



CITY OF GRAND HAVEN

RECURRING SPECIAL EVENT APPLICATION

OFFICE USE ONLY

A special event application is required for any event 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 recurring event in the City of Grand Haven? ☐ No ☐ Yes

If no, please complete full special event application

APPLICANT INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

RESPONSIBLE PARTY NAME: _____

RESPONSIBLE PARTY ADDRESS: _____

APPLICANT PHONE: _____ EMAIL: _____

EVENT DAY CONTACT (NAME/CELL 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, setup, requested road closures, parking spaces, etc., to be submitted to the best of your knowledge at the time of application. For runs, walks, and parades, Public Safety reserves the right to amend route requests based on safety and staff requirements.

Provide a description of your event and outline any changes from the previous year.

Will there be food trucks/concessions?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Inspections and permits required.
Will there be tents over 400 sq. feet?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Inspection and permit required.
Will alcohol be served at the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Separate license required through MLCC.

EVENT DETAILS & LOGISTICS CONTINUED

Department of Public Works Services (Check all that apply)

☐ Banner, \$125-\$350

☐ Electric, \$200 plus usage

☐ Stadium Fencing, \$800-\$4400

☐ Barricades, \$3-\$15/each (# and type determined by Public Safety)

☐ Park Rental, fees vary by park

☐ Street Closures, \$150

☐ Cardboard Trash Container/Liners, \$13/each

☐ Portable Mobile Stage (Showmobile), \$500-\$1025

☐ Sound System, \$100

☐ Sanitation (Grey Water/Grease)

☐ Water, \$100 plus usage

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

LIABILITY INSURANCE

Liability insurance naming the City of Grand Haven as additional insured is required for all events.

SPECIAL EVENT FEES

Submit the special event and park application fees with completed application. Application fees are due at the time a completed application is submitted. 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

☐ Resident/Non-Profit Application Fee, \$100

☐ Non-Resident/Profit Application Fee, \$150

☐ Park Permit Application Fee, \$35

☐ Duncan Park Application Fee, \$25

City of Grand Haven Resident and Non Profit Discount

- Residents & Non Profits located within the City of Grand Haven (COGH) are eligible for up to \$500 in discounted fees.
- Non-Profits located 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.

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.
- Failure to comply with any requirements of the Special Event Permit may result in the forfeiture of your deposit, immediate event suspension, and 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 ordinances and regulations.

Signature

Date