



CITY OF BELLE FOURCHE

Engineering Department:
511 6th Avenue
Belle Fourche, SD 57717
Phone: 605-892-3006
Office Hours:
7:00 am – 4:00 PM
Monday - Friday
www.bellefourche.org

Event/Street Closure Request Form

Applicant/Host Contact Information:

Name & Driver's License # or EIN: _____
Business/organization: _____
Phone number & address: _____
Email address (optional): _____

Event/Street Closure Information:

Name of event: _____
Reason for event/street closure: _____

Location of event/street closure: _____

Is this a one-day event or a multiple-day event?

- One-day event
 Multiple-day event

Day(s): _____ Month(s): _____ Year: _____
Time Frame (please circle am or pm): ____:____ am/pm – ____:____ am/pm
If there are multiple time frames for multiple days, please list them here: _____

Street Closure Map:

The applicant/host must provide a map indicating the location(s) of the event and street closures upon submission of this application.

Please provide the following information on the map:

- Event name
- Applicant/host name
- Date(s) of event
- Streets and intersections involved in event – labeled
- Immediately surrounding streets – labeled

Request of City-Owned Items:

Please indicate the amounts of each item, if any, you would like to request the city provide. Any questions regarding these items can be directed to Public Works Director Ryan Stedillie at 605-892-5287.

- ___ Barricades
 - ___ Bleachers
 - ___ Chairs
 - ___ Electricity (if available)
 - ___ Portable bathrooms
 - ___ Tables
 - ___ Traffic direction signage
 - ___ Other (please explain): _____
-

Acknowledgement of Responsibility of City-Owned Items:

By signing the line below, applicant/host acknowledges that all items provided by the City of Belle Fourche will be returned to the city in the condition that applicant/host received them in. applicant/host acknowledges that the City of Belle Fourche is not responsible for any damage caused to property or persons by the event during the event. applicant/host acknowledges and confirms that applicant/host will be responsible for replacing any damaged items provided by the City of Belle Fourche.



Applicant/Host Signature

Request of Electricity:

If your event requires access to electricity, please provide the following details:

- What will the electricity be used for? _____
- _____
- Approximately how much electricity do you need to use? _____
- Where on the location will you need access to electricity? _____
- _____

Self-Provided Items/Activities:

If your event will include large-scale items or activities (i.e.: bounce houses, carnival rides, vehicles, machinery, etc.), please list them here: _____

Acknowledgement of Responsibility of Self-Provided Items/Activities:

By signing the line below, applicant/host acknowledges that the City of Belle Fourche is not responsible for any damage caused to property or persons by the event and/or self-provided items and activities during the event.

Applicant/Host Signature

Vendors and Bands

Will your event include vendors selling goods/services?

- Yes, my event will include vendors selling goods/services.
- No, my event will not include vendors selling goods/services.

If you marked yes, please list the number of vendors attending your event: _____

All businesses and organizations must have the appropriate licensing and insurance to sell goods and services in the City of Belle Fourche. Please contact the Finance Department at 605-892-2492 regarding any vendor licensing and insurance questions.

Please list the business/organization names of the vendors attending your event: _____

By signing the line below, I acknowledge that all vendors attending my event are licensed and insured to work in the City of Belle Fourche.

Applicant/Host Signature

Will your event include a band(s)/DJs?

- Yes, my event will include a band(s)/DJs.
- No, my event will not include a band(s)/DJs.

If you marked yes, please list the number of bands and/or DJs attending your event: _____

Please list the name(s) of the band(s) or DJs: _____

Request of Selling & Distribution of Alcohol:

Are you requesting alcohol be sold and distributed at this event/street closure?

Yes, I am requesting there be selling and distributing of alcohol at this event/street closure.

No, there will be no selling and/or distributing of alcohol at this event/street closure.

In order to legally sell and distribute alcohol at events and street closures, the applicant/host must ensure that they or the organization selling and distributing alcohol has acquired the appropriate license through the City of Belle Fourche Finance Department. The Finance Department can be reached at 605-892-2494.

Organization selling/distributing alcohol at event: _____

Contact name for organization: _____

Phone number for contact: _____

I, the applicant/host, acknowledge that only venders with the appropriate licenses are allowed to sell and distribute alcohol in the City of Belle Fourche and that I will only conduct business with said licensed venders for this event/street closure.



Applicant/Host Signature

Provision of Notice to Business Owners and Residents:

The applicant/host must provide sufficient notice of the described event/street closure to all business owners/residents located on the street(s) involved in the event.

All mentioned business owners and residents must be notified of the event seven (7) days prior to the posting of the Public Works agenda. Public Works agendas are posted on the Tuesday before the Public Works meeting, which are held on the 2nd and 4th Mondays of every month. Public Works agendas are placed in the display case outside of City Hall and posted on the City of Belle Fourche website.

By signing the line below, applicant/host acknowledges that applicant/host has provided sufficient notice of the event/street closure indicated in this application to all business owners/residents of the street(s) involved within the deadline described above. Applicant/host acknowledges that failure to do so may result in the delay or the denial of approval from the Public Works Committee and City Council for this event.



Applicant/Host Signature

Covenant Not to Sue, Indemnification, and Hold Harmless:

Applicant/Host COVENANTS NOT TO SUE AND RELEASES, WAIVES, AND FOREVER DISCHARGES City of Belle Fourche, its agents and employees, insurers, successors and assigns, and all other persons, firms or corporations liable or who might be claimed to be liable, none of whom admit any liability (altogether hereinafter referred to as "Releasees"), FROM ANY AND ALL LIABILITY TO THE UNDERSIGNED, the undersigned's personal representatives, heirs, devisees, successors and assigns FROM ANY AND EVERY CLAIM, DEMAND, LIABILITY, CAUSES OF ACTION OR SUITS OF ANY KIND OR NATURE WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR DEATH, INJURY OR DAMAGE TO PROPERTY, ARISING OUT OF OR IN ANY WAY RESULTING FROM OR RELATING TO THE REQUESTED STREET CLOSURE AND EVENT CONTEMPLATED HEREIN. Should the undersigned become involved in any litigation with Releasees that in any way relates to the requested street closure and event contemplated herein, THE UNDERSIGNED EXPRESSLY AND UNEQUIVOCALLY **WAIVES ANY RIGHT TO A JURY TRIAL**. Applicant/Host further HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS THE RELEASEES FROM ANY LOSS, LIABILITY, DAMAGE, OR COST they may incur, including reasonable attorney's fees and costs, arising out of or in any way resulting from or relating to the requested street closure and event contemplated herein, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

Public Works Committee Meeting and City Council Meeting:

All event/street closures must be approved by the Public Works Committee and City Council. The Public Works Committee meeting and corresponding City Council meeting dates this application will be presented on will be listed below the signature blocks at the end of this form. With both meetings open to the public, the applicant/host as well as all business owners and residents located on the indicated streets are encouraged to attend.

Upon approval from both Public Works Committee and City Council, the event described in this application will be put on a shared calendar event. The following individuals will have access to the information on said calendar event:

- Mayor – Randy Schmidt
- Chief of Police – Ryan Cherveney
- City Administrator – Jason LaFayette
- Public Work Director – Ryan Stedillie
- Public Works Chairman – Randy Sowers
- Streets/Water/Sewer Superintendent – Aaron Fowler
- City Engineer – Brent Hardy

Any other person(s) wishing to be added to the calendar event may be added upon request.

Requirement of Chief of Police Approval

10.60.010 - Consent and approval required.

No parade or procession other than a funeral procession shall be held or participated in upon the streets except with the prior consent of the Chief of Police and approval of the Street Committee. The consent of the Chief of Police of the holding of such parade or procession shall be given unless it reasonably appears that the holding of the same would unreasonably obstruct and impede the traffic, or be likely to disturb the peace and quietness of the City.

(PC 12.0148)

Alterations to Information:

If there are any alterations to the information provided in this application that involves this event/street closure proceeding the submission of this application, the applicant/host must contact and receive approval of said alterations from one of the following city personnel: Public Works Director and Public Works Chairman. Upon approval by one of the city personnel listed above, the alterations discussed will be documented and filed with this application. Below are the email addresses for the mentioned individuals as well as the phone number for City Hall.

- Public Works Director – Ryan Stedillie – stedillie@bellefourche.org
- Public Works Chairman – Randy Sowers – sowers@bellefourche.org

City Hall phone number: 605-892-2494

Submission of Application:

Before submitting you application, please ensure the following:

- All information provided in this application is accurate to the best of my knowledge.
- Applicant/host has signed all the appropriate signature lines.
- Applicant/host has attached a map of the event/street closure that meets the map requirements stated.

Once Applicant/host has completed this application and have signed the appropriate lines, please submit this document and its accompanying map to the Engineering Administrative Assistant.

Below are options for submission:

- **Mail**: please address mail to City of Belle Fourche Attn: Engineering Department at 511 6th Avenue, Belle Fourche, SD 57717
- **In person**: the Engineering Department is on the 2nd floor of City Hall
- **Email**: please send email submissions as a PDF with the accompanying map to hailey@bellefourche.org.

Approval of Application:

Once the application has been submitted to the Engineering Administrative Assistant, the application will then be presented to one of the authorized city personnel for first-stage review.

The authorized city personnel are the following individuals:

- Public Works Director – Ryan Stedillie
- Public Works Chairman – Randy Sowers
- City Engineer – Brent Hardy

After one of the above authorized city personnel has approved of the application, it will be placed on the next available Public Works Committee meeting and corresponding City Council meeting.

The deadline for Public Works Committee meeting agenda items is at 10:00 am the Friday before the Public Works Committee meeting. The Public Works Committee meets on the 2nd and 4th Mondays of every month.

Signatures:

Applicant/Host:

I, (print name) _____, the applicant/host of the event, am requesting the event/street closure described in this application.

By signing this document, applicant/host acknowledges that all information provided on this application is accurate to the best of applicant/host's knowledge, all business owners/residents of the indicated streets have been sufficiently notified of the event, and, if approved, this event/street closure will be presented to the Public Works Committee and City Council for final review and approval.

Applicant/Host Signature

Date

Chief of Police:

Concerns or needed changes: _____

I, (print name), _____, Chief of Police, approve of this application with the conditions stated above, if any.

Chief of Police

Date

Authorized City Personnel:

I, (print name) _____, one of the authorized city personnel listed, approve to put the event/street closure described in this application on the agenda for the next available Public Works Committee meeting and corresponding City Council meeting – the dates and times of both being listed below.

Authorized City Personnel

Date

Public Works Committee Meeting:

____ Day of _____, _____ at ____:____ am/pm in City Hall Council Chambers.

City Council Meeting:

____ Day of _____, _____ at ____:____ am/pm in City Hall Council Chambers.