



# RAPID CITY POLICE DEPARTMENT

Steve Allender, Chief of Police

## SPECIAL EVENT APPLICATION

### SECTION A.

(Type or print legibly)

Date of application: <b>10/30/13</b>	Contact phone #: <b>399-1277</b>	Organization: <b>KOTA Bagel In the Street</b>	Applicant's name: <b>Helene Duhamel/Debra Jensen</b>
Event name: <b>KOTA Care &amp; Share Food Drive Bagel In The Street</b>			Date of event: <b>Friday 11/15/13</b>
Purpose of event: <b>Free bagels and coffee to drivers to benefit Black Hills Regional Food Bank, Cornerstone Rescue Mission &amp; Church Response</b>			
Location of event: <b>In Front of KOTA studios on St. Joe. Left Lane on St. Joe</b>			
Map attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Alternate routes available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Contact email address: <b>debra@blackhillsbagels.com</b>	
Exact location of formation area: <b>Starts at Mt. Rushmore Rd.</b>	Approximate Formation Time: <b>6:00 am</b>	Event Start Time: <b>6:30 am</b>	Total number of participants in event: <b>750plus cars/30 participants</b>
Do you anticipate any security needs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the event plan to serve alcoholic beverages? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a parade? (If yes skip to section B) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

### SECTION B. (PARADES ONLY)

Will businesses be affected by street closures? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Have affected businesses been notified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No By whom: <b>Debra</b>	Will event require clearing of streets? (Towing Cars) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	How many floats do you anticipate in your parade? (Note: Over 70 floats requires City Council Approval) <b>none/cars</b>
Does your parade require closing or blocking a State Highway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, you must have a corresponding state permit prior to submitting an event permit. Copy of state permit attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Event route (list all streets and areas route is expected to cover): <b>left lane of St. from Mt. Ruishmore Rd to 5th. need cones by 5:00 a.m. and orange smocks for volunteers to help with directing traffic. Or if officers have time to assist (but not necessary)</b>			

### SECTION C.

Will you require any City Resources? <input checked="" type="checkbox"/> Yes (if yes please list) <input type="checkbox"/> No	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:

### OFFICE USE ONLY

Council Approval Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Post Orders: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Police Department Reviewed: By: <i>[Signature]</i> Date: <b>NOV 6<sup>th</sup> 13</b>	Sent to Legal/Finance: Date: <b>11-6-13</b>	Legal/Finance meeting: Date: <b>11-13-13</b>	Council Meeting Date: Date:	Council Approved: Date:
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An Internationally Accredited Law Enforcement Agency  
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*[Handwritten initials]*  
**11/1/13**