



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: _____

EVENT DATE(S): _____

START TIME: END TIME: SET UP TIME: TEAR DOWN COMPLETED BY:

EVENT LOCATION(S): _____

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: _____

RESPONSIBLE PARTY ADDRESS: _____

APPLICANT PHONE: _____ EMAIL: _____

EVENT DAY CONTACT (NAME/PHONE): _____

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.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

<input type="checkbox"/> Banners, \$125-\$350	<input 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 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 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 _____

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?

Contact Name: _____ Phone Number: _____

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 type="checkbox"/> Resident/Non-Profit Application Fee, \$100	<ul style="list-style-type: none">• Residents and non-profits within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.• Non-profits outside the COGH are eligible for up to \$250 in discounted fees.• Discounts only apply to facility, park, and public space rental fees (not incidental costs).• Discounts are subject to approval and current special event policy.
<input type="checkbox"/> Non-Resident/Profit Application Fee, \$150	
<input type="checkbox"/> Park Permit Application, \$35	
<input type="checkbox"/> Duncan Park Application, \$25	
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.

-----	-----
Signature	Date