




CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION
515 WEST BOULEVARD
RAPID CITY, SOUTH DAKOTA 57701

Jeff Biegler
Parks & Recreation
Director
(605) 394-5225

To: Mayor Steve Allender and
City Council Members

From: Jeff Biegler, Director 
Department of Parks and Recreation

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

Subject: Special Event Permit Process

Date: February 1, 2017

Doug Lowe,
Recreation Manager
(605) 394-4168

Staff from the Police Department and Parks and Recreation met with representatives from Main Street Square and Rapid City Summer Nights on Monday, January 30th to discuss the process for special events held in the City. Many items in the Special Event Handbook were discussed and clarified.

Alex DeSmidt
Landscape Designer
(605) 394-5225

As a result of that meeting, it was agreed that the fee structure for special events would be modified to require an application fee in the amount of \$50 for each event.

Jeri Taton
Administrative
Assistant
(605) 394-5225

Staff is not aware of any other concerns with the process and recommends that the Special Event application be approved.

Please contact me if you have any questions.