



City of Sioux Falls

2017 Special Event and Facility Use Application

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SPECIAL EVENT APPLICATION POINTS OF CONTACT:

NEW EVENTS & EVENTS OVER 500

Cathy Buchheim 367-8218

EVENTS UNDER 500

Shaun Feilmeier 367-8220

*Sioux Falls Parks and Recreation,
100 East Sixth Street, Sioux Falls, SD 57104-5929,*

APPLICATION PROCESS

A special event application is required for events or activities that are open to the public, held outdoors on public property, a City street, downtown, or in a City park. **This application must be received no later than ninety (90) days before the proposed event.**

This application will not be processed outside of the stated timetable and/or without the appropriate application/fees. Use NA for “not applicable” to questions or sections that do not apply to your event. Incomplete applications will not be accepted and will delay processing, which could affect the availability of your preferred event date and/or location.

Completing the application form will help us to identify the scope of your event and the support services you may need. **Please submit as much descriptive information as you can with your application:**

- **site/route maps**
- **permit requests**
- **copy of insurance certificate**
- **tentative timed schedule of events** (to include deliveries, setup, teardown, etc.)
- **tentative vendor list**
- **volunteers**
- **parking and traffic flow plan**

Our goal is to assist you in planning and coordinating the services you may need from the City of Sioux Falls to ensure that your event is successful. Upon review of the application, the Special Event Committee will decide whether or not to endorse the event. **Note: Your event is not considered official until after the Special Event Committee has approved it. The City’s Special Event Committee reserves the right to deny any application.** If the event is endorsed, applicants will be required to attend an event review meeting with the Special Event Committee one to three months prior to the event to finalize the logistics of the event.

Upon receiving your completed application and fees, a representative from the City of Sioux Falls will review the packet. Acceptance of your application is neither a guarantee of the date or location nor automatic approval of the event. Please ensure that you have conditional approval before advertising the event.

For more information on the special event process, visit www.siouxfalls.org/specialevents, contact Sioux Falls Parks and Recreation at 605-367-8222, or email questions to specialevents@siouxfalls.org. Applications may also be mailed to Sioux Falls Parks and Recreation, 100 East Sixth Street, Sioux Falls, SD 57104-5929.

APPLICATION FEES

Event Classification	Fee
• Class 1—10,000 or more	\$500
• Class 2—2,500 to 9,999	\$250
• All parades	\$250
• Class 3—500 to 2,499	\$100
• Class 4—Under 500	\$25
Shelter Reservation Fee (if applicable)	\$25
Band Shell Reservation Fee (if applicable)	\$75
Lighting the Falls (if applicable)	\$200
• Colors offered are blue, red, green, pink, purple, yellow, and orange.	
Showmobile Stage Reservation Fee (if applicable)	\$275
• 40 feet x 16 feet, requires 110 within 40 feet of power source.	
Bleacher Reservation Fee (if applicable)	\$150
• 52 feet x 20 feet; seats approximately 300 people.	

All fees must be submitted with the application and are nonrefundable.

INSURANCE

All events require insurance coverage in the amounts listed below. Insurance coverage must be maintained for the duration of the event. **The City of Sioux Falls must be named as an additional insured. City of Sioux Falls, 224 West Ninth Street, Sioux Falls, SD 57104.** If the event is held within the downtown district, Downtown Sioux Falls Inc. must also be listed as an additional insured.

- \$1 million per occurrence.
- \$2 million general aggregate.
- \$1 million alcohol liability insurance required, if applicable.

This certificate must be submitted 30 days prior to event to Sioux Falls Parks and Recreation, 100 East Sixth Street, Sioux Falls, SD 57104-5929, or emailed to specialevents@siouxfalls.org.

ALCOHOL PERMITS

For license information, visit www.siouxfalls.org/specialevents/alcohol or contact the City Attorney's Licensing Office at 605-367-8082 at least four to six weeks prior to the event.

A special one-day license approved by the City Council pursuant to SDCL 35-4-124 is required. Additional fees apply. If your event involves the sale or use of alcohol, you must provide a copy of your liquor liability insurance to the Park Office prior to your event taking place.

- All alcohol must be sold and consumed within a designated area.
- If the alcohol area is accessible to all ages, anyone wishing to purchase or consume alcohol must present a current ID, and if that attendee is 21 years of age and older, they must be issued a nontransferable wristband. All attendees must present their wristband to be served or to consume alcohol. A ticket system is recommended in a separate area from service area.
- Servers must be 21 years of age or older.
- Servers may not consume alcoholic beverages while serving.
- Attendees may be served no more than two standard drinks at a time. Cans or bottles must be opened at time of purchase.
- Alcohol cups must be paper or plastic and be distinguishable from soda cups.
- Sales and service must end at a time predetermined by the special event committee.
- The City recommends private security.

VENDOR PERMITS

Generally, there are three categories of vendors: 1) food/beverage (which includes mobile food trucks); 2) merchandise; and 3) information/display. If your event is being held within a City park, there is a permit fee of \$50 per point of sale of food/beverages and merchandise. There is no permit fee for giveaway items. Event organizer will need to provide a list of all vendors, including vendor name, vendor type, items to be sold and/or given away, and number and size of tents, canopies, or trailers. Contact the Park Office at 605-367-8222 for a vendor permit spreadsheet.

For vendor permits, contact Sioux Falls Parks and Recreation at 605-367-8222 at least 30 days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park Officers.

A temporary food service license may be required if food and beverages are served/sold at your event. Please provide a detailed description and map of any food booths with your application. Additional fees apply. All food/beverages must be inspected and approved by a designated agent from the City of Sioux Falls Health Department.

For licensing and inspection information, visit www.siouxfalls.org/specialevents/temp-food-service or contact the Health Department at 605-367-8760 at least 30 days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park Officers.

INFLATABLE PERMITS

Inflatable devices must be monitored by an adult (18 years and older) **at all times**. Inflatable devices are provided at the sole risk and liability of the event organizer. The inflatable company must have insurance certificate on file at Parks and Recreation. A permit is required for each inflatable. Permits must be prominently displayed during the event for Park personnel and Park Officers. No additional fees required for inflatables permits.

The event organizer/inflatable company is required to contact SD One Call (811) to request utilities locate. Inflatables are required to be removed within 24 hours of conclusion of the event.

For permit information, contact Sioux Falls Parks and Recreation at 605-367-8222 at least 30 days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park Officers.

TENT / CANOPY PERMITS

If you are planning to erect tents or canopies, a site map identifying location, use, and quantity of tents and/or canopies, along with the sizes of each, must be provided prior to the review meeting. The event organizer is responsible for any damage caused to City property/facilities. An event site inspection is required with the event organizer and a Sioux Falls Parks and Recreation supervisor prior to installation.

The event organizer/tent company is required to contact SD One Call (811) to request utilities locate. Tents are required to be removed within 24 hours of conclusion of the event.

Any tent, canopy, or aggregate quantity of multiple tents or canopies greater than 1,000 square feet requires a Temporary Membrane Structure and Tent Permit and associated inspection from a City Fire Inspector. Two or more temporary membrane structures located within 12 feet of each other having a combined area in excess of 1,000 square feet shall require a permit. Additional fees apply.

(10-foot x 10-foot tents do not require a permit or inspection, unless ten are staged side by side, creating more than 1,000 square feet aggregate.)

All temporary structures for the special event shall be removed and the site returned to its original condition by no more than one day after the last day of the event.

For information on fire codes, visit www.siouxfalls.org/specialevents/tent-canopy. For permit information, visit www.siouxfalls.org/specialevents/temp-structure or contact Sioux Falls Fire Prevention at 605-367-8093 at least 30 days prior to the event.

VEHICLE AND UTILITY CART PERMITS

Any vehicles used on City property must have a vehicle permit. Vehicle/utility cart permits must be clearly displayed on the dashboard of each vehicle. Any vehicle not properly displaying the appropriate vehicle/utility cart permit is prohibited and may result in the issuance of a warning and/or citation and/or be towed from City property. Vehicles are not allowed to be in a park overnight.

All vehicle/utility cart permits will be considered and decided on by the Special Event Committee at the event review meeting. No additional fees for vehicle/utility cart permits. ATVs, forklifts, and Bobcats are prohibited in the park system and parking lots.

For permit information, contact Sioux Falls Parks and Recreation at 605-367-8222 at least 30 days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park Officers.

ELECTRICAL PERMITS

If your event requires any electrical hookups for vendors/exhibitors or requires the use of generators for power, you may be subject to an electrical inspection. Additional fees apply.

For inspection information, contact Planning and Building Services—Electrical Inspection Division at 605-367-8250 at least 30 days prior to the event.

AMPLIFIED SOUND PERMITS

If amplified or elevated sound is needed for your event, you must apply for the necessary permit. No permit is required if amplified sound is for a private event lasting one (1) hour or less or for religious events. Additional fees apply.

For permit information, visit www.siouxfalls.org/specialevents/sound or contact the Health Department at 605-367-8760 at least 30 days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park Officers.

STREET CLOSURE PERMITS

If your event requires a street closure, you are required to apply for a street closure permit. Traffic control devices (barricades) and fees are the responsibility of the event organizer.

Barricade Rental Companies	
Construction Signing Corporation	373-9009
Dakota Traffic Services	368-9961
Traffic Solutions	368-9765

The event organizer is required to submit a site map of street closures and barricade placements along with a detailed description of the event parking/shuttle plan, the style of barricades used, and the supplier of the barricades.

For information on traffic control and how to set up barricades, contact the event supervisor at the Sioux Falls Police Department at 605-978-6735 at least 60 days prior to the event.

As the event organizer, you are required to do a press release a minimum of 72 hours prior to your event to inform the public about any street closures including maps identifying parking and routes. Notification to the neighborhood/residents/property owners is also required, especially in the downtown area. We also suggest maps be used on event website and social media as additional avenues to notify the public. Please copy or tag @SiouxFallsParks and #SiouxFallsParks. Please provide a copy of each notification to specialevents@siouxfalls.org a minimum of seven (7) days prior to the event.

If you are planning a street closure intended for residents only, not the general public, you should complete a Neighborhood Block Party Application in lieu of a Special Event Application. Please call 605-367-6735 for block party street closure information.

Sioux Area Metro (SAM) will provide input on whether or not any proposed route affecting their right-of-way can be accommodated. Keeping bus detours to a minimum is appreciated. When detours are required, lead time for notifying SAM bus ridership is required. If your route impacts bus stops, please contact SAM at 605-367-7151.

For permit information, visit www.siouxfalls.org/specialevents/street-closure or contact City of Sioux Falls Public Works Traffic Engineering Division at 605-367-8601 at least 30 days prior to the event.

PARKING PLAN & TRAFFIC FLOW

When planning your event, it is important to consider the impact your event will have on parking and traffic flow in the event area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a plan is required, you will be required to identify parking lots that will be utilized, a shuttle plan, and the ADA accessible parking provisions and/or special parking requests.

If there are any parking meters within your street closure area, they must be tagged for no parking during your event. The event organizer is responsible for coordination.

For meter tagging information, contact Public Parking at 605-367-8170 at least 30 days prior to the event.

VOLUNTEERS

As part of your planning process, you will be required to describe the number of staff to volunteer ratio needed to coordinate and facilitate the special event. A well-organized staff and well-connected volunteers are vital to the success of an event. For events over 500, volunteers will be required to be assigned specifically to parking and traffic flow of the event.

Volunteer leadership

- How many volunteers will be needed to carry out the event?
- What type of volunteers will be needed (do they have previous event experience)?
- Who will serve as committee chairs or co-chairs?
- Identify specific areas of the special event and assign volunteers.

The more volunteers you recruit, the greater your chance for success. Recruiting an experienced event chair is essential, along with the appointment of enthusiastic volunteers for the steering committee. The steering committee, the primary planners and workers for the event, works closely with development staff members to carry out the tasks required in hosting a memorable function. Not only do steering committee members handle the event duties, but they also become so invested in the event.

MARKETING / ADVERTISING / PROMOTION

Please ensure that you have approval before you begin to market, advertise, or promote your event.

Please be aware that you are required to provide a Request for Accommodation Statement on all Marketing Materials (i.e., *"If an ADA accommodation is needed, please contact...."*)

SIGNAGE

Attaching signage to trees, shrubs, picnic shelters, or any other City property is strictly prohibited. All proposed signage must get approval from the Special Event Committee at the event review meeting.

In the case of a walk/run event along the River Greenway Trail, only directional signage and/or mile markers will be allowed along the trail. All sponsor or informational signage must remain near the shelter or main staging area of the event.

Trail markings are prohibited except for sidewalk chalk (paint and spray chalk are strictly prohibited). The event organizer is responsible for all cleanup and damages. General cleanup must be completed before completion of the event.

PORTABLE TOILETS

All portable toilets must be located on a hard surface and on an accessible path, which may include asphalt, concrete, grass, or plywood. All portable toilets must be clearly 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 organizer will be responsible for portable toilets outside that window. The City recommends one portable toilet per every 250 anticipated attendees.

A minimum of 5 percent, but never less than 1 percent, of the units must be ADA accessible. 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.

WASTE MANAGEMENT AND RECYCLING

The City will provide limited waste and recycling receptacles. Public use of City amenities is not to be impeded; i.e., covering City waste receptacles is prohibited. Additional waste/recycling receptacles or dumpsters are the sole responsibility of the event organizer and must be placed on a hard surface such as asphalt or concrete. Please provide a detailed description on how you will handle waste/recycling cleanup and a detailed map of receptacle/dumpster locations with your event application.

The event organizer is responsible for properly disposing of all waste and garbage throughout the event, and immediately upon conclusion of the event the area must be returned to a clean condition. General cleanup must be done before the completion of the event. Cleanup and disposal will be at the cost of the planner. Final cleanup walk-through consists of dumping all containers into a dumpster; this includes the downtown area. 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 Sioux Falls community and establish a good reputation for your event in the future. The event organizer is responsible for all cleanup and damages.

In an effort to make our city more sustainable, as the event organizer you are responsible for providing a sufficient number of garbage and recycling receptacles at your event.

As the event organizer, please consider:

- Provide recycling receptacles in equal number to trash bins.
- Ensure quantity of receptacles and dumpsters are sufficient for size of event to be determined and agreed upon by Special Event Committee.
- Ensure trash and recycling is collected in separate trucks.

For more information, contact Facilities Management at 605-367-8757 at least 30 days prior to the event.

SAFETY AND SECURITY

The event organizer is required to provide a detailed description for crowd control and internal safety. It is the sole responsibility of the event organizer to provide security and first aid staffing and equipment. The number and type of security personnel required will depend on expected attendance, location of the event, presence of alcohol, history of the event, nature of the event, street closures, and the amount and type of advertising used to promote event.

If fencing will be used as part of crowd control, please notify Sioux Falls Fire Rescue at 605-367-8092 at least 30 days prior to the event.

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires special events to be accessible to all individuals. The City's Special Events Accessibility Planning Guide can assist you in planning the accessibility of your event. The guide can be found at www.siouxfalls.org/specialevents/parks or you can request a copy by contacting the City's ADA Coordinator at 605-367-8751.

The event organizer is required to submit a detailed site map of the event site that shows the location of all ADA parking and loading zones, accessible restrooms, vendor booths, and accessible seating. Compliance with ADA shall be the sole responsibility of the applicant.

For more information, contact the City's ADA Coordinator at 605-367-8751 at least 30 days prior to the event.

CANCELLATIONS

The City reserves the right to cancel or relocate an event prior to or on the day of the event due to poor weather and/or turf conditions that may cause excessive damage to City property.

All cancellations must be made in writing and received no later than thirty (30) days prior to the proposed event date. **No refunds will be issued for cancellations.**

For more information, contact Sioux Falls Parks and Recreation at 605-367-8222 or email specialevents@siouxfalls.org.

SEVERE WEATHER

Please provide a copy of your inclement weather action policy used to monitor weather and watch/warning information with your application. No rain dates will be issued. **No refunds will be issued for inclement weather.**

- The weather forecast will be considered leading up to the event, and if no imminent threat, the event will proceed.
- During the event, organizers will monitor conditions. The event planner will utilize local radar and the National Weather Service to monitor conditions.
 - Todd Heitkamp, NWS = 330-4247
 - Local, hourly conditions and radar = <http://www.wunderground.com/>
- In the event of lightning, severe wind, or other related weather warnings, a cancellation announcement will be made from the stage. Organizers will ensure an orderly departure from the venue by all participants. For immediate safety, adjacent properties will be utilized for shelter if needed.
- All event coordinators will carry a call list to use for disseminating important information should severe weather pose a threat. It is recommended that all event staff and volunteers carry cell phones or radios.

For information regarding the severe weather plan, contact Sioux Falls Emergency Management at 605-367-8753 at least 30 days prior to the event.

EVENT TIMEFRAME

The event organizer is required to submit an updated timeline of events thirty (30) days prior to the special event review meeting. This is to include site inspection, setup, deliveries, and cleanup. A final update will be required a minimum of seven (7) days prior to the event.

It is up to the event organizer to end their event on time. Failure to leave the premises on time may be subject to citations by the Sioux Falls Police Department and/or forfeiture of potential future events. The event organizer is responsible for all cleanup and damages. General cleanup must be completed before ending the event.

EVENT MAPS

The event organizer is required to submit a draft site map with the initial application.

Please provide an updated detailed site map with the following information. It should be emailed thirty (30) days prior to the special event review meeting to specialevents@siouxfalls.org. A final update will be required a minimum of seven (7) days prior to the event.

- Event layout along with walk/run routes.
- First aid station/ambulance locations.
- Waste/recycling receptacle/dumpster locations (must be on a hard surface).
- Portable toilets locations (must open up to a hard surface).
- Vendor/display booth locations.
- Parking and shuttle zones.
- ADA parking and loading zones.
- ADA accessible seating.
- Tent/canopy locations (size, uses, and quantity).
- Inflatable locations (size and quantity).
- Event site dimensions (alcohol-defined space).
- Fence and exit locations.

Overall Event Description:

Please provide a detailed description of your event, including any details regarding concessions, sales of merchandise, display booths, and use of vehicles. All information included will be used for consideration of your event. The event organizer is responsible for supplying a list of any and all vendors to the Special Event Committee. Failure to do so may result in event application denial. *(If necessary, provide an attachment.)*

ADA Accessibility Requirements:

Describe how ADA access will be handled at the event. Complete the checklist below. (Remember, these are general requirements; there may be additional requirements.)

- Yes No 1. Have you provided a Request for Accommodation Statement within all marketing materials? (i.e., "If an ADA accommodation is needed, please contact [name of contact person and phone number] at least 72 hours before the event.")
- Yes No 2. Is there a plan in place to provide sign language interpreters, assistive listening devices, braille, or other alternative formats, if needed?
- Yes No 3. Have staff, volunteers, or others been trained on appropriate ways to assist people with disabilities?
- Yes No 4. Are all food and beverage vendors located on an accessible path of travel?
- Yes No 5. Are all sales counters at a height of 34 inches or less and cane detectable?
- Yes No 6. Are 5 percent of all tables in the eating area accessible?
- Yes No 7. Are all displays and/or exhibits located on an accessible path of travel?
- Yes No 8. Is there a minimum 5-foot turning space in front of, or inside of, an exhibit area?
- Yes No 9. If seating is provided to the general public, are there varied seating choices for people who use wheelchairs or other mobility equipment?
- Yes No 10. Is companion seating available next to the space for the person using the mobility equipment?
- Yes No 11. Is proper signage in place identifying the accessible path, toilets, parking, and seating accommodations?
- Yes No 12. Are there a minimum of 5 percent, but not less than 1 percent, accessible portable toilet units?
- Yes No 13. Are all cords, wires, hoses, etc., that are located within a path of travel ramped or placed within a cord cover? (If tape is used, colored tape is required.)
- Yes No 14. Have you spoken with vendors about accessibility?
- Yes No 15. Do you have a parking plan with designated accessible parking spaces and/or a designated loading/unloading area?

For more information, contact the City's ADA Coordinator at 605-367-8751 or at humanrelations@siouxfalls.org.

First Aid:

Describe your emergency medical plan (first aid, emergency medical response, and method to notify emergency medical services).

Safety/Security:

Will a professional security organization handle security arrangements? Yes No

If yes, please list details: _____

Security organization: _____

Will fencing be used? Yes No

Is this a night event? Yes No

If yes, please describe how the event and surrounding area will be illuminated to ensure the safety of the participants and spectators.

Severe Weather:

Please provide a copy of your inclement weather action policy used to monitor weather and watch/warning information with your application. No rain dates will be issued. **No refunds will be issued for inclement weather.**

Vendors:

Merchandise Vendors Yes No

Information Vendors Yes No

Food/Beverage Vendors

Will your event serve/sell alcohol? Yes No

Will your event serve/sell food and beverages? Yes No

Will any of the food vendors be cooking or preparing food on site? Yes No

If yes, please specify the method used:

Charcoal Electric Gas Other (specify): _____

Electrical: (30 days prior to your event, call 367-8250 for information)

Will your event need electrical hookups? Yes No

Will your event use existing electrical hookups at the event site? Yes No

How many vendors at your event will need electrical hookups? _____

What is the name of the electrical contracting company overseeing the electrical connections at your event? _____

Does your event require generators for power? Yes No If yes, how many? _____

What company or companies will be supplying the generators for your event? _____

Tents/Canopies/Other:

Will your event have fireworks? Yes No
Will your event have tents/canopies? Yes No If yes, how many?
10x10 = _____
Larger = _____

Company & Delivery Date/Time: _____

Will your event have golf carts/gators? Yes No If yes, how many? _____

Company & Delivery Date/Time: _____

Will your event have vehicles off hard surfaces? Yes No If yes, how many? _____

Will your event have information/display booths? Yes No If yes, how many? _____

Will your event have sales booths? Yes No If yes, how many? _____

Will your event have inflatables? Yes No If yes, how many? _____

Company & Delivery Date/Time: _____

Will your event have portable toilets? Yes No If yes, how many? _____

How many toilets are ADA accessible? _____

Company & Delivery Date/Time: _____

Waste/Recycling:

Describe how waste and recycling cleanup will be handled at the event. Attach a detailed map of any additional receptacles/dumpsters planned to this application.

Company & Delivery Date/Time: _____

Parking Plan/Street Closures/Barricade Map:

Attach a detailed map to this application:

- List streets requested for closure.
- Barricade map: *(Type of barricade.)*
- Parking plan: *(ADA lots, volunteer parking, attendee parking, etc.)*

Will the closure affect Sioux Area Metro in downtown Sioux Falls? Yes No

Are there meters within your street closure area? Yes No

If yes, at what time will the meter tags state there is no parking? _____

What time will the meters be bagged? _____

Have you completed a Street Closure Permit Application? Yes No

Date/time street closure start: _____ Date/time street closure end: _____

Amplified/Elevated Sound:

Will your event require amplified or elevated sound? Yes No

Start time: _____ End time: _____

Will sound checks be conducted prior to event? Yes No

Start time: _____ End time: _____

