

# Special Event Application Example

Please review the Special Event Handbook before starting your application. **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 include as much descriptive information as possible in your application with the following:

## **Detailed Description of your event**

Please provide as much information as possible about your event in this section. If you are putting on a 5k, please describe your route.

## **Tentative Schedule of events**

Event set-up time  
Event start time  
Event clean-up time

## **Signage**

Please describe the type of signs you will have at your event. Tell us how big the signs will be and how they will be secured. On your map, please indicate where signs will be placed.

## **Parking Plan**

Please tell us where you plan to have participants park for the event. Please include this on your map. If you are not using one of the pre-approved routes, please ensure your map includes where participants will be parking.

## **Emergency & Medical Plans**

Please tell us what your organization plans to do in an emergency. Will you have a first aid kit on site? Will you have EMTs on-site or participating in your event? Will you call 911?

## **Volunteers**

If you plan to have volunteers at your event, please tell us tentatively how many people plan to volunteer and how participants will know who a volunteer is. Will they be wearing a different color shirt that says volunteer, or will they have a name tag or badge that says volunteer?

## **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 regular 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 prior to your event date. Various methods can be used (postcards, e-mail, flyers, etc.) A copy of this communication should be provided to the Parks and Recreation Department with your event application.

### **Safety & Security Plans**

The Rapid City Police Department (RCPD) works closely with the Parks and Recreation Department to ensure the safety and security of all events. The Security Plan for your event should include the following:

- 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.

### **Accessibility**

The Americans with Disabilities Act (ADA) requires that all events, workshops, conferences, hearings, or any other activities held on City property (including in city facilities, buildings, parks, and public rights-of-way) must be accessible to people with disabilities.

### **Vendors**

Please tell us how many vendors you tentatively plan to have. Please ensure all vendors have the appropriate sales tax license from the State of South Dakota.

### **Portable toilets**

Please tell us how many portable toilets you plan to have and where they will be located during your event. Please add this to your map. Also, let us know who will deliver them, where they will be delivered, what day they will be picked up, and how the portable toilets will be locked before and after your event so they do not get vandalized.

### **Waste/Recycling**

waste management plan is required for all events. The plan can be a map or a detailed description but must include information about where and when waste services will be available. Most major events will require contracts for trash removal, and copies of your contracts should be included with your waste management plan.

The event organizer is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon conclusion of the event, the area must be returned to a clean condition. Failure to clean up after your event may require the City to contract for clean-up services. If this occurs, you will be responsible for payment, which may cause future event applications to be rejected.

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 is encouraged.

### **City Services**

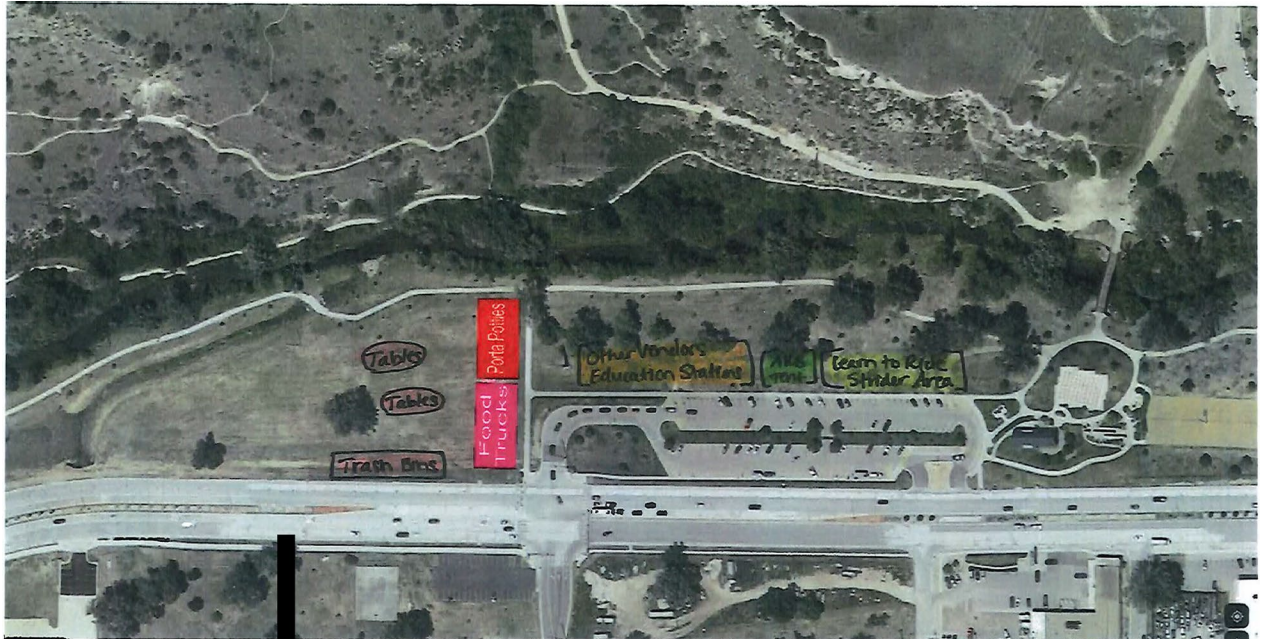
**Non-City Services:** If you are NOT requesting any services from park staff.

**City Services:** If you request picnic tables, trash cans, water, locations, electricity, or anything requiring additional services from park staff.

### Site Plan

Please provide a satellite Google View map in color. This map should include your route if you are not using one of the pre-approved routes, where signage will be located, where parking will be located, where vendors will be set up, and additional items you may have.

### Sit Plan Example



### Route

If you are using one of the pre-approved routes, please submit. You will find the pre-approved routes located below the special event application. If you are not using one of the pre-approved routes, please submit your route in a satellite Google View map. If you are putting on a 5K, please ensure your map is detailed.

### Copy of Liability Insurance

City of Rapid City requires \$1,000,000.00 for each occurrence and \$2,000,000.00 for general aggregate. Please make sure the City is listed as an additional insurer. If your event will be using M-Hill, please make sure you also submit a separate copy of insurance listing them as an additional insurer.

City of Rapid City  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

**Please submit the information listed above in either Word or PDF. If any topics listed above do not apply to your event, you can put N/A next to it.**

If you have any questions, please contact Lindsey Myers at (605) 394-41-75 or [lindsey.myers@rcgov.org](mailto:lindsey.myers@rcgov.org).