



RAPID CITY POLICE DEPARTMENT

Steve Allender, Chief of Police

SPECIAL EVENT APPLICATION

SECTION A.

(Type or print legibly)

Date of application: 12/5/13	Contact phone #: 716-7979	Organization: Rapid City Downtown Assoc.	Applicant's name: Deb Bruce, Director
Event name: Free Parking Downtown		Date of event: December 23rd & 24th	
Purpose of event: To promote people doing their "last minute" shopping and eating downtown, 2 days prior to Christmas. Free on-street parking & Free Parking Ramp parking in BID District for holiday shopping/dining.			
Location of event : Downtown Business Improvement District			
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: deb@downtownrapidcity.com	
Exact location of formation area: Downtown Business Improvement District	Approximate Formation Time: 7a-6p	Event Start Time:	Total number of participants in event:
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Have affected businesses been notified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No By whom:	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)
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):			

SECTION C.

Will you require any City Resources? <input type="checkbox"/> Yes (if yes please list) <input checked="" 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:
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OFFICE USE ONLY

Council Approval Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Post Orders : <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Police Department Reviewed: By: <i>Herrick</i> Date: <i>12-6-13</i>	Sent to Legal/Finance: Date: <i>12-6-13</i>	Legal/Finance meeting: Date: <i>12-11-13</i>	Council Meeting Date: Date: <i>12-16-13</i>	Council Approved: Date:
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JK
12/5/13