

**City of Hot Springs Municipal Airport  
Airport Activities Application Form**



**The purpose of this application is to assist the Airport Manager and the Event Sponsor in identifying issues associated with events at the Hot Springs Municipal Airport and is not meant to be an all-inclusive checklist of requirements.**

Name of Activity:		
Date(s) and Times of Activity:		
Name of Sponsor:		
Address of Sponsor:		
Sponsor's Phone Number(s):		
Sponsor's Email Address:		
Y/N	REQUIRMENT	NOTES / COMMENTS
	Is access inside the security area needed? Please list type and number of aircraft	
	Is an Airport representative needed to be onsite during the event?	Organizer may be billed for City incurred labor costs
	Will activities require a NOTAM?	
	How many attendees are expected?	
	How much parking capacity is needed? Number and types of vehicles. If an aviation event include number and types of aircraft.	
	Will organizer be providing food service?	Mobile Food Vendors must have City Permit
	Will organizer be providing portable toilet service?	
	Will traffic control be provided on SD 79? If so who, is responsible for coordinating traffic control on SD 79 with SD DOT?	Traffic control to be provided by State Patrol or FRSO
	\$1MM Liability insurance policy held by sponsor?	Attach certificate
	Is a Temporary Alcoholic Beverage License Needed?	
	Will onsite emergency services be needed (Fire, EMS, Law Enforcement)? If so, who is responsible for coordinating those services?	
	Other:	

Reviewed by: \_\_\_\_\_; City of Hot Springs, Airport Manager

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