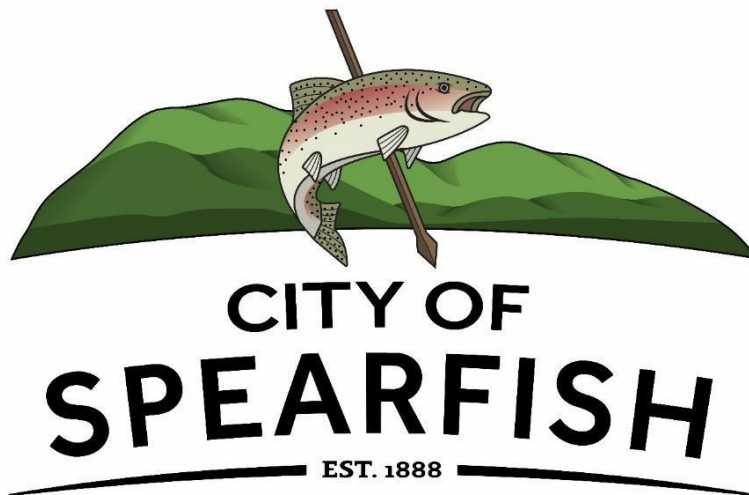


Special Event Handbook

A Guide to Planning Your Event
in Spearfish, South Dakota



122 Recreation Lane
Spearfish, SD 57783
(605) 722-6868

www.cityofspearfish.com

Revised June, 2023

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 less than 60 days prior to the proposed event date. Events with 250+ attendees should be submitted 90 days prior to the 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
- Charges admission fees, or fees for goods and services, including merchandise, food, or alcohol

Examples include, but are not limited to:

- Amusement parks or carnivals
- Entertainment
- Dancing or music with sound amplification
- Drama or theatrical productions
- Festivals
- Parades, block parties, demonstrations
- Tournaments, runs, walks, triathlons, or bicycle races or any 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, etc.
- Any activity requiring city services that are routinely provided under ordinary circumstances as determined by the Special Event Assistant

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!

The City of Spearfish has multiple buildings, parks, recreation paths, and open spaces available for a variety of uses including art and cultural events, festivals, concerts, farmers markets, races, walks, 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 the City of Spearfish.

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 or Spearfish School District. Individuals and student organizations do **not** qualify as sponsors.

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 to meet the definition of a special event requires a special event permit.
2. All Special Event Application questions can be directed to the Special Event Assistant at (605) 722-6868.
3. An Event Liaison must be designated by the organization holding the special event. This person is responsible for working with the Special Event Assistant to ensure all requirements are met on time.
4. Event organizers are highly encouraged to submit their special event application no later than 60 days prior to an event. This allows staff the best opportunity to confirm that 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 prior to event dates.
5. Applications will be reviewed and are subject to the approval of the Finance, Fire, Parks and Rec, Police and Street Departments, the 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 Special Event Assistant will coordinate requests for events to extend beyond the time originally requested.

- Extensions of events, up to 8 hours, requires authorization of 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 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 or 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 (Examples: Athletic fields, picnic areas, etc.)
- City equipment and service availability
- Permit requirements have been met

The Process At-a-Glance

The process begins when a completed application is submitted. Receipt of your application should in no way be construed as final approval or confirmation of your request. The Special Event Assistant will contact you upon receiving the application and thereafter will serve as your primary point of contact. The application is forwarded and reviewed by all affected City departments. 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. (90 days prior if your event will have 250+ in attendance. The application packet can be downloaded from our website at www.cityofspearfish.com/documentcenter or a request can be made to have it emailed to you.
2. The Special Event Assistant 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 approximately one to three months before the event occurs in order to finalize the logistics.

4. A City employee will contact the event organizer with approval notification. After notification, it is the responsibility of the event organizer to work with the Special Event Assistant 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, 90 days if your event will host more than 250 attendees.**

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 (including written directions)
- Permit requests
- Copy of liability insurance certificate (COL)
- Tentative schedule of events
- Alcohol providers, if applicable

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 a member, or members of the Special Events Committee prior to the event to finalize logistics.

Upon receipt of the completed application and fee, you will be contacted. 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, location, or the approval of your event. Please ensure you have preliminary approval before marketing or advertising your event.

For additional information, contact the Special Event Assistant at (605) 722-6868.

Rental Facilities

The following facilities are available to rent:

- Wilbur S. Tretheway Pavilion
- Snapper's Club
- Log Cabin
- Indian Springs
- Bandshell in City Park
- Picnic shelters in various City parks

Visit www.cityofspearfish.com/rentals or contact the Special Event Assistant 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.

For alcohol license information, contact the City Finance Office at (605) 642- 1325, 625 N. 5th St., Spearfish, SD 57783 at least 6 weeks prior to your event. More information is also available on Page 10.

The following measures are required for beer gardens:

- A fence/barrier surrounding the entire beer garden area must be provided
- Sale, consumption or possession of alcohol is only

permitted within the boundaries of the beer garden

- The beer garden entrance and 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 regardless, if the 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 6 AM to 10 PM 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** in parks, lawns, bicycle and pedestrian pathways, creek pathways, turf trail or athletic fields, **unless 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 or surveyor's paint can be used on paved surfaces including trails and streets.
- Staking is allowed in any City Park as long as stakes do not exceed 8 inches in length. Water, lead, and sand weights are also permitted.
- Fires must be contained in designated grills or fireplace areas. Generators or grills must be placed on hard surfaces such as a sidewalk or parking lot.

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

Parking Plan

When planning your event, please 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 attendees. If a plan is required, you must 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-thon, 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.**

Event organizers are encouraged to meet with representatives from the Spearfish Police Department **before** submitting a Special Event Application. They will determine the number of police officers or traffic control attendants needed for each event. Please contact them at (605) 642-1300 as early as possible in your event planning.

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

- Proposed route to be traveled, including staging and assembly areas, starting and termination points, street names and direction of movements.
- 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 indicates 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, Traffic Control Plans, including but not limited to the placement and number of barricades, signs, security, 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 which is governed by the City's sign ordinance. Contact Planning 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.

Utility Needs

When required, all electric services required for your event must be installed by a licensed electrician. Events requiring heavy electrical usage must discuss those needs with the Special Event Assistant.

Electric extension cords must be compatible with the equipment and must be in good working order (no frayed or repaired 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 Special Event Assistant. To use a metered adapter on a hydrant, approval from the Public Works Department is required. If approved, arrangements for payment must be made through the Finance Office.

Safety/Security

The Spearfish Public Safety Department works closely with the Special Event Assistant to ensure the safety and security of all events. Security plans should include:

- Needs for 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 security for beer gardens or 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 risks are identified for your event, we suggest you establish an emergency plan. Templates are available from Lawrence County Emergency Management, 605 578-2122.

In cases where severe weather or other concerns pose a threat to your event, Spearfish Public Safety will be in touch with the Parks and Recreation Department. A threat to public safety is a reason for revocation of a permit. 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, cooperation with City staff will be required 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 trash cans and dumpsters should not be included in calculating the number of receptacles required. Portable garbage receptacles may be available from the City upon request. Recycling is not required but it is encouraged.

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 damage.

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

Portable Toilets

Portable toilets must be placed on hard surfaces with an accessible path which may include asphalt, concrete, grass, or plywood. They 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.

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 inflatables:

- The event's Certificate of Insurance must **specifically state the inflatable that is covered.**
- A generator will be required.
- Inflatable structures must be securely anchored.
- 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.
- People must be kept away from the blower at all times.
- The inflatable shall not be moved from the original 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 stakes must not exceed 8 inches in length.

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

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

The ground occupied by a tent and area within 10 feet 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 that are 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 square feet 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 organizers 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 events, 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. Please see <https://adata.org/guide/planning-guide-making-temporary-events-accessible-people-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 identifiable clothing.

Insurance

A Certificate of Liability (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 by the City of Spearfish **at least 30 days PRIOR to the special event**.

Insurance requirements may vary depending on the particular event, but the minimum coverage required is **Occurrence-based general liability insurance or an 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.

The following link can be used to obtain insurance and is designed for organizers who do not carry liability coverage. <https://app.gatherguard.com>. Venue ID codes are listed below.

Spearfish City (street closures, parades, block parties, festivals, run/walk events) – 0501-1842

Band Shell – 0501-1621

Snappers Club – 0501-1150

Tretheway Pavilion – 0501-1151

Lions Park – 0501-1622

Parades

Parades promote community identity and provide cultural enrichment.

The standard, approved parade routes are as follows:

From the Donald E. Young Center at BHSU:

- Begins at Donald E. Young Center, travels south on St. Joe to Jackson Boulevard, heads east to Main Street, heads south on North Avenue to the intersection of Grant Street, where parade ends.

From Spearfish Rec Center or Spearfish High School:

- Begin at the above location, turn south on North Avenue, (turns into Main Street) to the intersection of Grant Street, where the parade ends.

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 of dates, times, and areas affected, along with instructions on how to submit comments or opposition to the event. Any resident opposed to the closure should notify the Special Event Assistant in writing.

The Special Event 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, speakers, microphones, amplifiers, etc. must stop by 10 pm.

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.

Assemblies, demonstrations, or rallies, require a Special Event Permit and must meet all City requirements, including:

- No blocking entrance/exit
- No prevention of persons from entering/leaving
- No use of any type of physical force
- No throwing of any type of material

Breaches of the peace or criminal act by or against any participant may result in 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.
- 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 are required to designate individuals 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 manner.

Event Site Plan

You are **required** to submit a detailed site map with your application. The plan should include, but is not limited to, the following, as applicable to your event.

- Maps for stage areas for parades or races
- Route maps for parades or races
- Street closures
- Barricade placements
- Parking and shuttle zones
- ADA accessible seating
- Directional arrows and traffic control signage

- Fire lanes
- Volunteer stations and staging
- Waste and dumpster locations
- Restrooms or portable toilet locations
- Generator locations
- Retail, food and beverage vendors locations
- First aid and ambulance locations
- Amusement rides or inflatables
- Tent locations, entrances and exits (tents less than 120 square feet)
- Fireworks fallout zones and launching area
- 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. 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.

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 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: Can be purchased with the Special Event Assistant

- ❖ 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 Special Event Assistant at the Rec and Aquatics Center will be your primary contact with the City of Spearfish. For additional information, contact the following:

Facility/Shelter Rentals	Rec and Aquatics Center	(605) 722-6868
Brown Bag Permits	Rec and Aquatics Center	(605) 722-6868
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
Banners and Signs	Building and Development	(605) 642-1335

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

S.D. Department of Health	http://doh.sd.gov	(605) 773-4945
S.D. Department of Revenue	http://dor.sd.gov	(605) 394-2332
S.D. Department of Transportation	http://www.sddot.com	(605) 773-3265
Lawrence County Highway Department	http://www.lawrence.sd.us/highway.htm	(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 these items *with* the application:

- Overall Event Description
- Event Site Plan
- Parking Plan/Traffic Control Plan Signage
- Mitigation of Impact Safety and 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
- Certificate of Insurance
- Alcohol Licensing

Checklist to Complete Before Your Event

Some items mentioned below are not requirements of the City of Spearfish but are intended to help you have the best event possible.

Have you???

- Received approval from the City of Spearfish for your Special Event Application?
- Provided your Certificate of Insurance to the City?
- Had your insurance company name the City of Spearfish as the additional insured on the COL?
- Developed a detailed route map or site plan and provided it with your application?
- Received proper permits or licenses for food concessions, road closures, sales tax, or alcohol sales?
- Requested barricades?
- Arranged for the use of electricity?
- Arranged to hire security?
- Rented a generator?
- Rented portable toilets for the event?
- Rented or arranged delivery of tents, stage, sound equipment, tables, chairs, etc.?
- Verified parking requirements?
- Designated handicapped parking?
- Gotten approval and prepared signage?
- Designed a plan for accessibility?
- Designed a plan for inclement weather?
- Made arrangements for garbage receptacles or recycling options?
- Planned for clean-up of the event site?
- Prepped your staff or volunteers who will be working the event?
- Reserved your AED (automatic electric defibrillator)?



City of Spearfish Special Event Application

Complete this application if you are requesting to use a city park, the bandshell, a city street, Right-of-Way, or public area, hold a parade, demonstration, assembly, procession, or race. Event organizers must receive written approval of an event from the City of Spearfish prior to making a public announcement and/or advertising the event. Submitting this application does not guarantee approval of your event.

INFORMATION ABOUT YOUR EVENT:

Event Name

Name and Address of Organization and Individual Requesting Event Permit

Event Location

Event Date(s)

Event Time(s)

Event Start Time

Set up Date and Time

Tear Down Date and Time

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

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

Will Minors be Present? _____ Person Responsible for Minors _____

Will Animals be Included? _____ Will Food be Served? (If so, describe) _____

Provide a detailed description of the event purpose, location, and route (*please attach a route, and map if applicable*)

INFORMATION ABOUT YOU AND YOUR ORGANIZATION:

Event Liaison

Position with Organization

Address

City

State

Zip

Phone # prior to event

Phone # 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. Details are provided in this handbook.

PLEASE CHECK ALL THAT APPLY TO YOUR EVENT: Private Event Public Event

Park Requested _____

Band Shell (**must be rented**) Park Shelter (**must be rented**) *Contact the Special Event Assistant (605) 722-6868*

Parade (route required) Demonstration/Assembly (site plan required) Procession or Race (route required)

Temporary street(s) closure (emergency vehicle access must be maintained)

List the street, block or other public areas requested:

Alcohol Provided (not for sale) **Brown Bag Permit required** – Contact Special Event Assistant at (605) 722-6868

Alcohol For Sale - **Special Alcohol license required** - Contact the Finance Office at (605) 642-1325

Name of Provider(s) selling alcohol: _____

CHECK THE SERVICES YOU ARE REQUESTING FOR THE EVENT: If available, the City may assist with the following services. Additional fees may be required for these services.

City Staff, Police or Emergency Personnel

Traffic Cones (number requesting) _____

Check out an AED - automated external defibrillator

Garbage Containers (number requested) _____

Water

Picnic Tables (number requested) _____

Electric (if available source onsite)

Other (specify) _____

REMINDER: Do not use paint on pavement or on the Rec path

Applications must be received 60-90 days prior to an event, depending on the type and size of event.

Final payment (if applicable) and Certificate of Liability must be received 30 days prior to the event.

Permits will not be sent until all required documentation has been received.

I do solemnly swear or affirm all answers given, and statements made on this application are complete and true to the best of my knowledge. I am at least 21 years of age. I have read the terms and conditions outlined in this document and agree to abide by them. I am duly authorized by the applicant organization to submit this application on its behalf and agree that the organization will be financially responsible for any fees and costs that may be incurred by or on behalf of the event, within the City of Spearfish. If the event details change, I agree to submit a revised application or provide additional information in writing at least thirty (30) days prior to the event.

If at any time the City deems it necessary to close public facilities. Refunds will be handled on a case-by-case basis.

I understand as the event organizer that I am completely responsible for all damage, alcohol consumption, smoking and tobacco restrictions, and incidents that cause public complaint or notification to the City of Spearfish. It is the responsibility of the event organizer to control the alcoholic intake and the behavior of the event attendees. Failure to comply with the conditions of the special event application may result in the revocation of current and the denial of future applications.

Organizer's Name _____

Signature _____

Date

OR

By printing your name in the field above you are authorizing the City of Spearfish to accept this as your electronic signature.

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 Name _____

Signature _____

_____ Date

OR

By printing your name in the field above you are authorizing the City of Spearfish to accept this as your electronic signature.

COMPLETE APPLICATION AND SUBMIT TO:
Spearfish Recreation and Aquatic Center
Attention: Special Event Assistant
122 Recreation Lane, Spearfish, SD 57783

Phone (605) 722-6868

E-mail: rentals@cityofspearfish.com