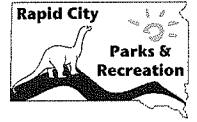


Rapid City Parks & Recreation Special Event Permit Application



The City of Rapid City has many facilities available for public events throughout the park system. Please note that all events will require a Special Event Permit. Applications are accepted on a first come first served basis and are not approved until a permit is signed and issued. Applications must be submitted to the Dept. of Parks and Recreation and must include a Certificate of Insurance and Site Plan detailing the event. Support documentation may be submitted by e-mail, fax or hand delivered to the office. Please note that some applications may require additional permits from other city departments and this could extend the time needed to approve the application. To send form electronically, "print" the form choosing Adobe pdf in the list of printers. This will save the form on your computer which can then be sent as an attachment via email.

Application Date

Primary Contact Name Mobile Phone

Organization Daytime Phone

Address E-Mail

City State Zip Code Public Event Private Event

Event Name

Start Date End Date

Start Time End Time

Facility Requested

Please describe your event in detail. Include routes, type of activities, and any information that will help us understand what exactly will be happening during your event.

Will you have temporary structures such as tents, canopies, or inflatable structures be used? Yes No

Will your event require special electrical needs? Yes No Will alcohol be served or sold? Yes No

Do you intend on sell any items? Yes No If yes, provide your SD Sales Tax ID #

Will your event use or cross any roads, streets, or right of way areas? Yes No