

Event Information

Type of Event: _____ Event Title: _____

◇ Auto Show/Event	◇ Circus/Fair	◇ Concert
◇ Demolition Derby	◇ Endurance Bicycle Event	◇ Equestrian Trail Ride
◇ Festival in the Park	◇ Motorcycle Event	◇ Rodeo Event
◇ Running Event	◇ Sporting Event (Baseball, Softball, Soccer, etc.)	
◇ Tractor Pull	◇ Other _____	

Actual Event Date(s): _____ Total Anticipated Attendance: _____
Month/Day/Year (Contestants & Spectators)

Event Hours: start time _____ am/pm end time _____ am/pm

Set up/assembly/construction date: _____ start time _____ am/pm end time _____ am/pm

Please describe your setup/assembly work: _____

Dismantle Date: _____ start time _____ am/pm end time _____ am/pm

Please describe your dismantle work: _____

Are admission, entry, or participant fees required? Yes _____ No _____

If **YES**, please explain the purpose & amount(s):

Additional Information Required for Facility Use

Location of event:

- | | | |
|--------------------|-------------------------|-----------------------|
| ◇ Armory | ◇ Barry Stadium | ◇ City Park |
| ◇ Community Center | ◇ H-D Rally Point Plaza | ◇ Hills & Plains Park |
| ◇ Lion's Club Park | ◇ Sturgis Fairgrounds | ◇ Woodland Park |
| ◇ Other _____ | | |

Please indicate if you request use of the following:

Sturgis Fairgrounds - \$100.00/day for use of facility

- Arena (large, small, both) _____
- Track
- Grandstand
- Additional Bleachers
 - ◇ Small Bleachers (hold 50) *see Inventory List*
 - ◇ Large Bleacher (holds 150) *only 1 available*
- Kitchen
- Building Restrooms
- Arena Lighting (\$100 minimum fee required in addition to facility fee)

Barry Stadium

- Arena
- Wooden Buildings
- Water tank and/or water at arena

City Park, Woodland Park, Lion's Club Park

- Park Shelters (if so, please name) _____
- Concrete Stage at City Park
- Utilities – Electrical, Water, Etc.

Hills & Plains Park

- Building Restrooms
- Lighting System (\$100 minimum fee required/event)
- Utilities – Electrical, Water, Etc.

Other Location (Please list) _____

Does this event include the sale of:

- ◇ Non alcoholic beverages ◇ Alcoholic beverages ◇ Food ◇ Retail Items

Please explain: _____

(If Merchandise will be sold, you must comply with state sales tax law. Contact SD Dept. of Revenue Office)

****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)?

No

Yes - *Please complete the street closure request attached

If your organization is nonprofit, please explain why: _____

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

Additional Information (Comments, Concerns, Requests, etc.)

