

Belle Fourche Parks Department
Picnic Shelter Reservation Application

The City of Belle Fourche has many facilities available for public events throughout the city. Please note that all events will require a Special Event Permit. Applications must be submitted to City Hall. Support documentation can be submitted by mail or hand delivery to City Hall. Please note that some applications may require additional approval from other departments, Committees and/or City Council, if so, this could extend the time needed to approve the application.

Application Date: _____

Primary Contact Name: _____ Organization: _____

Address: _____ E-Mail: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Daytime Phone: _____

Public Event Private Event

Event Name: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Park Requested: _____ Shelter Requested: _____

Will you have temporary structures such as tents, canopies, or inflatable structures? Yes No

Will your event require special electrical needs? Yes No

Do you intend to sell items? Yes No

If yes, provide your SD Sales Tax ID # _____

Vendor Permit # (acquired at the BFPD if needed) _____

Approved Denied Date: _____

Authorized by: _____

Printed Name of Applicant

Signed Name of Applicant

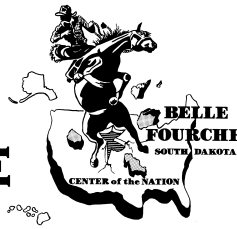
For Office Use Only:

Picnic Table Set Fee paid _____ Payment Type _____

Number of People attending _____

Number of Picnic Tables Requested _____

Requesting extra garbage Totes _____



PICNIC SHELTER RESERVATION POLICY

1. Persons interested in reserving the picnic shelters can stop by Belle Fourche City Hall during regular business hours, which are 8 a.m. to 5 p.m., Monday through Friday or call 892-2494.
2. Reservations can be made up to 6 months in advance of the date of scheduling.
3. A City of Belle Fourche Picnic Shelter Reservation permit will be issued upon receipt of the non-refundable fee.
4. The Picnic Shelter Reservation Permit will include: Name of party, phone number of party, date of function, time of function, shelter location and signature of city official.
5. One copy to be posted at the shelter by the reserving party at least 24 hours prior to event and other copies will be retained by the parks department, police department and the reserving party.
6. The fee schedule will be as follows: \$25.00 for a full day (includes tax).
7. If a permit is not posted at the shelter, the shelter will be available on a first come first served basis.
8. Fee collected will be earmarked for park improvements, such as additional shelters, picnic tables, grills, etc.

For problems, please call the following:

Monday – Friday 7 a.m. – 4 p.m.

Parks Department 892-3735

Public Works Department 892-3414

After business hours and on weekends:

Butte County Dispatch 892-2737

Shelters available with electrical hookups:

Jones Park (1) shelter, Highland Park (1) shelter, Herrmann Park (4) shelters A, A1, B & C

Gay Park (1) shelter, Sports Complex (1) shelter

Shelter available with no electrical hookup:

Eagle Park