

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
SPECIAL CITY COUNCIL WORKSESSION
MONDAY, OCTOBER 17, 2022**

The Special Work Session of the Grand Haven City Council was called to order at 7:00 p.m. by Mayor Catherine M. McNally in the Council Chambers of City Hall, 519 Washington Ave.

Present: Council Members Mike Fritz, Karen Lowe, Kevin McLaughlin, Mayor Pro-Tem Cummins and Mayor Catherine McNally.

Absent: None.

Others Present: Interim City Manager Ashley Latsch, City Clerk Maria Boersma, Community Affairs Manager Char Seise, Human Resources Manager Amanda Burnett, and Sergeant Todd DeVries.

DISCUSSION ITEMS

Community Affairs Manager Char Seise gave a presentation on the proposed Special Event Fee Changes. This proposed plan would exclude the Coast Guard Festival, and the YMCA Youth Camps. The staff committee that drafted this proposal agreed upon it unanimously, but future changes can be made to the plan if needed.

ADJOURNMENT

After hearing no further business, Mayor McNally adjourned the meeting at 7:30 p.m.

Catherine M. McNally
Catherine M. McNally, Mayor

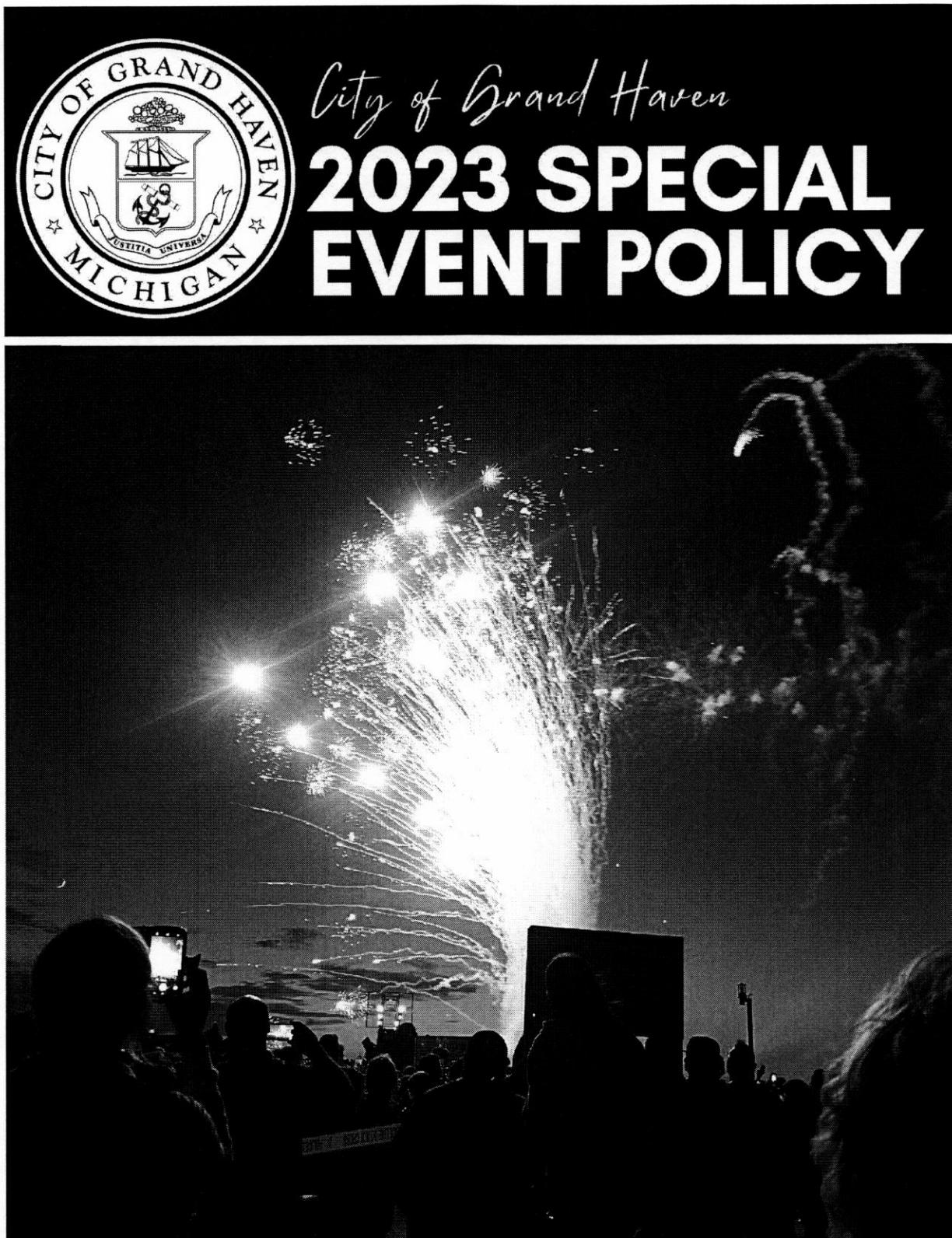
Maria Boersma
Maria Boersma, City Clerk

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Attachment A



Special Events in Grand Haven

Please follow this simple guide to help get your upcoming special event approved.

Definitions

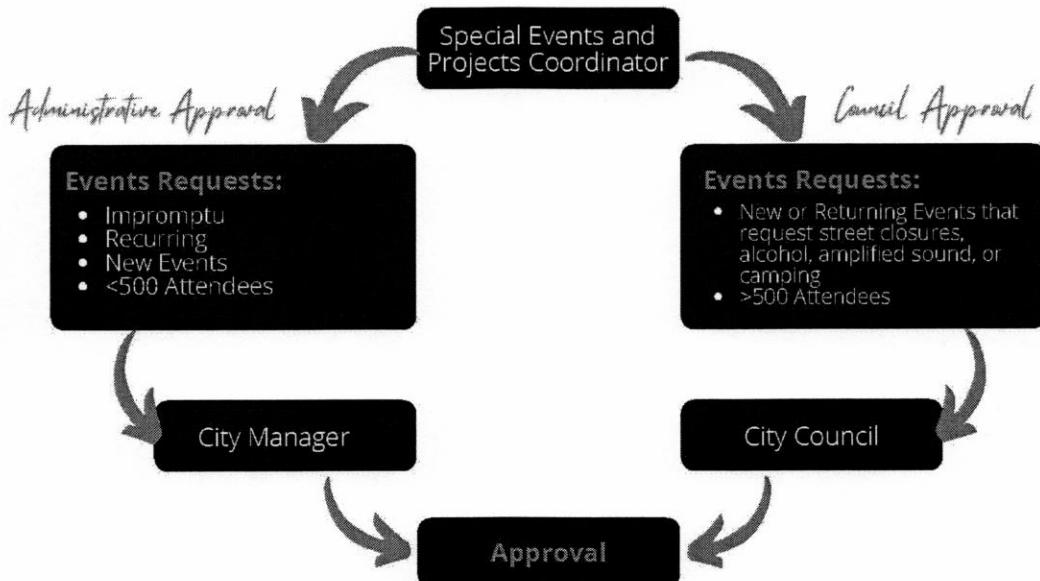
- **Impromptu Special Events:** Use of City resources with little or no advance notice, for example, a school field trip to the Public Safety Department, a Boy Scout hike through City dune property or traffic control for a motorcade.
- **Public Assets:** City owned property, including but not limited to buildings, parks, rights of way and parking lots and City services, including but not limited to Public Works, Public Safety and administration.
- **Permit:** Written consent issued by the Special Events and Projects Coordinator indicating permission to hold the event pursuant to this policy.
- **Public Special Event:** An event open to the public for the benefit of the public or not-for-profit entities or purposes.
- **Private Special Event:** An event not open to the general public or an event held to generate revenue for private entities or purposes.
- **Recurring Special Event:** A public or private special event held in consecutive years following initial City Council action approving said event.

Policy

The Grand Haven City Council is the custodian of all Public Assets held by the City. The Council is the final authority on issues relating to the use of said assets, however, through this policy, discretionary authority is granted to the City Administration to allow for specific uses of Public Assets.

Discretionary Authority

The City Manager is hereby authorized to permit certain events on City property or the use of Public Assets provided such use of assets is for the benefit of the public, and in the judgement of the Manager, consistent with the goals and directives of the City Council. Such administrative approval is permitted in the case of impromptu events, recurring events, events with less than 500 attendees, and events that do not require street closures, alcohol, amplified sound or camping.



City Council Approval

New special events that are not of an immediate nature and require extensive, sustained use of Public Assets shall be presented to City Council for approval. Special events that are approved by City Council and are conducted in accordance with the terms of the approval shall be considered a recurring event in future years. Such events are then eligible for administrative approval.

Events with over 500 attendees, requesting street closures, alcohol, amplified sound, or camping will require City Council Approval.

Procedure

Application Process

Event Frequency:

Peak season requests are subject to administrative discretion, and applications for such times may be declined.

- 1** Applications can be found at: www.grandhaven.org/forms-permits
- 2** Applications should be completed to the fullest extent and submitted to the Special Events and Projects Coordinator (incomplete applications cannot be accepted)
- 3** Applications **must be submitted in a timely fashion.**
 - Applications are due in April for events between May-August (\$300 late fee).
 - Applications are due in July for events between September- December (\$200 late fee).
- 4** Applications are then routed to the appropriate departments and City Boards and Commissions for the required review and feedback
- 5** The Special Events and Projects Coordinator will communicate to the applicant whether the request requires Administrative or City Council approval and will proceed accordingly- approval timelines will vary

Applicant Expenses:

- Application Fee
- Park Rental Fee
- Setup/Tear Down Additional Day Fee (\$150 per day)
- Requested Public Services Fee (actual cost)

Waivers:

Local Nonprofit: \$500 per event

Other Nonprofit: \$200 per event

Non-Resident/For Profit: None

Events exceeding 5 days will be charged 10% of the total rental fee, with the maximum waiver still as identified above.

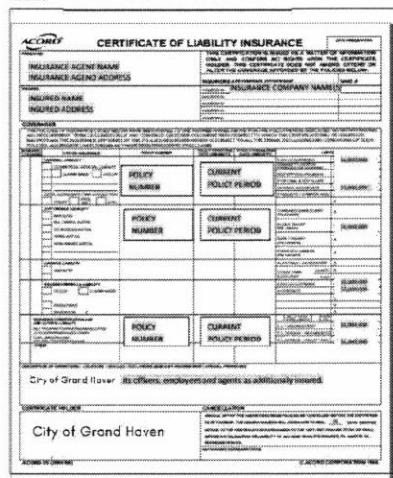
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Applicant Requirements

Insurance



The form is a standard liability insurance certificate with fields for the insurance agent, policy number, coverage period, and endorsements. It is signed by the City of Grand Haven.

Event sponsors are required to provide evidence of liability insurance coverage to the City Clerk's office demonstrating a minimum of \$1 million per occurrence. The City of Grand Haven must be named as additional insured on a policy endorsement and a copy of the endorsement shall be provided to the City Clerk's office no later than two weeks before the event. Provision of this document is the sole responsibility of the applicant, and failure to provide such evidence of coverage shall result in the cancellation of the event.

← Sample Certificate of Insurance

Sanitary Facilities



Applicant shall provide the required number of portable restroom facilities. Special Events and Projects Coordinator shall determine the minimum number and the placement of the portable restroom facilities.

Garbage Receptacles



Applicant shall provide the required number of garbage receptacles (barrels/dumpsters, or otherwise approved containers). Applicant shall make provisions for the periodic checking and dumping of the receptacles. The Special Events and Projects Coordinator shall determine the type, minimum number, placement, and frequency of lifts for all receptacles. **Receptacles must be cleared immediately following the event or additional fees will be applied.**

Clean Up and Damage

Applicant is responsible for returning City property to the pre-event condition and agrees to compensate the City for damages or clean up costs. The Special Events and Projects Coordinator may conduct a pre and post-event survey of City property with the applicant to verify conditions.

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Temporary Utility Hook Up

Cost for all temporary utility hook ups shall be borne by the applicant. Electrical hook ups shall be installed by a licensed electrical contractor and are subject to inspection by the City Electrical Inspector. Temporary water or sanitary sewer connections may be available at a minimum cost of **\$175 for electric, and \$100 for water** (per connection), depending on proposed use.

Temporary Barricades



Should barricades or no parking signs be required for crowd or traffic control to accommodate a special event, the applicant will be billed **\$3 or \$15 per barricade depending on type required**.

Temporary Structures

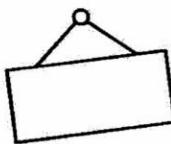


NO stakes or poles are permitted without the consent of the Special Events and Projects Coordinator, following evaluation by the Director of Public Works. A map showing the location of all temporary structures, including carnival rides, tents, ticket booths, and the like, must be submitted with the application materials. **All tents must be removed following the event or additional fees will be applied. The tent company and event organizer are responsible for fixing any damage by inappropriate staking.**

Vendors on Public Property

Vendors must remove their equipment or trailers from public property within 24 hours of the conclusion of the event, or risk additional fees being applied.

Signs and Banners



If signs and banners are going to be displayed throughout the city, the applicant must submit this in their application. All banners shall meet the city's most recent banner policy. Ten yard signs are allowed on public property for special events, subject to review and approval by the Special Events and Projects Coordinator. No signs or banners can be placed without the direct consent of the Special Events and Projects Coordinator. **Signs can not be placed in the median along US-31.** Signage can be placed on private property with the consent of the owner. Signs and banners may be displayed 2 weeks prior to the event (as space is available). **All signs and banners must be removed immediately following the event.**

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Charity Walks/Runs/Triathlons/Parades



The event sponsor must submit a map of the route with the initial application. The Special Events and Projects Coordinator will notify the Department of Public Safety to issue traffic control orders. The sponsoring organization must notify all businesses and residents along the route, one week before the event. A copy of the flyer or notification must be submitted before a permit is issued. Official race route signs must be used and can be picked up at the Department of Public Works. **A \$75 deposit is required and \$50 will be returned upon return of all signs. Signs must be returned within 48 hours of the race.**

The only product permitted for marking routes on streets, sidewalks, or parking lot surfaces is Testors Primary Spray Chalk. Violators may be ticketed and fined.

Walks and Runs will require two volunteers at each road crossing. If Public Safety assistance is required, a fee will be assessed for labor and equipment.

Food & Beverage Vendors

All concessions sales are to be approved by the Special Events and Projects Coordinator or City Council, as part of the event approval process. Food vendors are subject to licensure by the Ottawa County Health Department, and are required to obtain an inspection by the Fire Marshal. Food Truck vendors are inspected annually, while food vendors with tents are inspected onsite (the day of the event).

Vendors shall not peddle alcohol on public property without specific City Council approval, and approval from the Michigan Liquor Control Commission. If alcohol is served at the event, applicant certifies that volunteers are properly trained in safe serve techniques and that all legal requirements are met.

Applicant shall not display any lewd or offensive materials at special events.

Marine

All water events are subject to approvals by the United States Coast Guard and the Army Corps of Engineers. Approval by the City does not relieve the applicant of the duty to receive permission or licensure by other public or private entities.

For Additional Information Regarding Fees and Requirements:

Special Events and Projects Coordinator

616-847-3493

1120 Jackson Avenue, Grand Haven, MI 46417

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Special Event Fee Structure:

SPECIAL EVENT COST ESTIMATE	
SPECIAL EVENT FEES	PRICE EACH
Application Fee-Non-Profit	\$100
Application Fee-For-Profit	\$150
Park Permit Fee	\$25
TCO-Use of Public Property	\$75
TCO-Custom Right of Way	\$250
Parking Lot Rental	\$200
Street Barricade-Type III	\$15
Street Barricade-Yellow	\$3
Jersey Barricade	\$400
Add'l Jersey Barricade	\$35
Road Closure	\$125
Showmobile-Non-Profit	\$487.50
Showmobile-For Profit	\$975.00
Showmobile Extension (NP)	\$700
Showmobile Extension (FP)	\$1,775
Stadium Screening (NP)	\$1,500
Stadium Screening (FP)	\$3,900
Bleacher Set Up (3) (NP)	\$150
Bleacher Set Up (3) (FP)	\$300
Chair Rental-Stadium ONLY	\$2
Water HookUp	\$100
Electric-Metered (+time/mat)	\$175
Electric-Unmetered	\$175
Banner-Over Street	\$300
Banner-Bollards	\$100
Cardboard trash container/liner	\$13
100 Trash Liners	\$50
Tent Permit	\$125
TOTAL EVENT FEES	

PARK RENTAL-COST ESTIMATES	
PARK RENTAL FEES-Day Rates	Cost
LSWS-Stadium (NP)	\$500
LSWS-Stadium (FP)	\$750
Central Park (NP)	\$500
Central Park (FP)	\$750
Mulligan's Hollow (NP)	\$500
Mulligan's Hollow (FP)	\$750
Harbor Island-(NP)	\$500
Harbor Island (FP)	\$750
Other Parks (per hour)	\$50
TOTAL PARK RENTAL FEES	