



City of Grand Haven

APPLICATION FOR DUNCAN PARK USE PERMIT

APPLICATION FEE \$25.00 -PAID: _____

EVENT FEE: \$ _____

Event Fees (payable after approval of application):

Per hour: \$100 for residents, \$150 for non-residents

Per Day: \$500 for residents, \$750 for non-residents

MAKE CHECKS PAYABLE TO:

"Duncan Park Fund, G.H. Community Foundation"

**FORM AND NONREFUNDABLE APPLICATION FEE OF \$25.00 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 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 Derek Gajdos 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.

DO YOU REQUIRE ACCESS TO THE PARK'S SHELTER? ____ Yes ____ No (The Park has a shelter near the Sheldon entrance to the Park. It has electricity and an outdoor faucet for running water but no restroom facilities.)

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

DO YOU INTEND TO USE TEMPORARY STRUCTURES/TENTS/CANOPIES: ____ Yes ____ No

If yes, please provide specific information related to the proposed structures including anchoring information and a location map event on a separate sheet of paper to be attached to this application.

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.

MAP/LOCATION OF STRUCTURES, EQUIPMENT IN THE 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/RUNNING EVENT/BICYCLE/PARADE:

This event is a walk-a thon, running event, bicycle event or parade, which will use the preferred route through the Park (enter from Sheldon Road and exit at Lake Avenue): ____ Yes ____ No.

If no, please attach two (2) copies of a map of the proposed route together with reasons why the event CANNOT practically follow the preferred 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 10-b in the Duncan Park Commission's "Duncan Park Use Policy" 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 expose the applicant to fines and damages, and may cause future applications to be denied.

The undersigned declares and says he/she agrees to pay the Event Fee within ten (10) days of approval of the event; wishes to be permitted to perform the operation, service or act described above; that the statements are true and correct to the best of his/her knowledge and belief; that he/she has read and understands the Duncan Park Use Policy; and that he/she will comply with all provisions of this Application, the Duncan Park Use Policy 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:

MAKE CHECK PAYABLE TO:

“DUNCAN PARK FUND, G.H. COMMUNITY FOUNDATION”

Duncan Park Commission
C/O Char Seise
Community Affairs Manager
421 Columbus St
Grand Haven, MI 49417
(Corner of Columbus and Fifth)

Approved by the Duncan Park Commission on 5/19/2020.