



Special Event & Use of City Property **Application - 2020**

Date Application Received by R&E: _____

Event Title: _____
Event Date: _____
Event Hours: _____

Sponsoring Organization: _____

Commercial (for profit) Noncommercial (nonprofit)

Applicant Contact & Information: Name: _____

Email: _____ Phone: _____

Address: _____
 Street/PO Box City State Zip Code

Contact Person "on site" day of event: _____ Phone: _____

Alternate Contact & number: _____
(*This person(s) must be in attendance for the event and available to City Officials.)

Event Information

Total Anticipated Attendance (Contestants & Spectators) _____

Type of Event:

- ◇ Auto Show Event ◇ Concert ◇ Bicycle Event
- ◇ Festival ◇ Motorcycle Event ◇ Rodeo Event
- ◇ Running Event ◇ Sporting Event (Baseball, Softball, Soccer, etc.)
- ◇ Other _____

Location of event:

- ◇ H-D Rally Point Plaza ◇ Barry Stadium ◇ Sturgis Fairgrounds
- ◇ Other (Please contact Public Works for Park Shelters/Sport Facilities or the Community Center for Armory/Community Center)

*H-D Rally Point Sound System and Lighting (\$100.00 deposit required)
*Sturgis Fairgrounds - \$1000.00 deposit plus \$100.00/day for use of facility



Set up/assembly/construction date: _____ start time____am/pm end time____am/pm

Please describe your setup/assembly work: _____

Takedown Date: _____ start time____am/pm end time____am/pm

Are admission, entry, or participant fees required? Yes_____ No_____

If **YES**, please list the amount(s): _____

Does this event include the sale of alcoholic beverages? _____

****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

Please explain: _____

Does this event require street closure(s)? There is a \$50.00 fee for road closures

- Yes - *Please complete the street closure request attached
- No

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

****Once application has been completed, please return to:
City of Sturgis - Rally/Events Dept. - 1040 Harley-Davidson Way, Sturgis, SD 57785
Phone: 605-720-0800 ext#217 Fax: 605-720-0801 Email: ascherer@sturgisgov.com**

****Application should be submitted at least 60 days in advance of event to be considered for approval.**

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

Rally and Events staff do not provide set up for private events

**Applications cannot be processed without insurance and maps if needed. Property Maintenance- Facility must cleaned after the event. This includes trash pickup, spills on pavers, stage, or any other areas of the facility. Before the return of a hosts deposit, an inspection will be done to determine whether or not facility and inventory requires more cleaning. If additional cleaning is necessary, a portion of the deposit will be used to cover costs.*



Inventory List and Notice of Fees

These items may be checked out through the City of Sturgis Rally & Events Department.

Items will not be available during the Sturgis® Motorcycle Rally™

A key for the inventory storage yard may be acquired from the Rally & Events Dept. during normal business hours (8am-5pm Mon-Fri.).

Staff is not required to assist with loading or unloading of the inventory. Please provide your own labor & assistance for loading/unloading of inventory.

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

- ❑ City Tents – Tents may be checked out from the City of Sturgis for your event. Organization will be required to provide labor for setup/teardown without assistance from the City of Sturgis.
 - 10' x 10' popup tent
 - **Quantity**_____
 - 10' x 20'
 - **Quantity**_____

*For additional or larger tents, please contact event rental companies
- ❑ Bleachers (6 qty. available in inventory)
 - \$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
 - **Quantity**_____
- ❑ Picnic Tables (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
 - **Quantity**_____
- ❑ Crowd Control Panels
 - Galvanized Steel Panels are 4' tall x 6½' wide
 - Panels are available upon request, organization will be required to transport panels
 - Organization will also be responsible for setup/teardown of panels
 - **Quantity**_____
- ❑ Garbage Totes (*garbage totes provided by Public Works Department*)
 - 90 gal totes (Residential Size)
 - **Quantity**_____
 - 300 gal totes (Commercial Size)
 - **Quantity**_____



- ❑ Banquet Tables – These are rented through the Sturgis Community Center. Please contact Rod Heikes at 605-347-6513 for availability.
- ❑ Portable Toilets – *It is recommended that a three-hour event for 200 people has a baseline requirement of three portable bathrooms, though having six to eight portable bathrooms is preferred.*
 - Please contact sanitation companies, well in advance, to rent portable toilets for your event. *(A list can be provided of companies if needed.)*
 - 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.
- ❑ Ambulance- \$300/day fee (rate based on 8 hour day)
 - 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. Please contact Sturgis Fire/Ambulance at 347-5801. Please explain arrangements you have made for Ambulance Service
Dates: _____
Times: _____

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*

Name of Insurance Company: _____

Agent: _____ Business Phone: _____

Address: _____
Street City State Zip Code

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)



Amount Paid \$ _____

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

Event Street Closure Request Form

(Please attach a \$50.00 payment for street closure request)

Event Name : _____

Street(s) Closure location(s) requested: _____

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

Date/Time of Street Closure requested: _____

Date/Time of Street(s) re-opening: _____

Reason for Requested Street(s) Closure: _____

****Written Notification of businesses/residents adjacent or 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
- Please submit a copy of your written letter of notification

Additional Comments: _____

Submitted by: _____ Signature: _____ Date: _____



Amount Paid: \$ _____

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

Parade Request Form

(Please attach map with request and Certificate of Insurance)

Parade Name: _____

Sponsoring Organization: _____

Applicant Contact & Information: Name: _____

Email: _____ Phone: _____

Address: _____

Street/PO Box City State Zip Code

Date of Parade: _____ Start Time: _____ End Time: _____

Parade Route proposed: _____

Starting/Lineup Location: _____

City ROW Private Property – If so, has landowner given permission? Yes No

Description & Reason for Parade: _____

Please indicate if you request use of the following:

Police Escort – If so, you are responsible for contacting the Sturgis Police Dept. to make all arrangements.

Barricades/Barriers (quantity & location)

Other (please explain)

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

Submitted by: _____

(Signature)

Date: _____