



Rapid City Police Department

300 Kansas City Street
Rapid City, South Dakota 57701-2890
605-394-4131

An Internationally Accredited Law Enforcement Agency
Steve Allender, Chief of Police Alan Hanks, Mayor



July 14, 2009

Dear Applicant,

Thank you for submitting a special event permit. Attached you will find an application and checklist which will need to be completed and returned to this office. Please be aware, depending on your event, special time limitations may impact your application.

- If your event is utilizing City Parks, you must obtain a permit from RC Parks and Recreation. 125 Waterloo Street, 394-5225
- If your event plans on placing structures in the public right of way, you must obtain an SDCL 11-6-19 Review. Growth Management Office, 300 6th Street, 394-4120. This process may take up to 30 days.
- If your event requires waiving of downtown parking requirements, RC Common Council approval is necessary, and may take up to 30 days.
- If your event will be serving alcohol, a special permit must be obtained through the Finance Office. 300 6th Street, 394-4143. This process may take up to 30 days for approval.

Special Events have an impact on a number of city departments, and affect numerous citizens of Rapid City. Copies of the required approved permits must be obtained and attached to this request before the event permit will be authorized by the Rapid City Police Department.

Sincerely,

Lt. James Johns
Field Services