



RAPID CITY POLICE DEPARTMENT

Steve Allender, Chief of Police

SPECIAL EVENT APPLICATION

SECTION A.

(Type or print legibly)

Date of application: 08/18/2016	Contact phone #: 605-381-4204	Organization: Festival of Lights	Applicant's name: Connie Olson, Chair	
Event name: Festival of Lights Parade			Date of event: Saturday, November 26, 2016	
Purpose of event: The Festival of Lights Parade was originally created by the Leadership Rapid City Class of 1996 and it is still hosted by a small group of LRC alumni and volunteers. The event is designed to celebrate the magic of the holidays and welcome the winter season, featuring floats covered in thousands of lights, horse-drawn carriages, animated scenes on flatbed trucks, sparkling vehicles, and animals adorned in holiday decor. (Annual Holiday Parade, all arrangements and planning same as last year.)				
Location of event : As in the past, the staging area will be done on East Main Street from East Boulevard to East St. Patrick Street, St. Joseph Street from East Boulevard to East St. Patrick. The Parade will begin at 6 p.m. on East Boulevard and head west on Main Street before turning onto 7th Street. Then, the parade will continue east on St. Joseph Street, ending at East Boulevard once more. Assembly time: 2 p.m. to 8 p.m.				
Map attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Alternate routes available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Contact email address: colson@youthandfamilyservices.org		
Exacted location of formation area: see detailed explanation above	Approximate Formation Time: 2 p.m.	Event Start Time: 6 p.m.	Total number of participants in event: 70-90 floats	
Do you anticipate any security needs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the event plan to serve alcoholic beverages? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a parade? (If yes skip to section B) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION B. (PARADES ONLY)

Will businesses be affected by street closures? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Have affected businesses been notified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No By whom: Connie Olson	Will event require clearing of streets? (Towing Cars) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How many floats do you anticipate in your parade? (Note: Over 70 floats requires City Council Approval) 70-90
Does your parade require closing or blocking a State Highway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, you must have a corresponding state permit prior to submitting an event permit. Copy of state permit attached? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Event route (list all streets and areas route is expected to cover): As in the past, the staging area will be done on East Main Street from East Boulevard to East St. Patrick Street, St. Joseph Street from East Boulevard to East St. Patrick. The Parade will begin at 6 p.m. on East Boulevard and head west on Main Street before turning onto 7th Street. Then, the parade will continue east on St. Joseph Street, ending at East Boulevard once more. Assembly time: 2 p.m. to 8 p.m.			

SECTION C.

Will you require any City Resources? <input checked="" type="checkbox"/> Yes (if yes please list) <input type="checkbox"/> No	FIRE DEPARTMENT: 10 Main Street: 394-4180	STREET DEPARTMENT: 605 Steele Street: 394-4152	PARKS DEPARTMENT: 125 Waterloo Street: 394-5225
	Person Contacted:	Person Contacted:	Person Contacted:

OFFICE USE ONLY

Council Approval Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Post Orders : <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Department Reviewed: By: <i>Sgt. Beck</i> Date: <i>9-1-16</i>	Sent to Legal/Finance: Date: <i>9-1-16</i>	Legal/Finance meeting: Date: <i>9-14-16</i>	Council Meeting Date: Date: <i>9-19-16</i>	Council Approved: Date:
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