete the items listed in this contract. Return request via one of the following methods:

IN PERSON: Spearfish Rec & Aquatics Center: 122 Recreation Lane, Spearfish
EMAIL: rentals@cityofspearfish.com • **FAX:** (605) 722-1436