



# *City of Sioux Falls*

**2019 Special Event and Facility Use Application**

# City of Sioux Falls Special Event and Facility Use Application

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**SPECIAL EVENT APPLICATION  
POINTS OF CONTACT:**

**NEW EVENTS & EVENTS OVER 500 ATTD**  
Cathy Buchheim      367-8218

**EVENTS UNDER 500**  
Shaun Feilmeier      367-8220

*Sioux Falls Parks and Recreation  
231 North Dakota Avenue  
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 Review Committee will decide whether or not to endorse the event. **Note: Your event is not considered official until after the Special Event Review Committee has approved it. The City’s Special Event Review 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 Review Committee up 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](http://www.siouxfalls.org/specialevents), contact Sioux Falls Parks and Recreation at 605-367-8222, or email questions to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org). Applications may also be mailed to Sioux Falls Parks and Recreation, 231 North Dakota Avenue, 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
<b>Shelter Reservation Fee (if applicable, per day)</b>	\$25
<b>Band Shell Reservation Fee (if applicable, per day)</b>	\$75
<b>Lighting the Falls (if applicable, per day)</b>	\$200
• Colors offered are blue, red, green, pink, purple, yellow, and orange.	
<b>Showmobile Stage Reservation Fee (if applicable, per day)</b>	\$275
• 40 feet x 16 feet, requires 110 volts within 40 feet of power source.	
<b>Bleacher Reservation Fee (if applicable, per day)</b>	\$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 thirty (30) days prior to event to Sioux Falls Parks and Recreation, 231 North Dakota Avenue, Sioux Falls, SD 57104-5929, or emailed to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org).*

## **RAFFLES**

Please be advised, according to state law, we need to receive notification thirty (30) days prior to the sale of any raffle tickets. If your raffle includes alcohol as a prize, you must obtain the proper license prior to selling raffle tickets.

*For more information, contact the City Clerk's Office at 605-367-8080 at least thirty (30) days prior to the event.*

## **ALCOHOL PERMITS**

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, two weeks in advance of the event.

- 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 review committee.
- The City recommends private security to monitor the designated area to ensure the alcohol is confined within the event perimeter.

*For license information, visit [www.siouxfalls.org/specialevents/alcohol](http://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.*

## **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 organization conducting a worship service. Additional fees apply.

*For permit information, visit [www.siouxfalls.org/specialevents/sound](http://www.siouxfalls.org/specialevents/sound) or contact the Health Department at 605-367-8760 at least thirty (30) days prior to the event. Permits must be prominently displayed during the event for Park personnel and Park officers.*

## 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 thirty (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. 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](http://www.siouxfalls.org/specialevents/temp-food-service) or contact the Health Department at 605-367-8760 at least thirty (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 thirty (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 District Park 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 within 24 hours of conclusion of the event.

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

## 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	605-373-9009
Dakota Traffic Services	605-368-9961
Traffic Solutions	605-368-9765

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 sixty (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 copy each notification to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org).**

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 605-367-8600 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](http://www.siouxfalls.org/specialevents/street-closure) or contact City of Sioux Falls Public Works Traffic Engineering Division at 605-367-8601 at least thirty (30) days prior to the event.*

## **PARKING PLAN AND 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 the removal of all tags and adhesive after the event. The event organizer is responsible for coordination.

*For meter tagging information, contact Public Parking at 605-367-8170 at least thirty (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 invested in the event.

*This information must be submitted thirty (30) days prior to event to Sioux Falls Parks and Recreation, 231 North Dakota Avenue, Sioux Falls, SD 57104-5929, or emailed to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org).*

## **MARKETING / ADVERTISING / PROMOTION**

Please ensure that you have approval before you begin to market, advertise, or promote your event. Ensure that your website includes event details, maps and parking options. 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 Review 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 unit, 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 Review Committee.
- Ensure trash and recycling is collected in separate trucks.

*For more information, contact Facilities Management at 605-367-8757 at least thirty (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.

The event organizer is required to contact SD One Call (811) to request utilities locate. All temporary fencing for the special event shall be removed and the site returned to its original condition within 24 hours of conclusion of the event.

*If fencing will be used as part of crowd control, please notify Sioux Falls Fire Rescue at 605-367-8092 at least thirty (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 other 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](mailto: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 and during the event.
- Event organizers are responsible for safety of event participants. Organizers will determine if event should be cancelled, postponed or direct participants to seek shelter. Organizers should have method to communicate with volunteers and participants during events.
- During the event, organizers will monitor conditions. The event planner will utilize local radar and the National Weather Service (NWS) to monitor conditions.
  - Peter Rogers, NWS: 605-330-4247
- Local, hourly conditions and radar: [www.weather.gov/fsd](http://www.weather.gov/fsd)
- 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 thirty (30) days prior to the event.

## NO SMOKING / NO TOBACCO ORDINANCE

Sioux Falls City Council passed an ordinance in May 2017 regarding tobacco use on city property. Smoking is prohibited at Special Events unless the event planner designates a defined area, which would require approval from the Director of Parks and Recreation.

To establish a No Smoking/No Tobacco event, please refer to the Breathe Well Event Toolkit for Hosting Smoke-Free or Tobacco-Free Events on City Property at [www.siouxfalls.org/specialevents](http://www.siouxfalls.org/specialevents).

- Approved special events in parks are smoke-free unless the event requests a designated smoking area, which is **subject to approval** from the Director of Parks and Recreation.
  - Requesting a designated smoking area, the event planner will be required to:
    - Minimize public exposure to second hand smoke.
    - Define smoking area; including a detailed map.
    - **Provide ample signage and perimeter markers.**
    - Responsible for providing high volume receptacles.
    - Responsible for clean-up of the designated smoking area.

"No Smoking Area" Feather Flags can be reserved by contacting 367-8286 at least thirty (30) days prior to the event. Downloadable signage is available at [www.siouxfalls.org/specialevents](http://www.siouxfalls.org/specialevents). For more information, visit [www.siouxfalls.org/breathewell](http://www.siouxfalls.org/breathewell) or contact Live Well Sioux Falls at 605-367-8286. Pursuant to Section 92.211 Code of Ordinances.

## 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](http://www.siouxfalls.org/specialevents) 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 thirty (30) days prior to the event.*

## EVENT TIME FRAME

The event organizer is required to submit an updated timeline of events thirty (30) days prior to the 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.

*This information must be submitted in final form a minimum of seven (7) days prior to event to Sioux Falls Parks and Recreation, 231 North Dakota Avenue, Sioux Falls, SD 57104-5929, or emailed to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org).*

## 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](mailto: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 and tobacco-defined spaces).
- Fence and exit locations.

*This information must be submitted in final form a minimum of 7 days prior to event to Sioux Falls Parks and Recreation, 231 North Dakota Avenue, Sioux Falls, SD 57104-5929, or emailed to [specialevents@siouxfalls.org](mailto:specialevents@siouxfalls.org).*

# 2019 City of Sioux Falls Special Event Application

Event Name: \_\_\_\_\_  
 Primary Event Date: \_\_\_\_\_  
 Alternate Event Date: \_\_\_\_\_  
 Primary Location: \_\_\_\_\_  
 Alternate Location: \_\_\_\_\_  
 Anticipated Attendance: \_\_\_\_\_  
**Actual event/race hours:** \_\_\_\_\_  
**Set up Date:** \_\_\_\_\_  
**Set up Time:** \_\_\_\_\_

For Office Use Only		Date Rcvd	Initials
<b>APPLICATION FEE</b>			
<input type="checkbox"/> Shelter Fee	\$25	_____	_____
<input type="checkbox"/> Class 4 Event	\$25	_____	_____
<input type="checkbox"/> Class 3 Event	\$100	_____	_____
<input type="checkbox"/> Class 2 Event	\$250	_____	_____
<input type="checkbox"/> Class 1 Event	\$500	_____	_____
<input type="checkbox"/> Parade	\$250	_____	_____
<input type="checkbox"/> Shelter Fee	\$25	_____	_____
<input type="checkbox"/> Band Shell	\$75	_____	_____
<input type="checkbox"/> Showmobile Stage	\$275	_____	_____
<input type="checkbox"/> Bleachers	\$150	_____	_____
<input type="checkbox"/> Lighting the Falls	\$200	_____	_____
<b>Total Due</b>		_____	_____
<b>Date</b>		<b>Processed by</b>	

Will your event utilize:  Showmobile \$275  Bleachers \$150  Lighting the Falls \$200  
 Bike Trail  Band shell \$75  Color \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

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

Name of Organizer: \_\_\_\_\_  
 Organizer's Cell phone: \_\_\_\_\_ Organizer's Day phone: \_\_\_\_\_

Email: \_\_\_\_\_ This organization is:  Nonprofit  For profit

## Event proceeds go to: \_\_\_\_\_

Will there be an admission or entry fee?  Yes  No Adult \_\_\_\_\_ Child \_\_\_\_\_  
 Online  On-Site

Will your event include the installation of stages or platforms?  Yes  No Stage Dimensions \_\_\_\_\_

Please describe the scope of your setup/assembly: \_\_\_\_\_

Dismantle Date: \_\_\_\_\_ Dismantle Completed By: \_\_\_\_\_

Please list any other locations that will be impacted by your event; i.e., green spaces, parking lots, dog park, and downtown area.

### 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 Review 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](mailto: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.** (If necessary, provide an attachment.)

**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: (Thirty (30) days prior to your event, call 367-8250 to schedule inspection date and time.)**

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 and Delivery Date/Time:**

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

**Company and 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 and Delivery Date/Time:**

**Site Inspection Date/Time:**

Will your event have portable toilets?  Yes  No If yes, how many?  
How many toilets are ADA accessible?

**Company and 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 as part of this application.

**Company and 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: \_\_\_\_\_

**No Smoking Ordinance:**

Will your event be requesting a designated smoking area?  Yes  No

Review Breathe Well Event Toolkit for Hosting Smoke-Free or Tobacco-Free Events on City Property at [www.siouxfalls.org/specialevents](http://www.siouxfalls.org/specialevents).

**Public Information:**

Applicant agrees to allow the City of Sioux Falls and/or Downtown Sioux Falls Inc. to publish the following contact information on the Internet and in conjunction with promotional materials for public questions/inquiries about the event.

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

Website: \_\_\_\_\_

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

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

*I do solemnly swear that all answers given and statements made on this application are complete and true to the best of my knowledge. I am 21 years of age or older, and I have read the terms and conditions outlined in this document and agree to abide by them. I am duly authorized by the applicant organization to submit this application on its behalf and agree that the organization will be financially responsible for any fees and costs that may be incurred by or on behalf of the event within the city of Sioux Falls. If the event details change, I agree to submit a revised application or provide additional information in writing at least thirty (30) days prior to the event.*

*I understand as the event organizer I am completely responsible for all damage, alcohol consumption, smoking and tobacco restrictions, and incidents that cause public complaint and/or Sioux Falls Parks and Recreation notification. It is the responsibility of the event organizer to control the alcoholic intake and the behavior of their attendees. Failure to comply with the conditions of the special event application may result in revocation of current and future applications.*

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant