

**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):** TBD

**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

6/26/2020

Date

**SPECIAL EVENT FEES:**

- ☐ \$100 - Resident/Non-Profits
- ☐ \$150 - Non-Resident/Profit
- ☐ \$25 - Park Permit
- ☐ \$125 - Tent Permit/Inspection
- ☐ \$50-Electric
- ☐ \$50-Water
- ☐ \$75- Sound System\*

\*Sound System only available at Lynne Sherwood Waterfront Stadium

- ☐ Banner-\$100-\$150
- ☐ \$875-Portable Stage
- ☐ \$875-Portable Stage Extensions
- ☐ \$2100-Fencing
- ☐ \$7/ea-Trash Box/Liners
- ☐ \$13- Type III Barricades
- ☐ \$2-Yellow Barricades

**Refundable Deposit Fee:**

\$200-Events under 500 people

\$500-Events over 500 people

**OFFICE USE ONLY-EVENT COST ESTIMATE**

APPLICATION FEE \_\_\_\_\_  
PARK PERMIT FEE \_\_\_\_\_  
TENT PERMIT FEE \_\_\_\_\_  
DPS FEES \_\_\_\_\_  
DPW FEES \_\_\_\_\_

TOTAL COST \_\_\_\_\_  
NON-PROFIT \_\_\_\_\_  
SECURITY DEPOSIT \_\_\_\_\_

CITY COUNCIL APPROVAL YES NO  
ADMINISTRATIVE APPROVAL YES NO  
DATE: \_\_\_\_\_



## 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)**

- |                                                   |                                                         |                                           |
|---------------------------------------------------|---------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Alcohol                  | <input type="checkbox"/> Parks                          | <input checked="" type="checkbox"/> Tents |
| <input type="checkbox"/> Amplified Sound          | <input type="checkbox"/> Portable Restrooms             | <input type="checkbox"/> Ticketing        |
| <input type="checkbox"/> Banners                  | <input type="checkbox"/> Race/Run                       | <input type="checkbox"/> Utilities        |
| <input type="checkbox"/> Camping                  | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Waterways        |
| <input type="checkbox"/> Dumpsters                | <input type="checkbox"/> Stage                          |                                           |
| <input checked="" type="checkbox"/> Entertainment | <input type="checkbox"/> Street Closures                |                                           |
| <input type="checkbox"/> Fencing                  |                                                         |                                           |
| <input type="checkbox"/> Fireworks                |                                                         |                                           |
| <input type="checkbox"/> Food Trucks              |                                                         |                                           |

### I. EVENT SUMMARY

EVENT NAME:		Sunday Art Market	
EVENT DATE(S)		July 19 - September 27	
EVENT TIME (S)		START TIME: 12pm	END TIME: 3pm
		SET UP TIME: 10:30am	TEAR DOWN END: 3:30pm
EVENT LOCATION		Chinook Pier Canopy	

### II. APPLICANT INFORMATION

ORGANIZATION NAME	the Chamber of Commerce, Grand Haven, Spring Lake, Ferrysburg
ORGANIZATION ADDRESS	1 S. Harbor Drive
RESPONSIBLE PARTY NAME	Ellie Holman
RESPONSIBILITY ADDRESS	1 S. Harbor Drive
APPLICANT PHONE NO (s)	616-842-4910
APPLICANT EMAIL ADDRESS	eholman@grandhavenchamber.org
EVENT CONTACT NAME/PHONE	Randal Stewart/ 616-842-4910

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:  
Sunday Art Market will be a market with Artisans and Crafters for the community to come and shop and support local Artists and Crafters especially during this time.

Is this a new/first-time event? ☒ No ☐ Yes\* Number of people expected 20 vendors

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

Will there be food trucks/food concessions?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
How will food be cooked?	<input type="checkbox"/> Gas	<input type="checkbox"/> Charcoal <input type="checkbox"/> Fryers <input type="checkbox"/> Electric
Will there be pyrotechnics or fire features at the event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will you provide your own security?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
Will there be assembly tents erected at the event?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes**
If yes, how many? <u>20</u> Size <u>10x10</u> **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?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes**
How many units? <input type="text"/> How many ADA units? <input type="text"/>		
Will this event have entertainment?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
If yes, check all that apply <input checked="" type="checkbox"/> Live Acoustic <input type="checkbox"/> Live Amplified <input type="checkbox"/> DJ Courtyard Concerts possibly similar to that of the Farmers Market		

## 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 <sup>th</sup>	North of Franklin & West of 1 <sup>st</sup>
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: Oaks Agency

Phone Number of Company/Agent: 616-842-3440