



June 29, 2011

City of Rapid City
300 Sixth Street.
Rapid City, SD 57701

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Rapid City Growth
Management Department

To whom it may concern:

It is the intention of Convoy of Hope and area local Churches to utilize Memorial Park as well as the parking lot south of the Holiday Inn and East of the Ice arena of the Rushmore Plaza Civic Center, for a FREE community outreach day. We are looking to use the park on August 20, 2011. We are setting up on August 18th and 19th. The hours of the outreach are from 9 am to 3 pm, Saturday August 20, 2001 Tear down will start immediately after the outreach.

We would like to put orange safety fence around the perimeter of the event in order to control access into and out of the park. Within the fence we would have an area for kids. This area would include tents for face painting, balloons, and many inflatable castles. We would also serve hot dogs and hamburgers, FREE of charge, next to the Band Shell. While our guests are eating they will be able watch performers on the stage, of the Band Shell. The majority of the outreach will be in the parking lot of the Civic Center. Tents will be secured into the asphalt parking lot. The holes would then be patched back in after tent stakes are removed, after the outreach is over. In these tents we are offering; haircuts, family portraits, health screenings, shoes, many different community services, prayer tent, and when the guests leave they will receive bags of groceries. All of this FREE of charge. We will have security volunteers working with The Rapid City Police Department to help keep order and handle any problems that may arise. Security will be on site from August 18 – 20. We are also working with Rapid City Fire and Rescue to handle any emergencies that arise. We expect about 4-5000 people to be attendance. We have a licensed electrician to assist in all of our electrical needs. We also have 15 port-a-potties, 3 of the 15 will be handicap accessible. Garbage service will done to accommodate a crowd of this size.

Please refer any questions to: Roy England, Arrangements Team Leader, (605-381-5853)

Thank You,

Roy England

Arrangements Team Leader, (605-381-5853)