



Special Event & Use of City Property Application

Updated September 2021

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

FILL OUT COMPLETELY OR IT WILL NOT BE APPROVED !

Date Application Received by R&E: _____ City Manager Approval _____

Event Title: _____

Event Date: _____

Event Hours: _____

Sponsoring Organization: _____ Nonprofit

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

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, concert, motorcycle event, bicycle event, running event, sporting event, festival, etc.)

Location of event:

___ H-D Rally Point Plaza* ***H-D Rally Point Sound System and Lighting** (\$100.00 deposit required)

___ Barry Stadium

___ Other (Please contact Public Works for Park Shelters/Sport Facilities or the Community Center for Armory/Community Center)

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 so, how much? _____

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 (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 nonprofits with proof)

Please Return Completed Application to: Tammy Even @ tammye@sturgisgov.com or City of Sturgis Rally/Events Dept. - 1040 Harley-Davidson Way, Sturgis, SD 57785

****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 (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 be 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.*

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)



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.

Please note which items you will be needing for your upcoming event. Call 347-4422 ext 207 to make arrangements to pick up your requested items.

Pop Up Tents **You are required to pick up/return items during business hours (Mon-Thurs 8am-5pm)*

Quantity _____ **10' x 10' pop up tent**

Quantity _____ **10' x 20' pop up tent**

o **Pick up date** _____ **Time** _____

o **Return Date** _____ **Time** _____

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

Quantity _____ (6 qty. available in inventory) **Deposit Amt Paid** _____

o **Pick up date** _____ **Time** _____

o **Return Date** _____ **Time** _____

o **\$100.00 cash deposit required per bleacher.** Deposit may be returned within 7 days if no damage is found upon inspection

o Portable Aluminum bleachers can accommodate approximately 50 people

o Bleachers must be transported by the organization and require 2" ball hitch

Picnic Tables **You are required to pick up/return items during business hours (Mon-Thurs 8am-5pm)*

Quantity _____ (10 qty. available in inventory – 6 regular, 4 ADA accessible)

o **Pick up date** _____ **Time** _____

o **Return Date** _____ **Time** _____

o Picnic tables typically accommodate 6-8 people per table

o Tables may be provided by the City but organization will be required to transport tables

Crowd Control Panels **You are required to pick up/return items during business hours (Mon-Thurs 8am-5pm)*

Quantity _____

o **Pick up date** _____ **Time** _____

o **Return Date** _____ **Time** _____

o Organization will also be responsible for setup/teardown of panels

o Galvanized Steel Panels are 4' tall x 6½' wide

Garbage Totes *(Garbage totes provided by Public Works Department)*

Quantity _____ 90 gal totes (Residential Size)



Quantity _____ 300 gal totes (Commercial Size)

- **Date and Time needed** _____
- **Date and Time to be picked up** _____

Banquet Tables – Please contact Rod Heikes at the Sturgis Community Center at 605-347-6513 for availability and to arrange pick up times.

Portable Toilets –Please contact sanitation companies, well in advance, to rent portable toilets for your event. *It is recommended that a three-hour event for 200 people has a baseline requirement of three portable bathrooms, though having 6-8 portable bathrooms is preferred. 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- Please contact Sturgis Fire/Ambulance at 347-5801. (\$100/hour (4 hour minimum))

- *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 explain arrangements have you 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



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 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 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: _____

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: List Address
_____ City ROW
_____ 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. to make all arrangements.
_____ **Barricades/Barriers: Quantity** _____ **Location(s):** _____

Other (please explain) _____

Submitted by: _____
(Signature)

Date: _____