



City of Grand Haven

APPLICATION FOR DUNCAN PARK USE PERMIT

APPLICATION FEE \$25.00 -PAID: _____
(PLEASE MAKE CHECK PAYABLE TO: " G.H. Community Foundation")

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

Attach additional sheets as necessary to fully detail the extent of your event

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: _____

Sponsor Organization: _____

Contact Person: _____

Non-Profit Federal ID Number (if applicable): _____

Street Address: _____

City, State, Zip: _____

Daytime Phone (_____) _____ Fax (_____) _____

Email: _____

EVENT INFORMATION

Event Name: _____

Event Location: _____

Date(s) of Event: _____

Set Up Date & Time: _____

Activity Start Date & Time: _____

Activity End Date & 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 Duncan Park Commission will work with you in establishing the parameters of the event and providing final approval. Contact the Duncan Park Commission through the Administrative Liaison Matt Wade at (616) 847-3493.

ALCOHOLIC BEVERAGES ARE PROHIBITED: Martha Duncan's gift of the Park specifically prohibits alcoholic beverages in the Park. The applicant is responsible to ensure that alcoholic beverages are not brought into the Park by any participants of the event.

INSURANCE CERTIFICATE REQUIRED (excluding weddings): A Certificate of Insurance for Comprehensive General Liability and Property Damage in the amount of \$1,000,000 naming the Duncan Park Commission and 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

ADMISSION FEES: Will an admission or similar fee be charged for the event? _____ Yes _____ No

If yes, please provide the following information:

Anticipated fee per person? _____

Anticipated number of attendees? _____

Anticipated expenses (other than use fee for the Park): \$ _____

How will you distribute monies in excess of the event's expenses? _____

Please provide any other financial information related to the event on a separate sheet of paper.

SELLING/FUNDRAISING: Will selling or other fundraising occur? _____ Yes _____ No

If yes, attach a separate sheet describing sales or fundraising information. No fee may be charged for the event or items sold associated with this event unless formal Duncan Park Commission 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, attach a list indicating size, number of signs/banners and locations. All signs and banners must be approved

by the Duncan Park Commission prior to the event. Offsite signs and mile markers are prohibited.

TEMPORARY STRUCTURES/TENTS/CANOPIES:

Will any temporary structures, etc., be used? _____ Yes _____ No

If yes, please list the number of temporary structures, sizes and location of each: _____

PLEASE NOTE: No tents or other temporary structures are allowed in Duncan Park without written approval of the Duncan Park.

COMMISSION: For guidance, refer to the procedures described in Section 13-c of the City of Grand Haven’s “Policy for City Park and Public Land Use.” Absolutely no stakes or poles in the ground are to be used in erecting tents or other temporary structures without disclosure in this application and specific approval.

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 Duncan Park without approval of the Duncan Park Commission. Portable toilets and trash receptacles may be required for large events. Amplified sound is not permitted at the event unless Duncan Park Commission specifically approves same. Please refer to the City of Grand Haven’s “Policy for City Park and Public Land Use” Insurance section 11 and Equipment and Signs Section 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, running event, bicycle event or parade, please attach two (2) copies of a map of the route. The Duncan Park Commission may request input from the City of Grand Haven’s Departments of Public Safety and Public Works regarding temporary street closings, special postings 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, Duncan Park Commission will bill you for services following the event. Grounds must be cleaned immediately following the close of the event. Please refer to Section 13-b in the City of Grand Haven’s “Policy for City Park and Public Land Use” for guidance.

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. The Duncan Park Commission will levy a \$100 damage fee for each violation.

VIOLATIONS: Any violations may cause further applications to be denied. Refer to Sections 17 and 18 in the City of Grand Haven’s “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 this Application, the City of Grand Haven's "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 Duncan Park Commission and the City of Grand Haven free and harmless from all liability which may be imposed upon it and to reimburse the Duncan Park Commission and 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 & Fee to:

(PLEASE MAKE CHECK PAYABLE TO: "G.H. COMMUNITY FOUNDATION")

Duncan Park Commission
ATTN: Cheryl Davidson
519 Washington Avenue
Grand Haven, MI 49417