

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN**

Parks and Recreation Board

**Meeting Agenda
March 4, 2026**

Notice and agenda of the regular Grand Haven Parks and Recreation Board meeting to be held March 4, 2026. Parks and Recreation Board members **unable** to attend the meeting are requested to email Derek Lemke, dlemke@grandhaven.org or call his office at 847-3493.

Roll Call: Jim DeVries
Tami Harvey
David Parks
Ryan Miller

New Business

Minutes from February 4, 2026, meeting were presented to the board for approval.

M_____ S_____ V_____

26-8 Park Use Permit – Escanaba Park Ceremony

Request Made by: Chris Petras

Type of Event: Wedding

Location: Escanaba Park

Date(s) of Event: August 7, 2026

Time Frame: 7:00- 12:30

Attendee Count: 100

Notes: Chris Petras, with support of the Sons of the American Legion and the American Legion Post #28 has submitted a new event request to hold a Purple Heart Commemoration Ceremony on National Purple Heart Day, August 7th, at Escanaba Park.

M_____ S_____ V_____

26-9 Park Use Permit – Beach Wedding- Abernathy /McKay
Request Made by: My Barefoot Wedding
Type of Event: Wedding
Location: Grand Haven City Beach
Date(s) of Event: June 10, 2026
Time Frame: 5:30pm - 7:30pm
Attendee Count: 35

Notes:

M_____ S_____ V_____

26-10 Park Use Permit – Beach Wedding- Tate / Dewey
Request Made by: Samantha Tate
Type of Event: Wedding
Location: Beach at Notos
Date(s) of Event: April 25, 2026
Time Frame: 12:30pm- 3:00pm
Attendee Count: 80

Notes:

M_____ S_____ V_____

Motion to Adjourn at _____

M_____ S_____ V_____

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN**

Parks and Recreation Board

**Meeting Minutes
February 4, 2025**

The Parks and Recreation Board meeting was called to order on February 4, 2025, 2025 at 6:00 pm in Council Chambers by Jim DeVries.

Roll Call: Tami Harvey
David Parks
Ryan Miller
Jim Devries

Call to Audience

None

New Business

Minutes from the September 3, 2025, meeting were presented to the board for approval. A motion was made by Harvey and seconded by miller to approve the minutes as presented. **Motion passed 3-0.**

- 26-1 Park Use Permit – Beach Wedding**
Request Made by: Nancy Coggins and Terry Poe
Type of Event: Wedding
Location: Beach south of Noto's
Date(s) of Event: July 18,2026
Time Frame: 11:00am-12:00am
Attendee Count: 60

A motion was made by Harvey and seconded by Parks to approve the use of city beach for the Coggins/Poe wedding on 7/18/2026. **Motion passed 4-0**

- 26-2 Park Use Permit – Beach Wedding**
Request Made by: Taylor Frasier
Type of Event: Wedding
Location: Beach at Noto's

Date(s) of Event: June 20, 2026
Time Frame: 10:00am- 8:00pm
Attendee Count: 135

A motion was made by Harvey and seconded by Parks to approve the use of city beach for the Coggins/Poe wedding on 6/20/2026. **Motion passed 4-0**

26-3 **Park Use Permit – Beach Wedding**
Request Made by: My Barefoot Wedding- Jones Sredich
Type of Event: Wedding
Location: City Beach
Date(s) of Event: September 12, 2026
Time Frame: 5:00pm- 6:30pm
Attendee Count: 30

A motion was made by Parks and seconded by Miller to approve the use of city beach for the Sredich wedding on 9/12/2026. **Motion passed 4-0**

26-4 **Park Use Permit – Beach Wedding**
Request Made by: My Barefoot Wedding- Mathis/ Skilling
Type of Event: Wedding
Location: City Beach
Date(s) of Event: June 5, 2026
Time Frame: 5:45pm- 6:45pm
Attendee Count: 5

A motion was made by Harvey and seconded by Parks to approve the use of city beach for the Mathis/ Skilling wedding on 6/5/2026. **Motion passed 4-0**

26-5 **Park Use Permit – Beach Wedding**
Request Made by: My Barefoot Wedding- Seixas/Prisco
Type of Event: Wedding
Location: City Beach
Date(s) of Event: June 11, 2026
Time Frame: 4:30pm- 7:00pm
Attendee Count: 75

A motion was made by Parks and seconded by Miller to approve the use of city beach for the Seixas/ Prisco wedding on 6/11/2026. **Motion passed 4-0**

26-6 Park Use Permit – Beach Wedding

Request Made by: My Barefoot Wedding- Taylor/ Dauer

Type of Event: Wedding

Location: City Beach

Date(s) of Event: August 6, 2026

Time Frame: 5:00pm- 6:30pm

Attendee Count: 50

A motion was made by Harvey and seconded by Miller to approve the use of city beach for the Taylor/Dauer wedding on 8/6/2026. **Motion passed 4-0**

26-7 Park Use Permit – Beach Wedding

Request Made by: My Barefoot Wedding- Williams/ Cowger

Type of Event: Wedding

Location: City Beach

Date(s) of Event: June 19, 2026

Time Frame: 5:00pm- 6:30pm

Attendee Count: 16

A motion was made by Parks and seconded by Harvey to approve the use of city beach for the Williams/ Cowger wedding on 6/19/2026. **Motion passed 4-0**

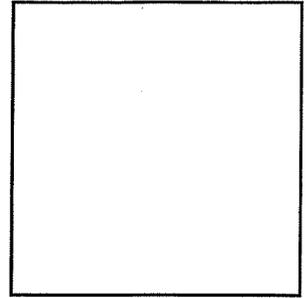
Adjournment

A motion to adjourn was made by Harvey and Scoded by Miller. **Motion Passed 4-0**
The Parks and Rec Board meeting was adjourned at 6:10 pm.



CITY OF GRAND HAVEN SPECIAL EVENT APPLICATION

OFFICE USE ONLY



A special event application is required for any event held on City property or using City services. The application and fees are due by **March 1st** for events held between May and August and **90+ days** before events occurring from September through April.

Completed applications and fees may be turned in to the Department of Public Works in person at 1120 Jackson Street, Grand Haven, MI 49417, and by mail, 519 Washington Ave. Grand Haven, MI 49417. Questions may be directed to 616-847-3493 or specialevents@grandhaven.org.

EVENT SUMMARY

EVENT NAME: First Annual Tri-Cities Purple Heart Commemorative Ceremony

EVENT DATE(S): August 7, 2026

START TIME: 11:00am END TIME: 12:30pm SET UP TIME: 7:00am TEAR DOWN COMPLETED BY: 3:00pm

EVENT LOCATION(S): Esplanade Park

Is this a new event in the City of Grand Haven? No Yes*

*New events require discussion with Special Events and Project Manager before submitting application.

EVENT WEBSITE (optional): _____

Would you like your event listed on the City's social media, free of charge? No Yes

APPLICANT INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

RESPONSIBLE PARTY NAME: Chris Petras

RESPONSIBLE PARTY ADDRESS: P.O. Box 177 Spring Lake, MI 49456

APPLICANT PHONE: 989-289-1352 EMAIL: vrbees@gmail.com

EVENT DAY CONTACT (NAME/PHONE): 989-289-1352

Representative must be on site and available during entire event.

EVENT DETAILS & LOGISTICS

All event requests require a current to-scale map of the event site that includes setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. Public Safety reserves the right to amend route requests based on safety and staff requirements for runs, walks, and parades.

Provide a detailed description of your event. Use additional sheet if necessary.

Ceremony recognizing Purple Heart recipients and Purple Heart Families
on National Purple Heart Day

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Banners, \$125-\$350 | <input checked="" type="checkbox"/> Electric, \$200 plus usage | <input type="checkbox"/> Stadium Fencing, \$800-\$4400 |
| <input type="checkbox"/> Barricades, \$3-\$15 (# and type determined by Public Safety) | <input checked="" type="checkbox"/> Park Rental, fees vary by park | <input type="checkbox"/> Street Closures, \$150 |
| <input type="checkbox"/> Cardboard Trash Container/Liner, \$13 each | <input type="checkbox"/> Portable Stage (Showmobile), \$500-\$1025 | <input checked="" type="checkbox"/> Sound System, \$100 |
| | <input type="checkbox"/> Sanitation (Grey Water/Grease) | <input type="checkbox"/> Water, \$100 plus usage |

Additional incidental fees apply based on applicant requests. Parks/Facilities/Street rental fee will apply.

Will this event provide portable restrooms? No Yes # of units? ___ # of ADA units? ___

Will this event provide dumpster(s)? No Yes **NOTE: Portable restrooms and/or dumpsters may be required.**

Will there be entertainment? No Yes Will there be amplified sound? No Yes

If yes, check all that apply DJ Live Acoustic Live Amplified Other band

This event is (please select one) Open to the public Private/Ticketed Invitation Only

PUBLIC SAFETY

Will there be food trucks/food concessions? No Yes*

Contact the Health Department for requirements and to schedule inspections.

Food truck vendors must have an annual inspection and permit from the Grand Haven Fire Marshal.

Will there be food cooked on-site? No Yes

If yes, how will food be cooked? Gas Charcoal Fryers Electric

Will there be pyrotechnics? No Yes

Will you provide your own security? No Yes

Will there be assembly tents at the event? No Yes

If yes, how many? _____ Total Size _____

Tents over 400 sq. ft. require a tent permit, fee and diagram. A permit application will be sent to you if required. An inspection must be conducted by the Fire Marshal.

ALCOHOL SERVICE

Will there be alcohol sold/served at the event? No Yes (if yes, complete the remainder of this section)

Applicants 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 following City Council approval.

Name of non-profit organization applying for the liquor license?

NA

Contact Name: NA

Phone Number: NA

STREET & PARKING LOT CLOSURES

Please complete this section if you are requesting street closures or use of City parking lots. List the streets/parking lots you are requesting to close. Include the required map with your application, identifying street and parking lot closures.

STREET/PARKING LOT TO BE CLOSED	FROM WHICH INTERSECTION/LOCATION	TO WHICH INTERSECTION
Example - Harbor Drive	Columbus	Franklin

To help ensure the safety of event participants and the public, street closures require the following:

- **Barricades:** Street closures generally require barricades, which the City provides. The number of barricades will be determined by Public Safety, and a fee will be assessed to the applicant. **Barricades are to be set up by the event organizer.**
- **Race Routes:** Organizers must use the City's pre-approved route and mark the route with the City's race route signs.
- **No Parking Signage:** "No parking" signs must be posted 24 hours before an event for Public Safety to enforce the No Parking Order. If the areas you are requesting to use contain accessible parking spaces, those spaces must be replaced at a nearby location.
- **Notification of Affected Parties:** Applicant 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 Events and Project Manager can provide you with the names and addresses of property owners along your route for mailing purposes.**

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as 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 Avenue Grand Haven, MI 49417

An acceptable certificate of insurance must be submitted no later than **14 days** before the event date.

Name of Insurance Company/Agent: _____

Phone Number of Company/Agent: _____

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Applications will not be processed without the application fee being paid. A cost estimate of event fees will be provided upon staff review of application. See current fee schedule for additional fees and current rates.

To Be Completed by Applicant	City of Grand Haven Resident and Non-Profit Discount
<input checked="" type="checkbox"/> Resident/Non-Profit Application Fee, \$100	• Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	• Non-profits outside the COGH are eligible for up to \$250 in discounted fees.
<input checked="" type="checkbox"/> Park Permit Application, \$35	• Discounts only apply to facility, park, and public space rental fees (not incidental costs).
<input type="checkbox"/> Duncan Park Application, \$25	• Discounts are subject to approval and current special event policy.

I am requesting the maximum allowable discount (Initial Here): _____

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.
- 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 promptly or providing false information may result in denial or revocation of the Special Event Permit.
- Your completed application will be routed to all necessary departments by the Special Events and Project Manager for their recommendation to City Council.

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

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

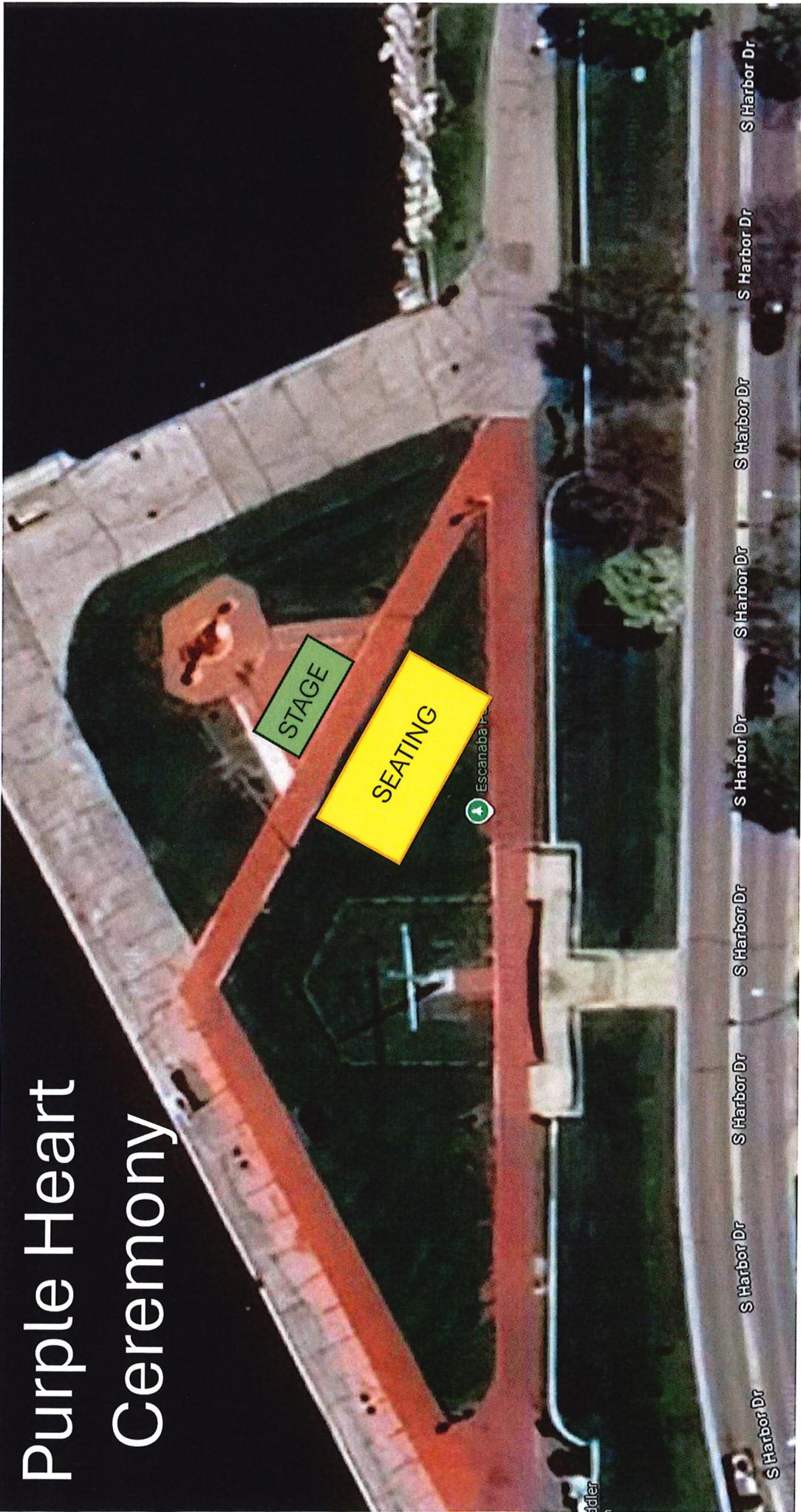


1-21-26

Signature

Date

Purple Heart Ceremony





APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

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

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Chris Petras

Sponsor Organization: American Legion Post 20 Contact Person: Chris Petras

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

Address: P.O. Box 177 Spring Lake MI 49456
Street City State Zip

(989) 289-1352 urbere@gmail.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: First Annual Tri-Cities Purple Heart Commemorative Ceremony

Event Location: Escanaba Park

Date(s) of Event: August 7, 2026 Set Up Time: _____

Activity Start Time: 11:00am Activity End Time: 12:30pm

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

Estimated Number of Persons Attending: 100

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 Special Events and Project 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 for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

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 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. 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 s. 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: _____

1-21-26

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Brian Jarosz
519 Washington
Grand Haven, MI 49417
bjarosz@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550

**City of Grand Haven
Department of Public Works
616-847-3493**



MEMORANDUM

TO: Parks and Recreation Board

CC: Derek Lemke- Grounds and Facilities Manager- DPW

FROM: Brian Jarosz- Waterfront and Events Manager

DATE:

SUBJECT: Parks and Recreation Board Event Review-

A Special Event Application has been submitted for Board Review. Please Review.

DATES:
SET UP TIME:
START TIME:
END TIME:
TEAR DOWN TIME:

PUBLIC SPACES REQUESTED

PUBLIC SERVICES REQUESTED



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

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

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: My Barefoot Wedding

Sponsor Organization: My Barefoot Wedding Contact Person: Josh Manzer

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

Address: P.O. Box 526 Grand Haven MI 49417
Street City State Zip

(616) 841-5623 events@mybarefootwedding.com
Daytime Phone Email Address

EVENT INFORMATION

Event Name: Abernathy - McKay

Event Location: Grand Haven City Beach

Date(s) of Event: 7/10/2026 Set Up Time: 5:30

Activity Start Time: 7pm Activity End Time: 7:30

Description of Type of Event: (concert, picnic, wedding, etc.): Wedding Ceremony

Estimated Number of Persons Attending: 35

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 Special Events and Project 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 for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

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 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. 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

Chairs/decor

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 s. 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.

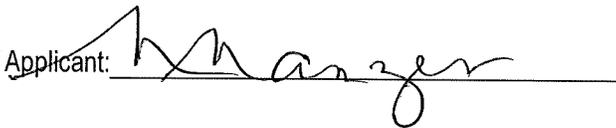
CLEANUP/DAMAGE: The applicant is responsible for any cleanup following this event and any damage done to City property. If the grounds are not satisfactory and trash receptacles not removed, the City of Grand Haven will bill you for services following the event. Grounds must be cleaned immediately following 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: 2/10/26

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550



APPLICATION FOR PARK USE PERMIT

APPLICATION FEE \$35.00 -PAID:

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

APPLICANT / SPONSORING ORGANIZATION INFORMATION

Applicant Name: Samantha Tate & Gordon Dewey

Sponsor Organization: _____ Contact Person: Samantha

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

Address: 3290 Ingersoll Ave Norton Shores MI 49444

Street	City	State	Zip
<u>(231) 788-8170</u>	<u>samanthadewey0528@yahoo.com</u>		<u>49444</u>
Daytime Phone	Email Address		

EVENT INFORMATION

Event Name: Wedding

Event Location: Behind Noto's

Date(s) of Event: April 25th 2026 Set Up Time: 12:30pm

Activity Start Time: 1:00pm Activity End Time: 3:00pm

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

Wedding

Estimated Number of Persons Attending: 80

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 Special Events and Project 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 for your Special Event. Contact the Department of Public Works for the current fee schedule. Rental of a City Park for weddings, reunions, family gathering etc. will be handled by the Community Affairs Manager.

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 2' x 7', and will be placed by city staff at approved locations. All signs and banners must be approved brought to the Department of Public Works. A fee is required to hang all street banners see current fee schedule for rate. 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: N/A

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 s. 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.

- Chairs
- 2 Arches
- 2 Signs.
- Behind Noto's •Flate.
- Flate.

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: Damartha Jate

Date: 01/28/2026

Payment can be made online at www.grandhaven.org, or mail a check with the application to the following address:

For Special Events Contact:
City of Grand Haven
Attn: Dana Kollewehr
519 Washington
Grand Haven, MI 49417
specialevents@grandhaven.org
Office: 616.847.3493

For General Park Rentals (weddings, reunions, baby showers etc) contact:
City of Grand Haven
Attn: Char Seise
421 Columbus
Grand Haven, MI 49417
cseise@grandhaven.org
Office: 616.842.2550