



## **Special Event & Use of City Property Application**

Updated September 2021

Application should be submitted at least **60 days** in advance of event  
to be get proper approval completed.

**FILL OUT COMPLETELY OR IT WILL NOT BE APPROVED!**

Please Return Completed Application to: Robin Korth at [rkorth@sturgisgov.com](mailto:rkorth@sturgisgov.com) or drop off at  
City of Sturgis Rally/Events Dept., 1040 Harley-Davidson Way, Sturgis, SD 57785

Date Application Received by R&E: \_\_\_\_\_ City Manager Approval \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ ☐ Nonprofit

Do you have a 501c3 status? Yes \_\_\_\_ No \_\_\_\_ (Please attach a copy of your exemption)

Applicant Information: Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box City State Zip Code

Contact Person day of event: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*This person(s) must be in attendance for the event and available that day*

### **Event Information**

Anticipated Attendance (Contestants/Spectators) \_\_\_\_\_

Type of Event: \_\_\_\_\_ Admission/entry cost: \_\_\_\_\_

Location of event: \_\_\_\_\_ H-D Rally Point Plaza, Barry Stadium, Other  
(Contact 347-3916 for Park Shelters or 347-6513 for Armory/Community Center)

Set up date: \_\_\_\_\_ Start/end times Tear down date: \_\_\_\_\_ Start/end times

Are you requesting Open Container be allowed for the event: Yes/No

Does this event include the sale of alcoholic beverages? \_\_\_\_ No \_\_\_\_ Yes

**\*\*If alcohol is served on city property or in public right-of-way, please contact City Hall (347-4422) for a  
Special Events License. Also, please make arrangements with the Sturgis Police Department (347-5070).**



Does this event include the use of: Music, Fireworks, Special Lighting, Sound System (Circle what's used)

Please explain: \_\_\_\_\_

Does this event require street closure(s)? \_\_\_\_\_ No \_\_\_\_\_ Yes - \*Please complete the street closure request attached **There is a \$50 fee for road closures** (excluded for proof of nonprofit status)

### **Affidavit of Applicant**

I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event. I am authorized to commit my organization to this proposed event and agree that our organization will be financially responsible for any/all costs and fees that may be incurred because of this event. This includes cleanup fees, damage costs, etc.

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

### **Insurance Requirements**

Insurance for your event will be required before final approval. The applicant must provide a copy of their certificate of insurance that provides for at least \$1,000,000 in general liability coverage, listing the City of Sturgis as an 'Additional Insured' and insurance covering spectators. Additional insurance may be required for use of inventory items such as tents, bleachers, etc.

*\*You may purchase insurance through TULIP Event Insurance at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)*

Name of Insurance Company: \_\_\_\_\_

Agent: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

*\*Applications cannot be processed without insurance and maps if needed and will be denied.*

*\*Property Maintenance- Facility must be cleaned after the event. This includes trash pickup, spills on pavers, stage, or any other areas of the facility. Lack of cleaning can result in denial of use for future events.*

**\*\*Upon approval of the application, applicant may be required to complete further paperwork at the City Hall Office – 1040 Harley-Davidson Way, Sturgis, SD 57785 (605-347-4422)**



## **Rally & Events Inventory List and Notice of Fees**

***\*No Items will be available during the Sturgis Motorcycle Rally\****

**Organization MUST provide labor for loading and unloading equipment. City Staff is not required to assist in loading/unloading equipment.**

***You are required to pick up/return items (Mon-Thurs 8am-5pm)***

**Pick up Date : \_\_\_\_\_ Return Date : \_\_\_\_\_**

**Please note which items you will be needing for your upcoming event.**

**Pop Up Tents** Quantity\_\_\_\_\_ 10' x 10' or 10x20

**Bleachers** Quantity\_\_\_\_\_ (6 qty. available in inventory) **Deposit Amt Paid**\_\_\_\_\_

- **\$100.00 cash deposit required per bleacher.** Deposit may be returned within 7 days if no damage is found upon inspection
- Portable Aluminum bleachers can accommodate approximately 50 people
- Bleachers must be transported by the organization and require 2" ball hitch

**Picnic Tables** Quantity\_\_\_\_\_ (10 qty. available in inventory – 6 regular, 4 ADA accessible)

- Picnic tables typically accommodate 6-8 people per table
- Tables may be provided by the City but organization will be required to transport tables

**Light weight Crowd Control Panels (4'x6.5')** Quantity\_\_\_\_\_

**\*\* If you want the heavy crowd control panels, contact Public Works 605-347-3916**

**Garbage Totes** Quantity\_\_\_\_\_ 90 gal totes (Residential) Quantity\_\_\_\_\_ 300 gal totes (Commercial)

**Banquet Tables** – Please contact Rod Heikes at the Sturgis Community Center at 605-347-6513

**Portable Toilets** –Please contact sanitation companies, well in advance, to rent portable toilets for your event.

*Organization is responsible for scheduling rental, delivery/pickup and any servicing/pumping of toilets for the event and is responsible for the costs associated with those services. The City DOES NOT provide portable toilets.*

**Ambulance-** Please contact Sturgis Fire/Ambulance at 347-5801

***You are responsible for First Aid Staffing & Equipment.*** According to City Ordinance, any events held in Sturgis that request emergency services on site are required to use Sturgis Ambulance and Fire Services.



Dates: \_\_\_\_\_ Time: \_\_\_\_\_ Explain arrangements made: \_\_\_\_\_

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## **Event Street Closure Request Form**

**\*Street Closure Request must be submitted at least 60 days in advance of event\***

(Please attach a \$50.00 payment for street closure request *waived with proof of nonprofit*)

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

Street Closure location(s) requested: \_\_\_\_\_

**\*Please submit a map of the requested street closure with your request form**

Date/Time of Street Closure and re-opening: \_\_\_\_\_

Reason for Requested Street(s) Closure: \_\_\_\_\_

***\*Written Notification of businesses/residents within 200 feet of proposed street closure is required.***

- Have you notified the businesses/residents within the 200' requirement? Yes \_\_\_\_ No \_\_\_\_
- Date of notification: \_\_\_\_\_
- Please submit a list of names/addresses you have notified and copy of letter

Additional Comments: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE:**

Amount Paid : \_\_\_\_\_ Date: \_\_\_\_\_ Received by : \_\_\_\_\_



## Parade Request Form

(Attach map with request and Certificate of Insurance)

**\*Parade Request must be submitted at least 60 days in advance of event\***

*\*Organization is responsible for any clean up if animals participate in the parade*

Parade Name: \_\_\_\_\_

Applicant: Organization/Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box

City

State

Zip Code

Date of Parade: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Parade Route proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting/Lineup Location: List Address \_\_\_\_\_

City ROW: Yes/No    If Private Property    Has landowner given permission? Yes/No

Description & Reason for Parade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate if you request use of the following:

\_\_\_\_ **Police Escort** – YOU are responsible for contacting the Sturgis Police Dept. 605-347-5070

\_\_\_\_ **Barricades/Barriers: Quantity** \_\_\_\_\_ **YOU are responsible for making arrangements for placement**

**Other** (please explain) \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_