

# City of Pierre

## Amphitheatre Usage Agreement

Please contact Mindy Cheap, Recreation Superintendent, at  
 Mindy.Cheap@ci.pierre.sd.us or 773-7445  
 to confirm availability **BEFORE** completing this form.

Applicant \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Email Address \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Contact Address \_\_\_\_\_

Date of Event \_\_\_\_\_ Time(s) of Event: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Specific Area Requested for Use:

Provide a detailed description of the Event:

Is your Event:

Non-Profit Entity     Private Party    or     Open to Public

Items Requested:     Folding Tables     Chairs     Sound System    Garbage Cans available in Park.

Picnic Tables are available within City Park System. If open to public-City staff will move for \$30 per table. If event coordinator moves tables, a deposit is required and tables are required to be returned to original location.

# of tables: \_\_\_\_\_     City to Move \$30/Table     Coordinator to Move \$100 Deposit Required

<b>Park Fees:</b>	
Amphitheatre Rental Fee (per day) - Private with use of Sound System, Tables, Chairs	\$75.00 _____
Amphitheatre Rental Fee (per day) - Private without Sound System, with Tables, Chairs	\$40.00 _____
Amphitheatre Rental Fee (per day) - Non-Profit with use of Sound System, Tables, Chairs	\$50.00 _____
Amphitheatre Rental Fee (per day) - Non-Profit without Sound System, with Tables, Chairs	\$20.00 _____
Placing Tents in Parks / One Call Utility Locates	\$20.00 _____
Park Staff Assistance with Moving Tables/Bleachers within Park System	\$30.00 _____
Picnic Table Deposit (Coordinator to move tables within Park system and return to original location)	\$100.00 _____
Cleanup Deposit for Large Events in the Park System (greater than 100 People)	\$250.00 _____
<b>Total Fees:</b>	<b>\$ _____</b>

- \* Please check the facility immediately upon entering and report any damages before you begin your activity or you will be held responsibly for that damage.
- \* Set-up and Clean-up must be accomplished by the Party using the Facility.
- \* If it is necessary to close the south doors, they must be reopened following the event.
- \* Keys must be returned to City Hall following the event - drop box in rear parking lot can be used if after hours.
- \* When loading and unloading equipment, please drive only on the asphalt walk. There is to be NO parking or driving on the grass. Vehicles must be moved when loading/unloading is complete.

Keys to the Amphitheatre can be picked up at City Hall, 222 E Dakota Ave, the day of the event, unless a weekend, then the Friday prior and are to be returned the day after or the Monday after.

signed: \_\_\_\_\_ Date \_\_\_\_\_

By signing above, I agree to the terms and related fees contained herein.

For Office Use Only - Provide a copy to Mindy Cheap and Todd Kelly

Date Received: \_\_\_\_\_ Date Keys will be picked up: \_\_\_\_\_ Return Deposit

Fee Received: \_\_\_\_\_ Key Set Number: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_