



2020 CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

A special event application is required for any public event held on City property. The application and fee must be submitted to the City of Grand Haven Community Affairs Manager at least 90 days prior to the event. Some events may require review by boards and commissions that meet on a limited basis. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled through the Department of Public Safety (DPS). Contact the Police Department at 616.842.3460 for liquor license fees and requirements.

**Return complete application with payment to the City of Grand Haven,
Community Center, 421 Columbus, Grand Haven, MI 49417
Telephone: 616-842-2550**

Does the event include any of the following? (Check all that apply)		
Alcohol	Parks	Tents
Amplified Sound	Portable Restrooms	Ticketing
Banners	Race/Run	Utilities
Camping	Sanitation (Grey Water/Grease)	Waterways
Dumpsters	Stage	
Entertainment	Street Closures	
Fencing		
Fireworks		
Food Trucks		

I. EVENT SUMMARY

EVENT NAME:			
EVENT DATE(S)			
EVENT TIME (S)	START TIME:	END TIME:	
	SET UP TIME:	TEAR DOWN END:	
EVENT LOCATION			

II. APPLICANT INFORMATION

ORGANIZATION NAME	
ORGANIZATION ADDRESS	
RESPONSIBLE PARTY NAME	
RESPONSIBILITY ADDRESS	
APPLICANT PHONE NO (s)	
APPLICANT EMAIL ADDRESS	
EVENT CONTACT NAME/PHONE	

Representative must be on site and available during entire event

III. ALCOHOL SERVICE

Will there be alcohol sold/served at the event?

NO (proceed to section IV, Event Site Details)
 YES (complete remainder of Section III)*

*Applicant must contact the Grand Haven Department of Public Safety to apply for a separate liquor license.

*The Liquor License Application also requires approval from the Michigan Liquor Control Commission.

Name of non-profit organization you are partnering with for the liquor license	PARTNERING ORGANIZATION:
CONTACT NAME:	CONTACT PHONE NUMBER:

IV. EVENT DETAILS

If your event is for a walk/run/parade, you must include a MAP of your route with the application. Public Safety reserves the right to amend route requests based on safety and staffing requirements.

Is this event.... **Open to the Public** **Private** **Invitation Only**

Provide a detailed description of your event. Use additional sheet if necessary:	
Is this a new/first-time event? No Yes*	Number of people expected _____

*(If yes, contact the Community Affairs Manager at 616.842.2550 before submitting application)

Will there be food trucks/food concessions?	No	Yes**
**Contact the Health Department for requirements and to schedule inspections. **Food Truck Vendors must get an annual inspection and permit from the Fire Marshal.		
Will there be food cooked on-site?	No	Yes
How will food be cooked?	Gas	Charcoal Fryers Electric
Will there be pyrotechnics or fire features at the event?	No	Yes
Will you provide your own security?	No	Yes
Will there be assembly tents erected at the event?	No	Yes**
If yes, how many? _____ Size _____ **Tents over 400 sq ft. require a tent permit and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.		
Will this event provide portable restrooms?	No	Yes**
How many units?	How many ADA units?	
Will this event have entertainment?	No	Yes
If yes, check all that apply	Live Acoustic	Live Amplified DJ

V. STREET CLOSURES/PARKING LOTS

******This section must be completed for any event requesting street closures******

List the streets you are requesting to close (for example, Harbor from Columbus to Franklin), and attach a map of the event footprint.

STREET TO BE CLOSED/PARKING LOTS	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
<i>Example</i>	South of Columbus & East from 4 th	North of Franklin & West of 1 st
1		
2		
3		
4		
5		
6		

To help ensure the safety of event participants and the public, street closures, noise variances, cooking of food and alcohol require the following:

- **Police, Fire, Public Works and/or City Council approval.** Your completed application will be routed to all necessary departments by the Special Event Coordinator for their recommendation.
- **BARRICADES:** Street closures generally require barricades which are provided by the City. The number of barricades will be determined by public safety and a fee will be assessed to the applicant.
- **RACE ROUTES:** Organizers must use the City’s pre-approved routes and mark routes with the City’s pre-approved chalk product or be subject to fees for clean-up.
- **NO PARKING SIGNAGE:** “No parking” signs must be posted 24 hours in advance of an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain handicap parking spaces, those spaces must be replaced to a nearby location.
- **NOTIFICATION OF AFFECTED PARTIES:** You must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. **The Special Event Coordinator can provide you with the names and addresses of property owners along your route, for mailing purposes. Official City race route signs must be used for each race/run and can be picked up at the Community Center.**

Thank you for helping us, help you, make your event safe and successful.

VI. LIABILITY INSURANCE

Liability Insurance naming the City of Grand Haven as an additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read:

***The City of Grand Haven, as additional insured in the amount of \$1,000,000 per occurrence
519 Washington Ave. Grand Haven, MI 49417***

An acceptable certificate of insurance must be submitted no later than **10 days** before the event date.

Name of Insurance Company/Agent: _____

Phone Number of Company/Agent: _____

VII. REQUIREMENTS OF THE SPECIAL EVENT:

- Applicant will comply with all rules and regulations of the City of Grand Haven Special Event Policy
- Applicant shall comply with all City of Grand Haven Ordinances
- The applicant organization will hold the City of Grand Haven harmless from all claims
- City staff may require a meeting with applicant organization to clarify requests for services
- Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services
- The City reserves the right to deny changes to the application once final approval is given
- Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the special event permit.



Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit and/or the denial of future event requests.

EVENT WEBSITE ADDRESS (optional): _____

Would you like your event listed on the City’s website and social media, free of charge?

YES

NO

With my signature, I certify that I have read and agree to the City of Grand Haven Special Event Policy and all items listed in this application. I agree to abide by all applicable ordinances & regulations.

Signature of Applicant **Date**

SPECIAL EVENT FEES:

\$100 - Resident/Non-Profits	Banner-\$100-\$150
\$150 – Non-Resident/Profit	\$875-Portable Stage
\$25 – Park Permit	\$875-Portable Stage Extensions
\$125 – Tent Permit/Inspection	\$2100-Fencing
\$50-Electric	\$7/ea-Trash Box/Liners
\$50-Water	\$13- Type III Barricades
\$75- Sound System*	\$2-Yellow Barricades
*Sound System only available at Lynne Sherwood Waterfront Stadium	
Refundable Deposit Fee:	
\$200-Events under 500 people	
\$500-Events over 500 people	

OFFICE USE ONLY-EVENT COST ESTIMATE	
APPLICATION FEE _____	TOTAL COST _____
PARK PERMIT FEE _____	NON-PROFIT _____
TENT PERMIT FEE _____	SECURITY DEPOSIT _____
DPS FEES _____	
DPW FEES _____	
	CITY COUNCIL APPROVAL YES NO
	ADMINISTRATIVE APPROVAL YES NO
	DATE: