



# City of Grand Haven

## APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$25.00 - PAID: \_\_\_\_\_

**FORM MUST BE SUBMITTED SIX (6) WEEKS PRIOR TO REQUESTED DATE**

### APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: \_\_\_\_\_

Sponsor Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Non-Profit Federal ID Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_

Daytime Phone

Email Address

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Activity Start Time: \_\_\_\_\_ Activity End Time: \_\_\_\_\_

Description of Type of Event: (concert, picnic, wedding, etc.): \_\_\_\_\_

Estimated Number of Persons Attending: \_\_\_\_\_

➤ **ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL NOT BE ACCEPTED**

GENERAL PUBLIC USE: This is a public park and use of this park and its fixtures (i.e. grill, cables) is not exclusive to the applicant and shall remain open to the general public. The Community Affairs Manager will work with you in seeking approval from the various Boards and Departments, and final approval from the City Council for you to obtain a permit. Contact the Community Center for a rate schedule.

ALCOHOLIC BEVERAGES ARE PROHIBITED: The City Ordinance does not allow alcoholic beverages in any City park. The applicant is responsible to ensure that alcoholic beverages are not served as part of the event. Sec.5-12

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000.00 naming the City of Grand Haven as the additional insured is required per occurrence. The Certificate of Insurance **must be submitted** with the application.

PROOF OF INSURANCE ATTACHED: Yes No

SELLING/FUNDRAISING: Will any selling/fundraising occur? Yes No  
If yes, also fill out the appropriate attached vendor sheets for Food Service Information (page 5).  
**No fee may be charged for the event or items sold associated with this event unless formal City Council approval and proof of insurance is obtained.**

SPONSORSHIP/BANNER/SIGNS: Will any sponsorship occur? Yes No  
Will any signs or banners be used? Yes No

If yes, banners must be 3' x 9', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Community Center. A \$100 fee is required to hang all street banners. Banners will be removed and must be picked up after the event.

TENTS/CANOPIES: Will any temporary structures be used? Yes \_\_\_\_\_ No

If yes, please list the number of tents, sizes and location of each: \_\_\_\_\_.  
No tents or other temporary structures are allowed in any City Park without written approval of the Director of Public Works. Refer to the procedures described in Sec.3-C of the "Policy for City Park and Public Land Use" for the requirements. Absolutely no stakes or poles in the ground are to be used in erecting tents. A diagram of the event layout must be included.

EQUIPMENT/MATERIALS USED: Will any equipment (chairs, tables, PA system, stage, platform, portable toilets or any other items) be set up in the Park? Yes No.

If yes, please provide a list of the equipment and sizes that you are requesting approval for and set up location. No equipment or other fixtures are allowed in any City Park without approval of the Director of Public Works. Portable toilets and trash receptacles are required for large events as described in Sec.13-G of the "Policy for City Park and Public Land Use". If there will be amplified sound at the event, fill out the attached application on page 4. The applicant must follow the procedures described in the "Policy for City Park and Public Land Use" Insurance section 11 and Equipment and Signs Sec. 13-A.

MAP/LOCATION OF PARK: If you are requesting equipment/materials or any other items to be set up for the event, you must attach a map of the park indicating where the placement of these items will be.

WALK-A-THON/BICYCLE/PARADE: If this event is a walk-a-thon, bicycle event or parade a map of the route must be attached. The Department of Public Safety and Department of Public Works will receive a copy and consider requests for temporary street closings, special posting and/or barricades.

CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Refer to section 13-b in the "Policy for City Park and Public Land Use".

**It is prohibited to use paint as markers for an event. If tape is used it must be completely pulled up immediately following the event. If we find a violation of the rule there will be a \$100 damage fee.**

VIOLATIONS: Any violations may cause further applications to be denied. Refer to sections 17 and 18 in the "Policy for City Park and Public Land Use".

*The undersigned declares and says he/she wishes to be permitted to perform the operation, service or act hereon and that the statements are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the "Policy for City Park and Public Land Use" and the ordinances of the City of Grand Haven relative to the operation, service or act for which the permit is requested and agrees to hold the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the City of Grand Haven for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the operation, service or act for which the permit was issued.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please Return Completed Application & \$25 Fee to:

City of Grand Haven  
Attn: Char Seise  
421 Columbus  
Grand Haven, MI 49417  
cseise@grandhaven.org  
Office: 616.842.2550

## APPLICATION FOR WAIVER OF SOUND ORDINANCE

Application is hereby made for operating a loud speaking device within the City of Grand Haven.

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Time Requested for Broadcasting: \_\_\_\_\_ (am or pm) \_\_\_\_\_ (am or pm)

Contact Person: \_\_\_\_\_  
(Print Name)

Sponsoring Organization: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

<b>APPROVAL:</b> FOR OFFICE USE:		
City Manager	_____	Date: _____
Public Safety	_____	Date: _____
City Council Approval:	Yes _____ No _____	Date _____

Approval is subject to the following regulations:

- Permit must be approved by the City Manager and Director of Public Safety.
- Permit is to be issued only for matters of charitable, community, educational, recreational or religious purposes.
- Permit will not be issued for more than two hours in any one-half day.
- Vehicles with sound systems may not operate within 300 feet of a hospital or school (during school hours).
- The sound equipment must be regulated so that if it is heard on the street, it will not create a nuisance.

## FOOD SERVICE INFORMATION

Will there be food provided or served (with or without cost) at this event?

Yes

No

If you check yes, the following **MUST** be provided. As the applicant, you are responsible to ensure that food vendors have obtained the necessary documentation to serve food to the public. List all invited food service vendors, or the source of the food product:

Vendor	Contact Person	Phone
Sales Tax License Number		
Description of food and manner in which it is prepared:		

Vendor	Contact Person	Phone
Sales Tax License Number		
Description of food and manner in which it is prepared:		

Vendor	Contact Person	Phone
Sales Tax License Number		
Description of food and manner in which it is prepared:		