

SPECIAL EVENT APPLICATION

For quicker response, application may be completed online at www.gfp.sd.gov

Use this application for: Events taking place on Game, Fish and Parks – managed land or public waters that involve 50 or more people or 20 or more boats. For fishing tournaments, see separate Fishing Tournament Application.

Application period: Applications may be submitted at any time, but will not be reviewed before Nov. 1 for the upcoming calendar year. Must be received at least 30 days prior to the event. Applications processed as they are received.

Permits will not be issued if the event adversely impacts public use or conflicts with other scheduled events or programming.

Contact Information

Event Organizer _____

Sponsoring organization (if applicable) _____

Address _____ City _____ State _____ Zip _____

Email _____

Phone Number(s): Primary _____ Secondary _____

On-site Contact _____ On-site contact phone _____

Event Details

Event Name _____

Event Type

- | | |
|---|---|
| ☐ Banquet | ☐ Meeting |
| ☐ Corporate or Organizational Picnic | ☐ Wedding and/or Wedding Reception |
| ☐ Family or Class Reunion | ☐ Other (Specify) _____ |

Date(s) of Event _____ Hours of Event _____

Location Name _____ County _____

Specific area within location _____

Description of event / use of area _____

Estimated number of participants _____

Estimated participant vehicles (select all that apply)

- | | |
|---|--|
| ☐ Boats _____ | ☐ Bicycles _____ |
| ☐ Cars/Pickups _____ | ☐ Motorcycles _____ |
| ☐ Snowmobiles/ATVs _____ | ☐ Other (specify) _____ |

Estimated number of event staff _____

Fee charged to participants _____

Special services or facilities requested _____

One day event park entrance license requested ☐ Yes ☐ No

Availability: For groups or organizations in lieu of individual park entrance fees for a private one-day event held at state parks or recreation areas. Available in increments of \$50 for every 50 people age 12 and over attending. **Competitive events not eligible.** Estimate attendance and payment in full required at least 15 days prior to event. No refunds. Does not extend overnight.

Additional Requirements

If the event is determined to involve a high risk of injury to participant or others, liability insurance and waivers will be required. The above Event Organizer shall not engage in the organized event without securing the following insurance coverage, if required, and having said coverage approved by the Department of Game, Fish and Parks.

- **Commercial General Liability Insurance** or equivalent form with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Permit or be not less than two times the occurrence limit. A certificate for the above insurance must be included with this application and is subject to the Department's approval. The insurer shall state in its Certificate that no cancellation of the insurance will be made without at least thirty (30) days prior written notice to the Department.
- **Liability Waivers:** All adult participants must sign a Waiver of Liability, Indemnification and Medical Release. Minor children must have a signed waiver from a parent or guardian before participating. The Event Organizer is responsible for securing forms from participants. A completed waiver for each participant must be submitted to the Department within five days of the completion of the event. An example of the liability waiver to be used must be included with this application and is subject to the Department's approval. Samples of acceptable liability waivers are available from the Department.

The Department's approval or acceptance of the above certificate of insurance or waivers shall in no way release or relieve the Event Organizer from any responsibility, liability or obligation. All insurance policies and certificates shall be issued only by companies licensed to do business in the State of South Dakota and acceptable to the State. It shall be the Event Organizer's responsibility to keep the coverage current and in force for the duration of the Permit.

Conditions

The following conditions are agreed to by the Event Organizer and persons participating in above described activity:

1. The Event Organizer agrees to hold harmless and indemnify the State of South Dakota, its officers, agents, and employees, from and against any and all actions, suits, damages, liability, or other proceedings which may arise as the result of the negligence, misconduct, error or omission of the Event Organizer or any officer, agent, member or employee of the Event Organizer.
2. If the event or activity warrants, the Department may require the Event Organizer to provide proof of insurance and such insurance must be approved by the Department of Game, Fish and Parks. In addition, participants in activities representing a high risk of injury may be required to sign or, in the case of minor children, present signed waivers of liability prior to participating in the event. If so required, SPECIAL EVENT INSURANCE AND WAIVER REQUIREMENTS will become part of this document, and Event Organizer will secure and maintain said coverage and/or waivers for the duration of the Permit.
3. Neither the Department of Game, Fish and Parks nor any of its employees shall be responsible for damages to property or injury to any person arising out of the permitted activity or incident thereto.
4. The Event Organizer is responsible for taking all necessary precautions for the health and safety of the participants and spectators.
5. The Event Organizer shall clear the grounds, remove equipment and restore the site to its original condition by the end of the day the event is completed.
6. The Event Organizer will make no charges for special services rendered other than charges which are reasonable. These charges may be for such event services as: insurance, reserved seating, food concessions, and attendee or entry fees for contestants or event programs. If deemed by the Department, a percentage of any fees collected for the event may be required to be paid to the department. All charges related to the event must be agreed upon in writing between the Event Organizer and the Department prior to the approval of this Permit.

It is fully understood by the by the Event Organizer that this application for permission to hold a special event on public water and/or land controlled by Game, Fish and Parks is requested with full knowledge that the above-mentioned conditions must be adhered to. Violation of the provision of this permit is a misdemeanor and may result in revocation of this permit and/or denial of future permits.

The following signature signifies agreement to the conditions in this document.

Event Organizer signature _____ Date _____

Mail your completed application, along with any additional requirements, to:

Special Event Permit Coordinator
South Dakota Game, Fish and Parks
523 E Capitol Avenue
Pierre SD 57501

FAX: 605.773.6245
Attn: Special Event Permit Coordinator

APPROVAL – Office use only

Additional Requirement and Provisions

The Event Organizer must adhere to the additional requirements, indicated below.

Required/Date Completed

- ☐ / _____ Commerical General Liability Insurance – submitted with application
- ☐ / _____ Liability Waivers – example submitted with application; completed forms required 5 days after the event
- ☐ / _____ User Responsibilities Checklist – for Event Organizer's information and use
- ☐ / _____ One-day event park entrance license form and payment – required 15 days prior to event
- ☐ / _____ The following provisions apply: _____

This application is approved on the condition that the additional requirements and provisions indicated above are met by the Event Organizer.

Wildlife Representative ☐ Primary contact ☐ Signature not required

Name, Title _____ Phone _____

Signature _____ Date _____

Parks and Recreation Representative ☐ Primary Contact ☐ Signature not required

Name, Title _____ Phone _____

Signature _____ Date _____

Division Director Signature _____ Date _____

Date Issued _____ Permit # _____ One-day event PEL _____