



## CITY OF SPEARFISH

# SPECIAL EVENT APPLICATION

Revised January 2015

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? \_\_\_\_\_

\_\_\_\_\_  
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.**

PLEASE CHECK ALL THAT WILL APPLY TO YOUR EVENT:

Private Event

Public Event

Park Requested \_\_\_\_\_

Band Shell       Shelter    **(Band Shell/Shelter Permit required from Public Works 605.642.1333)**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Alcohol Served **(Alcohol Permits required from Finance Office 605.642.1325)**

Other (specify) \_\_\_\_\_

PLEASE CHECK THOSE 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) \_\_\_\_\_     Trash Containers (amount requested) \_\_\_\_\_

Water (from hydrant) \_\_\_\_\_     Picnic Tables (amount requested) \_\_\_\_\_

Electric (if available source onsite) \_\_\_\_\_     Other (specify) \_\_\_\_\_

\_\_\_\_\_

**Applications must be received at least four (4) weeks prior to event.**

**Final payment (if applicable) and insurance must be received two (2) weeks prior to event.**

For and in consideration of the use of the above named location for the purpose identified, I agree to indemnify and hold the City of Spearfish, South Dakota, harmless from any and all claims, demands or liability for personal injury or property damage arising out of the aforesaid use of designated public premises.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Organization \_\_\_\_\_

**COMPLETE APPLICATION AND SUBMIT TO:**

City of Spearfish, Spearfish Rec and Aquatics Center

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

Office: 605.722.1430    Fax: 605.722.1436    Cell: 605.645.9568    E-mail: [recreation@cityofspearfish.com](mailto: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