

# SPECIAL EVENT APPLICATION

Rapid City Police Department



Traffic Section  
300 Kansas City Street  
Rapid City SD 57701  
Phone: 605-394-4130  
Fax: 605-394-6608

NAME OF EVENT:

EVENT DATE/TIME:

SPONSOR ORGANIZATION:

CONTACT PERSON:

ADDRESS:

HOME PHONE:

WORK PHONE:

EMAIL ADDRESS:

PURPOSE OF EVENT:

ASSEMBLY AREA:

ASSEMBLY TIME:

ROUTE AREA: (List all streets and areas route is expected to cover)

Map Attached? YES NO

Alternate Routes Available: YES NO

REQUESTING ANY CITY RESOURCES?

(If so, explain need)

FIRE DEPARTMENT:  
10 Main Street 394-4180

Contact: \_\_\_\_\_

STREET DEPARTMENT:  
605 Steele Street 394-4152

Contact: \_\_\_\_\_

PARKS DEPARTMENT:  
125 Waterloo Street 394-5225

Contact: \_\_\_\_\_

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|  |     |    |
|--|-----|----|
| Does event require special parking accommodations?   | YES | NO |
| <hr/>  |     |    |
| Will businesses be affected by street closures?  | YES | NO |
| <hr/>  |     |    |
| Have affected businesses been notified?  | YES | NO |
| <hr/>  |     |    |
| Will event require clearing of streets? (Towing of cars)   | YES | NO |
| <hr/>  |     |    |
| Does event include placement of temporary structures?<br><i>Copy of 11-6-19 Review Attached? YES NO</i>  | YES | NO |
| <hr/>  |     |    |
| Does event plan on serving alcohol?  | YES | NO |
| <hr/>  |     |    |
| Do you anticipate any security needs?  | YES | NO |
| <hr/>  |     |    |
| Does your event require closing or blocking<br>of any State Highway?<br><i>Any application for an event which requires the closing of any State highway, must have a corresponding<br/>state permit, prior to submittal of the event permit.<br/>Copy of State Permit Attached? YES NO</i> | YES | NO |
| <hr/>  |     |    |

How many floats do you anticipate in your parade? \_\_\_\_\_  
 If your parade has over 70 floats, City Ordinance requires Council Approval.

### OFFICE USE ONLY

COUNCIL APPROVAL REQUIRED:                      YES    NO

POLICE DEPARTMENT REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SENT TO LEGAL/FINANCE \_\_\_\_\_ L/F MEETING DATE: \_\_\_\_\_

COUNCIL MEETING DATE: \_\_\_\_\_

COUNCIL APPROVED:                      YES    NO                                      DATE: \_\_\_\_\_