

# SPECIAL EVENT APPLICATION

## Rapid City Police Department



Rapid City Police Department  
300 Kansas City Street, Ste. 200  
Rapid City SD 57701  
Phone: 605-394-4130  
Fax: 605-394-6854

NAME OF EVENT: FESTIVAL OF LIGHTS

EVENT DATE/TIME: NOVEMBER 24, 2012 @ 6:00 PM

SPONSOR ORGANIZATION: FESTIVAL OF LIGHTS  
CONTACT PERSON: CAROL BROWN/SUE MCCORMICK  
ADDRESS: PO BOX 8272 RAPID CITY SD 57709  
HOME PHONE: 605-719-9675  
WORK PHONE: 605-718-6154/605-348-1930  
EMAIL ADDRESS: carolb@bhfcu.net; suem@caseypeterson.com

PURPOSE OF EVENT:

ANNUAL HOLIDAY PARADE, ALL ARRANGEMENTS AND PLANNING SAME AS PRIOR YEAR

ASSEMBLY AREA:

STAGING E MAIN STREET FROM E BLVD TO E ST PATRICK, ST JOE FROM E BLVD TO E ST PATRICK

ASSEMBLY TIME: 2:00PM - 8:00PM

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

E BLVD / MAIN PROCEEDING WEST ON MAIN TO 7TH STREET TURN SOUTH THEN EAST ON ST JOE TO E BLVD

Map Attached? YES  NO

Alternate Routes Available: YES  NO

REQUESTING ANY CITY RESOURCES?

(If so, explanation needed)

FIRE DEPARTMENT:  
10 Main Street: 394-4180

Person Contacted:

STREET DEPARTMENT:  
605 Steele Street: 394-4152

Person Contacted:

PARKS DEPARTMENT:  
125 Waterloo Street: 394-5225

Person Contacted:

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Does event require special parking accommodations? YES  NO

Will businesses be affected by street closures? YES  NO

Have affected businesses been notified? YES  NO

Will event require clearing of streets? (Towing of cars) YES  NO

Does event include placement of temporary structures?  
*Copy of 11-6-19 Review Attached?* YES  NO   
YES  NO

Does the event plan to serve alcoholic beverages? YES  NO

Do you anticipate any security needs? YES  NO

Does your event require closing or blocking  
of any State Highway? YES  NO

*Any application for an event, which requires the closing of any State highway, must have a corresponding state permit, prior to submittal of the event permit.*

*Copy of State Permit Attached?* YES  NO

How many floats do you anticipate in your parade? 70-80  
If your parade has over 70 floats, City Ordinance requires Council Approval.

### OFFICE USE ONLY

COUNCIL APPROVAL REQUIRED: YES  NO

POLICE DEPARTMENT REVIEWED BY: [Signature] DATE: 8-22-12

SENT TO LEGAL/FINANCE: 8-22-12 L/F MEETING DATE: \_\_\_\_\_

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

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