

Special Event Application  
Rapid City Department of Parks and Recreation

Application Date: 8/27/09  
Name: Robin Albers  
Address: 22161 New Underwood Rd  
City, State, Zip Code: New Underwood, SD 57761  
Phone Numbers: (Daytime) 605-754-6267 (Cell) 484-1853  
Organization you are representing American Heart Association

- Private Event (not open to the public)
- Public Event (open to the public, and products are not sold or donations solicited)
- Public Event (admission or fees collected, donations solicited, or products sold)

Event Name Black Hills Start! Heart Walk

Facility Requested Canyon Lake Park Performance Deck + grassy area North of lake

Date and Hours of Event 9/19/09 → 6am set up - 2 pm

Describe the event in detail: 1 mi, 5K + 10K walk on bike path, using performance deck + grassy area for exhibits, entertainment + kid's activities

Estimated Attendance 500

Will temporary structures such as tents, canopies, or inflatable structures be used?

Yes  No  How Many? 3 tents (20x30); possibly inflatable slide/ bounce house

Sprinkler lines must be marked and located by Parks Division staff before digging or driving stakes. Permits for temporary structures may be necessary and could take up to 60 days to obtain. Parking or driving is NOT allowed on the grass unless prior written permission is obtained from the Parks and Recreation Director. \* tents will be put up at 6am + taken down @ approx 1pm on 9/19

Will alcohol be served or sold? Yes  No

Special alcohol licenses must be obtained through the City Finance Office and require approval from the City Council. This process could take up to 60 days.

Is there a need for on-site Law Enforcement? Yes  No  Unsure

Will food be served? Yes  No  (If yes, circle the applicable):

Food Vendors Selling Product Catered Event Other Subway sandwiches

Will your event require special electrical needs? Yes  No   
power for sound system + use of power box for inflatable + exhibits

NOTE: This application is not approved until a signed, numbered Special Event Permit has been issued by the Director of Parks and Recreation.

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Before submitting your application to the Parks and Recreation Department make sure to .....

- Attach a copy of your Certificate of Insurance (General Commercial Liability Insurance required in the minimum amount of \$1,000,000).
- Attach a site plan for your event.

Terms and Conditions:

- Trash must be collected and available for curbside pick-up by the City of Rapid City
- Sprinkler lines must be marked and located by parks staff before digging or driving stakes
- Parking must be maintained for general park users and groups using picnic shelters
- Custodial services must be provided by applicant.
- Parking or driving on the grass is not allowed unless prior written permission is obtained from the Parks and Recreation Director
- Activities beyond normal park operating hours are not allowed unless prior authorization is received from the Parks and Recreation Director

I hereby acknowledge and agree to the terms and conditions set forth in this application. All other requirements of law must be met including Health Codes, Building Codes, Sign Codes, and Police and Fire Codes. The sponsoring organization will be responsible for the condition of the facility. If any damage is done to the facility as a result of your event, the sponsoring organization will be held responsible.

Staff has reviewed this application and the following permits are required:

- SDCL 11-6-19 Review       Special Alcohol Beverage License       Police Dept. Special Event Permit

Comments:

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Robin N. Alburs  
 Applicant

8/27/09  
 Date

\_\_\_\_\_  
 Rapid City Parks and Recreation Director

\_\_\_\_\_  
 Date

For Office Use Only	Parks Division	Aquatics Division	Recreation Division	Parks and Recreation Director