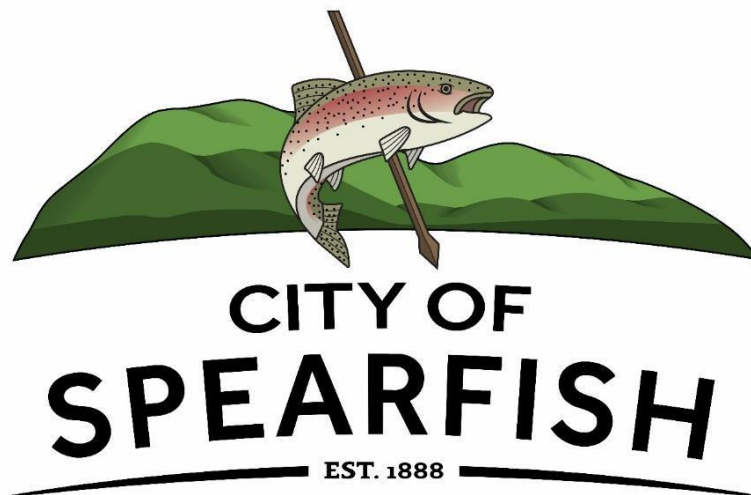


# Special Event Handbook

A Guide to Planning Your Event  
in Spearfish, South Dakota



625 N. 5<sup>th</sup> St., Spearfish, SD 57783

[www.cityofspearfish.com](http://www.cityofspearfish.com)

(605) 642-1333

Revised July, 2021

**Thank you for holding your event in Spearfish! We look forward to working with you to ensure your event is safe and successful. Applications should be received no later than sixty 60 days prior to the proposed event date.**

A permit is required to hold special events in Spearfish. Special events are defined as any activity sponsored by an organization or individual held on public property and designed for entertainment, competition, amusements, or social, ethnic, religious, or cultural awareness that:

- Requires restricted or exclusive use of any portion of public property, including but not limited to roped lawn areas, streets, stages, tables, bleachers, tents, temporary barriers, or boundaries;
- Impedes the normal flow of traffic;
- Impedes the enjoyment or use of the property by the general public; or
- Charges admission fees or fees for goods and services, including merchandise, food, or alcohol.

Examples include, but are not limited to:

- Amusements or carnivals
- Entertainment
- Music with sound amplification
- Dancing
- Dramatic or theatrical productions
- Festivals
- Parades, block parties, demonstrations
- Tournaments, runs, walks, triathlons, or bicycle races or rides likely to impede, obstruct, impair, or interfere with the free flow of traffic
- Any activity using structures not already present on the public space, such as stages, booths, canopies, awnings, risers, bleachers, fences, partitions, stands, or other structures
- Any activity requiring city services to a degree over and above that are routinely provided under ordinary circumstances as determined by the Public Works Coordinator.

The goal of this Handbook is to make the coordination of your event as seamless as possible. Contact us early in your planning process so we can help from the start!

**City Contact for Special Events**  
(605) 642-1333

All documents in this guide can be found at [www.cityofspearfish.com](http://www.cityofspearfish.com)

The City of Spearfish has multiple buildings, parks, recreation paths, and open spaces available for a variety of uses including art and cultural events, community festivals, concerts, farmers markets, races and walks, rallies, community outreach, weddings, special events, and other large-scale public uses.

Per Spearfish City Ordinances, all events intended for public participation in our parks, facilities, or public right-of-way must be properly permitted.

Please review the information below to determine the category of your event.

**City-Sponsored Special Events:** Events created, planned and implemented by city departments or agencies.

**City Co-Sponsored Special Events:** Events created, planned and implemented by non-City agencies. Support for co-sponsored events may include in-kind services from City staff based on regular staff hours, grants to cover some permit fees, or financial support limited to funds approved in the City's annual budget. Cost recovery expenses are to be paid to City agencies and include staff overtime, supplies, materials, and other direct expenses.

Co-sponsored events include those sanctioned by Black Hills State University, Spearfish School District (individuals and student organizations do not qualify as sponsors), and certain qualified non-profit groups.

**Non-City Sponsored Special Events:** Events created, planned and implemented by non-City agencies. The City does not provide financial support for these events and expects to be reimbursed for all costs associated with the activity including overtime expenses, supplies and materials, and permit fees.

### General Guidelines

1. Any event the City, in its sole discretion, determines meets the definition of a special event requires a special event permit.
2. All requests to conduct a special event in the City of Spearfish can be directed to the Public Works Coordinator at (605) 642-1333.
3. An Event Liaison must be designated by the organization or group holding the special event. This person is responsible for working with the Public Works Coordinator and ensuring all requirements of the City are met on time.
4. Event organizers are highly encouraged to submit their special event application no later than 60 days

before the event (unless stated otherwise in this document). This allows staff the best opportunity to confirm the appropriate requirements have been met and ensures the smoothest possible process for event organizers. Major events (where more than 250 people are expected) should be submitted 90 days before the event date. Late applications will be handled on a case-by-case basis.

5. Applications will be reviewed and possibly subject to the approval of the Finance, Fire, Parks and Rec, Police and Street Departments, City Administrator, and the City Council. (*Special Events Committee*)
6. The City of Spearfish reserves the right to refuse a request, ask for modifications, or cancel an event.
7. The Public Works Coordinator will coordinate requests for events to extend beyond the time originally requested.
  - Extensions of up to 8 hours require authorization by the Public Safety Director;
  - Extensions of 1 day or more require an updated event application and Special Event Committee approval.
8. Factors considered when deciding whether to issue a permit for a special event include, but are not limited to:
  - The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct, or encourage or result in a violation of the law;
  - The event will substantially interfere with the safe and orderly movement of pedestrians and vehicle traffic in the area;
  - The proposed location is adequate for the size and nature of the event;
  - The event interferes with the intended use of the area (i.e. athletic fields, picnic areas, etc.);
  - City equipment and services are available; and,
  - All permit requirements have been met.

### **The Process at a Glance**

Listed below is the typical process for obtaining a Special Event Permit. The process begins when a completed application and appropriate fees are submitted to the City. Keep in mind, receipt of your application should in no way be construed as final approval or confirmation of your request. The Public Works Coordinator will contact you upon receiving the application and thereafter

will serve as your primary point of contact. Copies of the application are forwarded and reviewed by all affected City departments and public agencies. Throughout the review process, you will be notified if additional information, permits, licenses, or certificates are required. We ask that you submit the requested information as soon as possible to expedite the City's review process and approval of your application.

1. Submit an application and preliminary documents no later than 60 days before the event. The application packet can be downloaded from our website at [www.cityofspearfish.com/documentcenter](http://www.cityofspearfish.com/documentcenter) or a request can be made to have it emailed.
2. The Public Works Coordinator will determine if the activity will be designated as a special event.
3. If the event is approved, the applicant may be required to attend an event review meeting with the Special Events Committee one to three months before the event to finalize the logistics.
4. A City employee will contact the event organizer with approval notification, and after notification, it is the responsibility of the event organizer to work with the Public Works Coordinator to ensure all requirements for the City are met on time.

### **Special Events Committee**

The Special Events Committee meets as needed, to review applications and event plans. Event organizers may be required to attend at least one Special Events Committee meeting in the month prior to their event.

Representatives from City departments and affected agencies will review applications and answer any questions event organizers may have.

The approval process will assess the following considerations for each event:

- Promotes the community as a whole
- Civic and economic benefit
- Impact on neighboring businesses and properties
- Impact on public uses
- Frequency and duration of closures
- Event's financial impact
- Performance regarding previous permit conditions
- Public safety

## Special Events Application Process

A Special Event Application is required for events or activities open to the public, held outdoors on public property, a city street, downtown, or in a city park.

**Applications should be received no later than 60 days before the proposed event.**

Applications will not be processed outside the stated timetable or without the appropriate fees. Use N/A for “not applicable” to questions or sections that don’t apply to your event. Incomplete applications will not be accepted and will delay processing.

Completing application forms helps staff identify the scope of your event and the support services you may need. Please submit as much information as possible, including:

- Site/route maps (include written directions)
- Permit requests
- Copy of liability insurance certificate (COL)
- Tentative schedule of events
- Tentative vendor list

Our goal is to assist in planning and coordinating the services you may need from the City to ensure your event is successful. Upon review of the application, the Special Events Committee will decide whether to approve the event. **Note: Your event is not considered official until it has been approved by the Special Events Committee and a permit has been issued.** The City’s Special Events Committee reserves the right to deny any application. If the event is approved, the applicant may be required to attend a meeting with the Special Events Committee prior to the event to finalize logistics.

Upon receipt of the completed application and fee, the Public Works Coordinator will contact you. After review, you will be given conditional approval to market and advertise your event.

Acceptance of your application is neither a guarantee of the date or location or approval of your event. Please ensure you have preliminary approval before marketing or advertising your event.

**For additional information, contact the Public Works Coordinator at (605) 642-1333.**

## Rental Facilities

The following facilities are available to rent:

- Wilbur S. Tretheway Pavilion
- Snapper’s Club
- Log Cabin

- Indian Springs
- Hudson Hall
- Bandshell in City Park
- Picnic shelters in various City parks

Visit [www.cityofspearfish.com/rentals](http://www.cityofspearfish.com/rentals) or contact the Public Works Coordinator for more information.

## Alcohol

Alcoholic beverages are not permitted in a park or on public property, including streets, without the appropriate alcohol permit. A special one-day license approved by the City Council, according to SDCL 35-4-124 is required. Additional fees apply.

If your event involves the sale **or** use of alcohol, you must provide a copy of your liquor liability insurance 30 days prior to the event taking place.

***For alcohol license information, contact the City Finance Office at (605) 642-1325, 625 N. 5<sup>th</sup> Street., Spearfish, SD 57783 at least 6 weeks prior to your event. More information is also available under “Additional Resources,” on Page 11.***

The following security measures are required for beer gardens:

- A fence/barrier surrounding the entire beer garden area must be provided;
- Sale and consumption or possession of alcohol is only permitted within the fence surrounding the beer garden;
- The beer garden entrance/exit shall be monitored at all times by event personnel;
- Patrons must show proof of age and be issued a wristband before purchasing alcohol;
- Servers must be 21 years of age or older;
- Servers should not consume alcohol while serving;
- Last call is 30 minutes prior to the end of the event;
- Beer gardens must close before or at the same time as the event, even if the Special Event permit shows a different time.

## Events in City Parks

In addition to the guidelines for all special events within this handbook, the following regulations must be followed for events in a City park or open space:

- Parks are open from 6 a.m. to 10 p.m. May 1 to October 31, and from dawn until dusk November 1 to April 30.

- Motorized vehicles of all types, including golf carts, gators, ATVs, etc., are prohibited on park property, lawns, restricted roadways, bicycle & pedestrian pathways, creek pathways, turf trail or athletic fields, unless specific written permission is given by the Parks and Rec Director or designee. All cars must be parked in designated parking areas.
- It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever, or remove any park property.
- Spray chalk may be used on grass or dirt surfaces with prior approval. No aerosolized spray paint/chalk/surveyor's paint can be used on paved surfaces including trails and streets.
- Staking is allowed in any City park as long as the stakes do not exceed 8 inches in length. Water, lead, and sand weights are also permitted.
- All fires must be contained in designated grills or fireplace areas. Make every effort to see that generators or grills are placed on hard surfaces such as a sidewalk or parking lot.

A site walk-through is also recommended for any special event to be held in a City park. During the walk-through, the Park Superintendent, or designee, will answer any questions and provide any necessary keys or access codes. Site walk-throughs should be completed 7-10 days in advance of the event and can be scheduled Monday-Friday, 8 a.m. to 2 p.m.

### **Parking Plan**

When planning your event, it is important to consider the impact it will have on parking. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a plan is required, you will need to identify parking lots utilized, develop a shuttle plan, and abide by the ADA (Americans with Disabilities Act) accessible parking provisions and/or special parking requests.

### **Traffic Control Plan**

Events which require street closures, obstruct vehicular or pedestrian traffic in any way, or potentially require a police escort to navigate through streets must submit a Traffic Control Plan. Routes for parades, walk-a-thons, runs, or marathons must be approved by the Spearfish Police and Street Departments. A 4-week notice is required for any event requiring the closure of an arterial street.

Through the Special Event Application process, the City will determine the number of police officers or traffic control attendants needed for each event.

Event organizers are encouraged to meet with representatives from the Spearfish Police Department before submitting a Special Event Application. Please contact them at (605) 642-1300 as early as possible in your event planning process.

Traffic control devices (barricades) and associated costs are the responsibility of the event organizer. The Traffic Control Plan must include the following information, as well as any additional information applicable to your specific event:

- Proposed route to be traveled including staging and assembly areas, starting and termination points, street names and direction of movement;
- Routing plans for traffic. Illustrate a plan to include roads you are requesting to be closed to vehicular or other traffic during your event;
- Proposed locations for barricades, signs, security, and volunteers. Include a detailed description of the styles and supplier of barricades. Modification to this portion of your route and Traffic Control Plan may be required by the Police Department;
- Where runs or walks cross a public street, clearly indicate the number of course flaggers being used and where they will be stationed;
- Event organizers must maintain pedestrian access on public sidewalks unless an alternate plan is approved.

***Note: The City of Spearfish has final discretion over routes and Traffic Control Plans, including but not limited to the placement and number of all barricades, signs, security, traffic flaggers, and volunteer locations.***

### **Signage**

Attaching signs to trees, shrubs, picnic shelters, or other City property is strictly prohibited. All proposed signage must have prior approval. Signs are governed by the City's sign ordinance. Contact Spearfish Planning and Zoning at (605) 642-1335 for more information.

Trail markings are prohibited except for sidewalk chalk. Paint and spray chalk are strictly prohibited on paved surfaces. Event organizers are responsible for all cleanup and damages.

### **Utility Needs**

When required, all-electric service required for your event must be installed by a licensed electrician. Any event requiring heavy electrical usage must discuss those needs

with the Public Works Coordinator.

Electric extension cords must be compatible with the equipment and must be in good working order (no frayed cords, etc.). Cords must be completely secured with tape or another method to prevent tripping.

Any event requiring hydrant usage must discuss those needs with the Public Works Coordinator. To use a metered adapter on a hydrant, approval from the Public Works Department is required. Once approved, arrangements for payment must be made through the Finance Office.

### **Safety/Security**

The Spearfish Public Safety Department works closely with the Public Works Coordinator to ensure the safety and security of all events. The security plan for your event should include:

- Needs for uniformed officers or other police personnel;
- Locations, route adjustments, traffic planning, staging areas, event parking, traffic flow, etc.;
- Police escorts for parade routes or processions;
- Other safety concerns

You may be required to hire a private security company for beer gardens. You may also hire them to protect your event property before, during, or after hours.

### **Medical Plan**

Depending on the nature of your event, first aid or medical personnel may be required on-site. For assistance, contact the Spearfish Ambulance Service at (605) 642-8810.

### **Emergency Plan**

Every event differs based on the activities involved. The list below identifies common risks that occur at events.

- Inclement weather
- Crowd control
- Medical emergencies
- Lost child
- Accidents
- Fire
- Loss of utilities
- Communications malfunctions
- Lost and found
- Structure collapse

Once you have identified risks for your event, we suggest

you establish an emergency plan. Templates are available from the Lawrence County Emergency Management, (605) 578-2122.

In cases where severe weather or other concerns pose a threat to your event, the Spearfish Public Safety Department will be in touch with the Public Works Administration. A threat to public safety is cause for revocation of a permit, so please keep in mind your event can be canceled upon guidance from public safety officials. In the case a permit is revoked due to an existing threat, your cooperation with City staff will be needed to ensure all your event participants stay safe.

No refunds will be issued for cancellations or inclement weather.

### **Waste/Recycling**

A waste management plan is required for all events. The plan can be a map or a detailed description and include information about where and when waste services will be available. Most major events are required to contract for trash removal and portable restroom services. Copies of contracts must be included with your waste management plan before consideration for approval.

The number of waste receptacles depends on the event. Waste management plans should concentrate services in areas where participants and spectators will stage. Existing park trash cans and dumpsters should not be included in calculating the number of receptacles required. Recycling is not required but it is encouraged.

Portable garbage receptacles may be available from the City upon request.

The event organizer is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon the conclusion of the event, the area must be returned to a clean condition. General cleanup must be done before the completion of the event. As the event organizer, if you set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the Spearfish community and establish a good reputation for your event in the future. The event organizer is responsible for all cleanup and damages.

Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible for payment if this occurs, and it may cause future event applications to be rejected.

### **Portable Toilets**

All portable toilets must be located on a hard surface and

on an accessible path which may include asphalt, concrete, grass, or plywood. All portable toilets must be identified on the site map and the location must be approved by an **appropriate City employee**. Note: Restrooms within the park system have seasonal availability. Event organizers are responsible for portable toilets beyond that window.

The City of Spearfish recommends 2 chemical or portable toilets for every 100 people. Ten percent of these facilities must be ADA- accessible, but if the number required is less than 10, then one must be ADA-accessible. This figure is based on the maximum number of attendees at your event during peak time. If clusters of portable toilets are provided at various locations at the event site, at least one unit in each cluster must be ADA-accessible.

### **Inflatable, High-Risk Activities, and Portable Structures**

If your event will include inflatables, high-risk activities such as fireworks, balloon rides, etc., or portable structures including staging, bleachers, or elevated platforms, you will be required to describe those items in detail and map their locations on your site plan. Temporary structures (i.e., tents larger than 120 square feet) or signage may require additional permitting through the Building and Development Department.

Fireworks and/or pyrotechnics will require additional permits from the Spearfish Public Safety Department.

Amusement rides must meet the requirements set forth by South Dakota Codified Law Chapter 42- 10 and Spearfish City Ordinance Chapter 10. All required inspection affidavits, licenses, and fees must be presented at the time of application for such an event.

Please observe the following guidelines for the use of inflatable attractions:

- The event’s Certificate of Insurance must specifically state the inflatable is covered;
- A generator will be required;
- The inflatable structure must be securely anchored at all times. Inflatables for events located on park property cannot be staked down using stakes greater than 8 inches in length due to shallow buried utilities and irrigation. In the event the stakes are longer than 8 inches, the inflatable will not be allowed to be placed on park property. If the utilities or irrigation system is damaged, the applicant is responsible for the cost of the repairs;
- Inflatable structures will only be allowed in approved areas, defined by City staff;

- Inflatable structures will not be used if wind conditions exceed 15 mph;
- Inflatables will not be located within 5 feet of any fixed object such as a wall or pole;
- Inflatables will not be located next to rides or equipment using diesel, gas, or propane fuel;
- Adult supervision is required at all times;
- The supervisor should make all users aware of the rules posted on the inflatable;
- Entry into the inflatable device should be done in an orderly and controlled manner;
- Persons under the influence of intoxicating substances are not permitted in inflatables;
- Keep people away from the blower at all times;
- The inflatable shall not be moved from the approved location.

### **Tents**

No tents shall be erected closer than 6 feet to a property line, 10 feet to any building or structure, or closer to a street line than a building line.

Tent use in City parks must be approved by the Spearfish Parks Department. Authorizations shall not exceed 30 days.

Tents shall not be treated with any substance or preparation which would increase the rate of combustibility to the fabric. Tents may not be erected or used if they can be overloaded with sleet or snow.

The ground occupied by a tent and area within 10 feet of a tent must be cleared and maintained free from all flammable or highly combustible material or vegetation.

The provisions of this section, except as to safety, do not apply to temporary tents less than 120 square feet erected to provide shelter at a cemetery for a funeral, special occasions (such as picnics, private receptions, and similar affairs lasting not more than 1 day).

Any tent/canopy used for food warming or having an area greater than 120 Sq. Ft. and not used for cooking requires a 2-A:10-B:C minimum rated fire extinguisher in the appropriate number, with a travel distance to the nearest extinguisher not to exceed 75 feet.

### **Vendors**

Per the SD Department of Revenue, all vendors and concessioners are required to collect sales taxes on retail sales and must obtain the appropriate sales tax license from the State of South Dakota. Event organizer are responsible to ensure all vendors have the required sales

tax license. The event organizer is also responsible for assuring all food vendors (prepackaged from other locations, temporary event, or mobile service) have the appropriate Food Service Licensing through the SD Department of Health. For more information, contact the SD Department of Revenue at (605) 394-2332 or the SD Department of Health at (605) 773-4945.

### Accessibility

The ADA requires all events, workshops, conferences, hearings, or any other activities held on City property (including City facilities, buildings, parks, and public Right-of-ways) must be accessible to people with disabilities. Visit <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-disabilities> to learn more about making temporary events accessible to people with disabilities.

### Volunteers

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. You must have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.), volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

### Insurance

A Certificate of Liability Insurance (COL) is required for *all* special events. The “City of Spearfish, its officers, employees, and agents” and any other public entities impacted by the event must be named as an additional insured on the COL. The COL must be received and approved by the City of Spearfish 30 days before the special event.

Insurance requirements may vary depending on the particular event but the minimum coverage required is **Occurrence-based general liability insurance or equivalent form with a limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the event or be no less than two times the occurrence limit.** Insurance may not be canceled without 30 days’ prior written notice to the City.

Boxes to be checked on the COL include:

- Premises-Operations
- General Liability

- Comprehensive Form
- Broad Form Property Damage
- Personal Injury
- Product, Completed Operations Hazard
- Auto Coverage (may be necessary depending on the event)

The following link can be used to obtain insurance and is designed for organizers who do not carry liability coverage. Liquor liability is also available.  
<https://www.intactspecialty.com/entertainment>

### Parades

Parades provide a unique contribution to Spearfish by promoting community identity and providing cultural enrichment.

The standard, approved parade routes are as follows:

From Donald E. Young Center at BHSU:

- Begins at Donald E. Young Center, travels south on St. Joe to Jackson Boulevard, heading east to Main St., heading south on Main to the intersection of Grant Street, where the parade ends/floats disperse.

From Spearfish Rec Center/Spearfish High School:

- Begins at the above location, heads south on North Ave, which becomes Main St. to the intersection of Grant Street, where the parade ends/floats disperse.

Parade organizers are required to:

- Contact surrounding businesses to secure staging locations depending on event size;
- Provide safety personnel to monitor the parade route and ensure people are not encroaching too heavily into the roadway;
- Make arrangements for waste pick-up and disposal of animal waste if animals are present.

### Block Parties

Block party events are neighborhood-supported events to assist with creating a sense of community.

A Special Event Application must be submitted no later than 8 weeks before the event. The applicant must notify all residents with property fronting the street to be closed, and the applicant’s contact information must be included for the residents. The notification must include a complete description including dates, times, and areas to be affected



by the block party, along with instructions on how to submit comments or opposition to the event. Any resident who is opposed to the closure should notify the Public Works Coordinator Assistant in writing.

The Public Works Assistant may add additional requirements such as portable toilets, security, etc.

The block party may not last past midnight, and sponsors of the party are responsible for the clean-up of the area immediately following the event. No alcoholic beverages may be consumed without the proper permit.

Proper noise levels must be maintained at all times. Music, use of speakers, microphones, amplifiers, and other similar devices must stop by 10 p.m.

Sponsors must provide proper barricades for any street closures and will ensure such barricades are visible with flashing lights or lanterns.

### **Assemblies and Demonstrations**

Assemblies and demonstrations are supported strictly by the requesting group. These events must be approved if any public property will be utilized.

Organized assemblies, demonstrations, or rallies, require a Special Event Application and must meet all City requirements, including:

- No blocking any entrances or exits;
- No preventing persons from entering or leaving any premises;
- No use of any type of physical force;
- No throwing of any type of material;

Any breach of the peace or criminal act by or against any participant may result in appropriate legal actions against the organizer or individuals, including possible arrest and prosecution.

Further guidelines to ensure the safety of persons and property associated with demonstrations, include:

- The orderly use of public sidewalks and other properties will be assured;
- For the protection of the public, groups using streets or public ways for demonstrating must complete a Special Event Application;
- Any group wishing to use any park area or facility may be granted permission by the Public Works Coordinator, consistent with its rules. The 90-day requirement for obtaining a permit may be administratively approved by the Park and Recreation Director;

- A Certificate of Insurance, naming the City of Spearfish as “Additional Insured” is required;
- Organizers must be aware of the rights of private businesses to restrict access to their property;
- Demonstrators are not allowed to picket or assemble on private property without permission;
- Organizations sponsoring demonstrations are required to designate individuals from their group to act as “Activity Marshals” to help assure participant safety. Marshals must be identifiable to participants and police officers;
- The Spearfish Police Department will endeavor to ensure citizens’ rights to express their rights and views in an orderly, safe manner.

### **Event Site Plan**

You are required to submit an event site plan with the initial application. The plan should include, but is not limited to, the following, as applicable to your event:

- Maps for stage areas for parades/races
- Route maps for parades/races
- Street closures
- Barricade placements
- Parking and shuttle zones
- ADA accessible seating
- Directional traffic arrows
- Traffic control signage
- Fire lanes
- Volunteer stations/staging
- Waste/recycling receptacles/dumpster locations
- Restrooms/portable toilet locations
- Generator locations
- Retail vendors
- Food and Beverage vendors
- First aid stations/ambulance locations
- Amusement rides/inflatables
- Tent locations (less than 120 square feet)
- Building or tent entrances/exits
- Fireworks fallout zones/launching areas
- Stage locations
- Emergency plans

The more information you provide on your site plan, the better. Google Maps is an excellent starting point to successfully create a map for your event.

The site plan should be produced in a clear, legible manner and submitted in an 8.5” x 11” or 8.5” x 14” standard format. To supplement the site plan, a detailed narrative and/or timeline of the event, including a description of activities, schedule of entertainment, or other pertinent information will better assist the City in reviewing the components of your event.

Please provide an updated, detailed site map a minimum of 72 hours in advance of the Special Events Committee meeting, if required. Also, please provide a list of all vendors who will be attending your event, including their contact information.

# Additional Resources

## **Special Alcohol Licenses and Brown Bag Permits**

The following licenses and permit are available upon application. The fee is due at the time of submission along with a copy of the liquor liability insurance and approval by the Spearfish City Council or City Administrator. These licenses and/or permit are required if alcohol is being consumed within the City of Spearfish.

### **Special Malt Beverage Retailers License:**

- ❖ The fee is \$50 per day.
- ❖ To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal or veteran's organization or any licensee licensed as an on-sale liquor licensee or on & off sale malt beverage licensee. (RL or RB)
- ❖ There is a limit of 15 consecutive days.
- ❖ No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- ❖ Public hearing is required unless applicant already holds a retail license within the City of Spearfish.

### **Special On-Sale Wine Retailers License:**

- ❖ The fee is \$50 per day.
- ❖ To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal or veteran's organization or any licensee licensed as an on-sale liquor licensee or on & off sale wine licensee. (RL, RW)
- ❖ There is a limit of 15 consecutive days.
- ❖ No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- ❖ Public hearing is required unless applicant already holds a retail license within the City of Spearfish.

### **Special On-Sale Liquor License:**

- ❖ The fee is \$100 per day.
- ❖ To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal or veteran's organization or any licensee licensed as an on-sale liquor licensee. (RL, RR)
- ❖ There is a limit of 15 consecutive days.
- ❖ No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- ❖ Public hearing is required unless applicant already holds a retail license within the City of Spearfish.

### **Special Off-Sale Package SD Farm Wine Dealers License:**

- ❖ The fee is \$50 per day.
- ❖ To be eligible, approval of this special alcohol license must be in conjunction with a special event for any civic, charitable, educational, fraternal or veteran's organization or any licensee licensed as an off-sale liquor licensee, and on & off sale wine licensee. (PL, RW)
- ❖ There is a limit of 15 consecutive days.
- ❖ No person or entity may be issued more than twenty (20) special alcohol licenses per calendar year.
- ❖ This temporary license is limited to selling wine produced by a South Dakota Farm Winery.
- ❖ Public hearing is required unless applicant already holds an off-sale license within the City of Spearfish.

Special Alcohol license applications and payment must be turned in to the City Finance Office. For additional information, visit <https://www.cityofspearfish.com/196/Alcohol-Licensing> or call 642-1325.

**Brown Bag Permit:**

- ❖ The fee is \$40.00 per day and may not exceed 24 hours.
- ❖ This permit allows the applicant the approval for consumption, but not the sale, trade, barter or exchange of any alcoholic beverage while on city-owned property.
- ❖ The hours of authorized consumption may not exceed those permitted for on-sale licenses.
- ❖ The applicant must be at least 21 years of age and provide an acceptable form of identification.
- ❖ Brown Bag Permits can be requested on Special Event or Rental Applications.

**City of Spearfish Departmental Contact Information**

The Public Works Coordinator will be your primary contact with the City of Spearfish. For additional information, contact the following:

Facility/Shelter Rentals	Public Works	(605) 642-1333
Brown Bag Permits	Public Works	(605) 642-1333
Licenses and Permits	Finance Office	(605) 642-1325
Alcohol Licenses	Finance Office	(605) 642-1325
Parades/Runs/Street Closures/Security	Police Department	(605) 642-1300
Park Maintenance and Garbage Cans	Parks and Rec Department	(605) 717-1189
Snow/Ice Removal, Street Cleaning	Public Works Department	(605) 642-1333
Large Garbage Receptacles	Public Works Department	(605) 642-1333
Banners and Signs	Planning and Zoning	(605) 642-1335

**Other Agencies You May Need to Contact When Planning Your Special Event**

S.D. Department of Health	<a href="http://doh.sd.gov">http://doh.sd.gov</a>	(605) 773-4945
S.D. Department of Revenue	<a href="http://dor.sd.gov">http://dor.sd.gov</a>	(605) 394-2332
S.D. Department of Transportation	<a href="http://www.sddot.com">http://www.sddot.com</a>	(605) 773-3265
Lawrence County Highway Department	<a href="http://www.lawrence.sd.us/highway.htm">http://www.lawrence.sd.us/highway.htm</a>	(605) 578-2183

## Checklist to Complete Before Submitting Special Event Application

Before submitting your Special Event Application, make sure you have considered the following, and if necessary, submit them *with* the application:

- Overall Event Description
- Event Site Plan
- Parking Plan/Traffic Control Plan
- Signage
- Mitigation of Impact
- Safety/Security
- First Aid/Medical Plan
- Emergency Plan
- Waste/Recycling
- Portable Toilets
- Inflatables/High-Risk Activities/Portable Structures
- Vendors/Sales Tax/Food Requirements
- ADA Accessibility
- Staffing and Volunteers
- Special Event Application (No later than 60 days prior)
- Certificate of Insurance
- Alcohol Licensing

## Checklist to Complete Before Your Event

Some of the items mentioned below are not requirements of the City of Spearfish but are intended to help you have the best event possible. If you have any questions about your event, please contact the Public Works Administrative Assistant at (605) 642-1333.

Have you:

- Received approval from the City of Spearfish for your Special Event Application?
- Provided your Certificate of Insurance?
- Had your insurance company name the City of Spearfish as the additional insured?
- Developed a detailed route map or site plan?
- Received proper permits or licenses for any food concessions, road closure outside City jurisdiction, sales tax, or alcohol sales?
- Requested barricades?
- Arranged for the use of electricity?
- Arranged for security?
- Rented generator?
- Rented portable toilets for the event?
- Rented/arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements?
- Designated handicapped parking?
- Gotten approval for/prepared signage?
- Designed a plan for accessibility?
- Designed a plan for inclement weather?
- Arranged for garbage receptacles/recycling options?
- Planned for clean-up of the event site?
- Prepped your staff/volunteers who will be working the event?



# CITY OF SPEARFISH

## SPECIAL EVENT APPLICATION

Revised February, 2021

Complete this application if you are requesting to use a city park, street, right-of-way or public area, hold a parade, demonstration, assembly, procession or race. An application must be processed for each special event and written approval must be received from the City of Spearfish before a public announcement of the event can be made. Submitting this application does not guarantee approval of your event.

### INFORMATION ABOUT YOUR EVENT:

Event Name \_\_\_\_\_

Name and Address of Organization/Individual Requesting Event Permit \_\_\_\_\_

Event Location (be specific) \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Actual Time of Event Start \_\_\_\_\_

Set Up Date(s) & Time(s) \_\_\_\_\_

Tear Down Date(s) & Time(s) \_\_\_\_\_

Expected Daily Attendance at Event? \_\_\_\_\_ New Event? \_\_\_\_\_ Annual Event, Number of years? \_\_\_\_\_

Admission Charged: \$ \_\_\_\_\_ Who will receive proceeds: \_\_\_\_\_

Will Minors (18 and under) be Present? \_\_\_\_\_ Name of Person Responsible for Minors \_\_\_\_\_

Will Animals be Included? \_\_\_\_\_ Will Food be Served? (if so, describe) \_\_\_\_\_

**Detailed Description of Event Purpose, Location and Route (*please attach Route/Site plan or additional sheet if needed*)**

### INFORMATION ABOUT YOU AND YOUR ORGANIZATION:

Event Liaison \_\_\_\_\_

Position with Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) – prior to event \_\_\_\_\_

Phone(s) – day of event \_\_\_\_\_

Contact E-Mail \_\_\_\_\_

**A \$1,000,000 single occurrence and \$2,000,000 aggregate liability insurance policy will be required for all events. A Certificate of Liability showing the City of Spearfish as beneficiary must be provided. See Special Event Handbook for details.**





**Hold Harmless and Indemnification**

Applicant agrees to indemnify and hold the City of Spearfish and its officers, agents, and employees harmless from any, and all liability, damages, actions, claims, demands, expenses, judgments, fees and costs of whatever kind or character, arising from, by reason of, or in connection with the special event. It is the intention of the parties that the City of Spearfish and its officers, agents, and employees shall not be liable or in any way responsible for injury, damage, liability, loss, or expenses resulting to the user or others due to accidents, mishaps, misconduct, negligence, or injuries, either in person or property.

Applicant expressly assumes full responsibility for any, and all damages or injuries which may result to any person or property by reason of or in connection with the special event and agrees to pay the City of Spearfish for all damages caused to the facilities resulting from the special event.

Applicant represents that its activities will be supervised by adequately trained personnel, and the Applicant will observe, and cause the participants in the special event to observe, all safety rules for the special event. Applicant acknowledges the City of Spearfish has no duty to and will not provide supervision of the activity.

The Applicant shall maintain occurrence-based commercial general liability insurance or equivalent form with a limit not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

No less than 30 days prior to the special event, Applicant shall furnish the City of Spearfish with properly executed Certificates of Insurance which shall clearly evidence all insurance required and provide that such insurance shall not be canceled, except on prior written notice to the City of Spearfish.

\_\_\_\_\_  
Organizer's Printed Name

\_\_\_\_\_  
Organizer's Signature

\_\_\_\_\_  
Date

**COMPLETE APPLICATION AND SUBMIT TO:**

Spearfish Public Works Administrative Office  
(2nd Floor, Spearfish City Hall)  
625 N. 5th St.  
Spearfish, SD 57783

Phone (605) 642-1333

E-mail: [rentals@cityofspearfish.com](mailto:rentals@cityofspearfish.com)

**REQUEST FOR CITY SPONSORSHIP OR CO-SPONSORSHIP OF EVENT**

Sponsorships are not available for events that are primarily for commercial promotion or personal gain. Requesting organizations must be a 501© (3)(4) or a governmental entity.

The use of city equipment and personnel is limited to events approved by the City. City fees may be waived in-whole or in-part for city sponsored or co-sponsored events. Please allow 45 Days for the processing of your request.

Name of Event \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Applicant Name \_\_\_\_\_

Proposed Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Event \_\_\_\_\_

Will admission be charged?  Yes  No If yes, how much? \_\_\_\_\_

Are you asking that alcohol be served?  Yes  No

Why should the City consider sponsorship of your event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Information**

What is the Purpose of the organization? \_\_\_\_\_

Total of all Contributions and Grants received in previous 12 months: \$ \_\_\_\_\_

Total of all Expenses in previous 12 months: \$ \_\_\_\_\_

How are funds used? \_\_\_\_\_

List Payments made to Individuals in previous 12 months (list top three)

Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**In Kind Sponsorship**

Explain what in-kind sponsorship you are requesting: \_\_\_\_\_

\_\_\_\_\_