

Special Event Permit Application Process

616-847-3493

specialevents@grandhaven.org



Consult with
Special Events &
Project Manager

Submit
completed
application, fee
& attachments

Application
reviewed by
City staff
(approx. 7-10
days)

Application
reviewed by
Boards and/or
commissions
(approx. 30 days or
less)

If new event, complete New Event Application
If recurring event, complete Recurring Event Application
For events between May-August, submit by March 1st
For events between Sep.-April, submit 90+ days in advance

Is event new,
requesting
street closures,
selling alcohol,
include
camping or an
ordinance
variance?

APPLICATION
APPROVED

Application
presented to
City Council,
decision made at
public meeting
(approx. 10 days)

Application
considered by
City Council

YES

City Council
comment period
or place on
Council agenda
(approx. 7 days)

Application
considered
administratively

NO

Confirmation letter sent,
Provide liability insurance,
Pay special event fees,
Receive conditions of approval

PERMIT
ISSUED

HOLD
EVENT

Denial of applications may occur from
overlapping space, resource requests,
insufficient staff or resources to provide
requested services.

DEBRIEF WITH
CITY STAFF

Clean up event site,
return rented City items,
remove trash & signs