



CITY OF GRAND HAVEN SPECIAL EVENT PLANNING & RESOURCE GUIDE

Thank you for your interest in hosting a special event in the City of Grand Haven! We are happy you would like to host an event within our beautiful city and look forward to working with you to make sure your event is successful. Before you begin to complete the special event application, please review the Special Event Planning and Resource Guide.

The City of Grand Haven has many desirable locations to hold special events. A Special Event Application is required for any event held on City property or requiring City services. While there are several City departments involved in the special event process, the Special Events and Project Manager (SE&PM) will be your point of contact and is responsible for shepherding your completed application through the review and approval process. Questions and discussion about your event may be directed to Dana Kollewehr via the contact information below.

We know organizing and hosting events can be overwhelming and confusing at times so we hope that this Guide helps take some of the guesswork out of the process. This Planning and Resource Guide assists event organizers through the permitting process by providing requirements and guidelines necessary to produce special events in the City of Grand Haven. It is our goal to provide as smooth of a permitting process as possible. We look forward to working with you!

Dana Kollewehr, Special Events and Project Manager

Email: dkollewehr@grandhaven.org

Phone: 616-847-3493

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

CONSULT WITH SPECIAL EVENTS & PROJECT MANAGER



Although not required it is highly recommended to meet with or call the Special Events and Project Manager prior to submitting a new special event application to the City. A conversation can be helpful in getting some initial feedback about your event, learning about potential date conflicts, and requirements or fees for your particular event. Open communication can go a long way to a productive and smooth application process.

APPROVAL TYPE

You may be wondering whether or not your event application is eligible for administrative approval or if it needs to appear on a City Council agenda for a formal vote. If your event is new, asking for an ordinance to be waived, would like to close a street, plans to sell alcohol or includes camping then it will need to be approved via a formal vote of City Council. This means that there will likely be some extra time to receive approval given City Council agenda and material deadlines. Additionally, the nature of your event may prompt the review and recommendation by one or more advisory Boards or Commissions prior to a City Council vote. The volunteer Boards/Commissions typically meet monthly and may increase the timeline of your approval. That's why city staff requests that your application be turned in 90+ days prior to your special event - to ensure there is enough time for everyone to review your application.

If you have a recurring event without changes then the application can be approved administratively. With this type of approval process City Council is given one week to provide comment or ask for the event to be placed on a City Council agenda following staff review. These type of events are still reviewed by relevant advisory Boards and Commissions following receipt of a completed application that has been reviewed by staff.



SUBMIT COMPLETED APPLICATION & FEES



As you plan your event, we suggest reviewing this handbook, and saving/printing the necessary applications so you're familiar with what is being asked in the applications and can complete the application to the best of your ability. Please keep in mind that applications are **due March 1st for events taking place between**

May and August each year. And, for events taking place **outside of the peak season applications are due 90+ days in advance** of the event date. These deadlines are necessary to allow city departments, advisory Boards and Commissions and City Council the time to review information and issue the permit. Additionally, many volunteer Boards and Commissions meet only monthly and have deadlines for placing an item on their agenda.

While we understand certain information may not be available at the time of application we do expect that you complete it to the best of your ability and provide as much information as possible. If you're waiting on certain information please indicate when that information will be available so the City can plan accordingly for any reviews, staff responsibilities, inspections, etc.

A non-refundable application fee is also due upon application being submitted to the City. Fee amounts change each July 1st and are available at the end of the handbook and in the fee schedule on the City's website. Additionally, rates vary based on residency and not-for-profit status. The fee is not determined by the type of event.

APPLICATION

Organizations requesting approval of a new special event must complete the New Event Application while recurring events without major changes may complete the Recurring Event Application. Below you'll find a description of each application area for the full application along with some helpful tips for completing it.

EVENT SUMMARY: Provide the event name, event date(s), and location as well as the time the event will start and end. City staff also needs to know what time you will be setting up the event and what time you'll have the event items removed from City property. If the event takes place in a designated City park you'll also need to complete and turn in an Application for Park Use Permit.



APPLICANT INFORMATION: In this section we are looking for information about the sponsoring organization and someone from the organization who will be responsible for the application, working with City staff and an event day contact. We expect the event day contact to be on-site and available for any event-related items the day of the event.

EVENT DETAILS & LOGISTICS: This section of the application is where we learn more detail about your event. Please provide a detailed description of your event - even if you think the detail is too small. In addition to an event description, we require a site plant/route map of the event site that includes the items noted below. **This is crucial to the application because your event layout may or may not be possible based on space requirements of requested items, fire lanes, tent spacing requirements, and availability of utility connections.** If you need assistance with providing a map please contact the Special Events & Project Manager. Public Safety may also need to amend your request based on safety and staff requirements.

A legible and clear site plan or map should include the following (as applicable):



- North, indicated by a directional arrow.



- An outline of the entire event venue including the names of streets or areas that are part of the event. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.



- The location and dimensions of all physical equipment being placed, including but not limited to any stage(s), merchandise vendors, food concessions, food trucks, ticket booths, sponsors, tents/canopies, signs, barricades, temporary fences/gates, portable restrooms, parking areas (including ADA spaces), street closings, staff/volunteer check-ins, generator locations and/or sources of electricity, and water.



- Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used.



- Indicate required fire lane.



- Placement of vehicles and/or trailers including loading and unloading areas.



- Exit locations for any outdoor events with fencing.



- ADA accommodations, accessible routes and viewing areas.



FOOD VENDORS & TRUCKS: To ensure event attendees have a safe and sanitary experience at your event it is important to adhere to rules and regulations related to health and safety. If you plan to have food trucks or food concessions please indicate so on the application. All concession sales must be approved by City Council as part of the original event approval. 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. Food Truck inspections are scheduled directly with the Fire Marshal and, ideally, occur in advance of the event. If, however, the inspection does not occur prior to the event it may be conducted the day of the event. If the food truck fails the inspection, however, they will not be able to participate in the event until those items are corrected.

TENTS: Another important public safety element is whether or not the event will include tents. Tents over 400 square feet, including the sum of all tents, require a tent permit, diagram and inspection by the Fire Marshal. A permit application will be sent to you if required.

STREET & PARKING LOT CLOSURES: Any event that would like to request a street closure or use of city parking lot(s) will need to identify the streets/parking lots in the form provided in the application. Make sure to include the streets and/or parking lots on the required map when you submit your application. Certain streets are more challenging to close than others so an early discussion with the Special Events & Project Manager will be useful in identifying any potential issues with your request as well as possible solutions.



Events that request to close a street will require the use of street barricades. Street barricades are provided by the city with the number and location of barricades being determined by Public Safety. There is a fee for each barricade used so keep that in mind when considering requesting a street closure.



RUNS/WALKS/PARADES: If you plan to host a run, walk or parade there are a few additional requirements. Organizers must use the City's pre-approved route and mark the route with the City-approved and supplied chalk. **Chalk is available for purchase through the Department of Public Works** at 1120 Jackson Street Grand Haven, MI.

In addition to route marking, race organizers are required to notify property and business owners along the 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 one week before the event. The Special Events and Project Manager can provide you with the names and addresses of property owners along your route, for mailing purposes. A copy of the flier or notification must be submitted to the City before a permit is issued.

Official City race route signs must also be used for each race/run and can be picked up at the Department of Public Works. A deposit is required for race signage with a portion being refunded upon return of all signs. Signs must be returned within 48 hours of the race. See current City fee schedule for deposit and refund amounts. Walks and runs will require two volunteers at each cross road. If Public Safety assistance is required, a fee may be assessed for labor and equipment.

ALCOHOL SERVICE: Events that plan to sell alcohol 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 (MLCC). An application to the MLCC cannot occur until approval from City Council so leave additional time to receive approval from the State of Michigan prior to your event date. Special Event liquor licenses are only available to not-for-profit organizations. If you are not planning on selling alcohol at your special event you do not need to provide any information in this section of the application.

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. Prior to issuing the permit we require that you submit an acceptable copy of the certificate of insurance. We ask that you submit the liability insurance no later than **10 days** before the event date.

SPECIAL EVENT FEES: The special event application must be submitted with the required application fee. Additional fees will apply as determined by the event location, services requested, applicant residency status or IRS designation if applicant is a business or not-for-profit.

You are also responsible for incidental costs related to the event, unless the service is commonly provided by City staff (i.e. traffic control, street sweeping, crowd control, etc.). Applications that include traffic control orders, utility connections, temporary fencing, banner placement, etc. will require a fee for staff time. Applications that include staff time outside of normal business hours may also be charged an overtime rate.

On the application we ask that you identify needed public services. If you're unsure, just do your best to assess your needs and the Special Events & Project Manager will have further conversation with you about these items to ensure the appropriate services are provided for your event. A full cost estimate of event fees will be provided after full staff review. Fees are based on the fee schedule at the time of the event, not the date when the application was submitted.

Events exceeding 5 days will be charged 10% of the total location fee plus any applicable discount (detail below). Ticketed events at Lynne Sherwood Waterfront Stadium will be charged \$1 per ticket sale with funds being deposited in an endowment at the Grand Haven Area Community Foundation.

LIFEC-4 OP ID: MB
DATE (MM/DD/YYYY) 10/22/2021

ACORD **CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Example Company 5678 Washington Ave Grand Haven, MI 49417	CONTACT NAME: PHONE (AC, TX, Ext): 616-956-5300 FAX (AC, NH): 616-956-9993 EMAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Brotherhood Mutual INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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INSURED: Example Organization
1234 Washington Ave
Grand Haven, MI 49417

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:																																								
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| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate of General Liability. Coverage for Additional Insureds is strictly subject to the terms of the policy. | | |

CERTIFICATE HOLDER City of Grand Haven 519 Washington Ave Grand Haven, MI 49417	CITYOGR SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>David S. Shelton</i>
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Grand Haven city residents and not-for-profits registered within the City of Grand Haven are eligible for up to \$500 off of their facility, park, and/or public space fees. Not-for-profits outside of the City are eligible for up to \$250 off of their facility, park and/or public space fees. The discount does not apply to the application fee or incidental costs (i.e., trash, water, electric, barricades, etc.).

EVENT REQUIREMENTS

Sanitary Facilities: Some events may require portable restroom facilities. Placement and minimum number will be determined by City staff and provided by the event organizer at their expense.

Garbage Receptacles: It may be necessary for you to provide and pay for garbage receptacles for your special event. Receptacles may include barrels, dumpsters or other approved containers. The City has cardboard receptacles available for a nominal fee. It is the responsibility of the event organizer to coordinate periodic checking and tipping of receptacles to ensure they do not overflow. City staff will help determine the type, minimum number, placement and frequency of tipping of all receptacles. All garbage receptacles must be cleared immediately following the event or additional fees may apply.



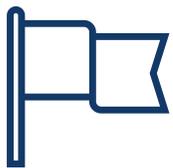
Temporary Utility Hookups: Should a temporary utility hookup be necessary for a special event, the cost for doing so will be at the sole expense of the event organizer. Electrical hookups must be installed by a licensed electrical contractor and an inspection by the City electrical inspector will be required. Temporary water or sewer connections may be available at the proposed site - see City fee schedule for current rates.



Temporary Structures: Absolutely NO stakes or poles are permitted to puncture City property, including parking lots, streets and parks. This includes event signage unless reviewed and approved by the Special Events and Project Manager. All tents must be removed following the event or additional fees will be applied. If damage occurs to City property, the event organizer will be responsible for any necessary repairs as determined by City staff.



Signs & Banners: If you'd like to promote your special event by displaying signs or banners, you must submit this information with your application. There are designated banner locations throughout the City that are available to promote events organized by not-for-profits for a fee to cover staff time installing the banner. Additionally, ten (10) special event yard signs may be allowed on public property provided a list of proposed sign locations has been approved by the Special Events & Project Manager. No signs are allowed on City property without this approval. Signs are also not allowed in the median on US-31.



Signs may be placed on private property with consent of the property owner. Signs and banners may be displayed two weeks prior to the event, as space permits. If a banner is approved, they should be delivered to the Department of Public Works 3 weeks before the event date to ensure they are installed two weeks before the event. All signs and banners must be removed immediately following the event.

Clean Up and Damage: The event organizer is responsible to ensure that all vendors, entertainment and sub-contractors, etc. will comply with appropriate site clean-up, safe/sanitary disposal of charcoal and grease and timely removal of all site equipment, supplies, materials, etc. The event organizer agrees to return the event site to the City of Grand Haven in the condition it was prior to the event.





Vendors on Public Property: Vendors must remove their equipment or trailers from public property within 24 hours of the conclusion of the event or additional fees may be applied for City staff time spent removing the item(s).

Amplified Sound: Events with amplified music or sound are required to adhere to all noise ordinances within the City. Amplified sound is defined as any sound projected or transmitted by artificial means. All noise must be kept at an acceptable level that does not jeopardize the health, welfare, safety or degrade the quality of life of park/site users and the community. A sound ordinance waiver may be required for your event if amplifying sound between 9pm and 7am or as determined by the Special Events & Project Manager.



Department of Public Safety Inspections: Events that include generators, cooking devices, fires, open flames, heating devices, tents (over 400 sq. ft.), food trucks, occupy streets, parking lots, alleys that limit access for medical response or fire apparatus will require an inspection by the Fire Marshal.

APPLICATION REVIEW

After the application has been turned in, the Special Events & Project Manager reviews it for completeness and notes any points of clarification to go over with the event organizer. Once the application is considered complete by staff, a memo is drafted summarizing event details and request for City services. The memo and application is then forwarded to representatives of the Department of Public Works, Department of Public Safety, City Manager's Office and Downtown for their review. Their review focuses on any questions or concerns they may have related to their respective department. If they have questions or concerns the Special Events & Project Manager addresses them with the applicant.

Revised information is then forwarded to advisory Boards/Commissions, if necessary, followed by City Council for consideration at a regular Council meeting. The event organizer is provided with the meeting date their application will be considered and encouraged to attend. While not required to attend, it is highly recommended should City Council have questions for the event organizer that cannot be answered by staff. At the meeting City Council may either approve, deny or table the request to hold the special event.



If the application is eligible for administrative approval, an event summary is forwarded to the City Manager and provided to City Council for their one-week review. If there are no concerns, the permit is approved.

EVENT APPROVED



Once your event is approved you'll receive an electronic letter confirming conditional approval. The conditions will include, but not be limited to, the City receiving a copy of insurance naming the City as additional insured. An invoice for the event space, rented items and any known fees will be issued and a copy of the permit will be sent to you following necessary department signatures and proof of insurance is provided. All invoices are to be paid within 30 days from the date of issue.

Prior to your event, City staff will be coordinating any requested public services, Public Safety will issue any necessary traffic control orders (TCOs) and you should be contacting the Fire Marshal to coordinate any necessary City inspections (food trucks, tents, etc.). As the event organizer, you are also responsible for any Ottawa County Health Department licenses and inspections.

The City reserves the right to deny changes to the event once final approval is given. City Council forms its decision based upon the information presented to them at the time approval is granted. Changing certain information may have altered the decision to approve or deny the request so please carefully consider the details of your event prior to submitting a special event application.

HOLD EVENT

Hold your special event according to what was approved through the City of Grand Haven. A representative of the sponsoring organization must be on site at all times and a hard copy of the permit must be available during the event.



WRAP UP

- Upon conclusion of your event please return all City rented property or a fee may be charged for the City to replace those items.
- We also ask that, immediately following the event, all event organizers clean up all trash, remove event signage and return the event site back to how they found it prior to holding the event.
- A final invoice may be sent following the event for services or rental items requested after approval, staff overtime pay, or damage caused by the event.
- The Special Events & Project Manager may request a brief meeting to review what went well and/or what may need to change in the future.
- The event organizer may also place a tentative hold on next year's event date, if applicable.



2023-2024 SPECIAL EVENT FEES



Applications & Permits



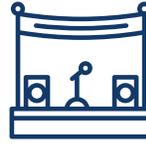
APPLICATION TYPE	COST
Non-Profit/Resident Application Fee	\$100
For-Profit/Non-Resident Application Fee	\$150
Park Permit	\$35



Parks & Facilities



RENTAL PARK/FACILITY	NON-PROFIT COST/DAY	FOR-PROFIT COST/DAY
Parking Lot Rental	\$200	\$200
Lynne Sherwood Waterfront Stadium	\$500	\$750
Central Park	\$500	\$750
Mulligan's Hollow	\$500	\$750
Harbor Island	\$500	\$750
Other Parks (per hour)	\$50	\$50
Road Closure	\$150	\$150



Public Works & Public Safety Services



SPECIAL EVENT ITEMS	NON-PROFIT COST/ITEM	FOR-PROFIT COST/ITEM
Traffic Control Order-Use of Public Property	\$0	\$75
Traffic Control Order - Custom Right of Way	\$250	\$250
Street Barricade - Type III	\$15	\$15
Street Barricade - Yellow	\$3	\$3
Jersey Barricade	\$400	\$400
Additional Jersey Barricade	\$35	\$35
Showmobile	\$500	\$1025
Showmobile Extension	\$875	\$2000
Stadium Screening	\$1875	\$4400
Bleacher Set Up (3)	\$185	\$375
Chair Rental (Stadium Only)	\$2	\$2
Water Hook-Up	\$100 + water usage	\$100 + water usage
Electric-Metered (+time/material)	\$200	\$200
Electric-Unmetered	\$200	\$200
Banner-Over Street	\$350	\$350
Banner-Bollards	\$125	\$125
Cardboard trash container/liner	\$13	\$13
100 Trash Liners	\$50	\$50
Sound System	\$75	\$75

Note - discount available for parks & facilities rental of up to \$500 for Non-Profit/City resident and up to \$250 for Non-Profit located outside the City.

SPECIAL EVENT CHECKLIST

There are a lot of moving parts when planning an event. Use this tool as you complete the Special Events Permit Application process. All applicable information will need to be communicated to the Special Events and Project Manager. NOTE: not all tasks may apply to your event.



90+ days prior to your event

- Submit application with non-refundable application fee
- Submit site map with application
 - Clear image of set-up (tables, chairs, tents, fencing, vendors, etc.) and specific dimensions noted for items like tents, stage, etc.
- Submit road/sidewalk closure request with application
 - List all requested street and/or sidewalk closures and include cross-street information.
 - Provide timeline of road closures and re-openings.
- Request any facility amenities to be on/off (water, electricity, sprinklers, etc.)
- Provide copy of IRS Non-Profit determination letter if organization is not known to the City as a 501C3
- Submit sound waiver ordinance application for events with amplified sound between the hours of 9pm and 7am or if in a residential neighborhood/downtown
- Submit Park Permit Application for events located within a City park

30+ days prior to your event

- Submit Department of Public Safety Permits, as applicable (tents, food vendors, request to serve alcohol)
- Provide names and contact information for event food/beverage/alcohol vendors and copy of Ottawa County Health Department Food License, and Michigan Liquor Control Commission permit for alcohol sales, as applicable
- Submit MLCC special event liquor license application (after City Council approval)

10+ days prior to your event

- Provide a copy of written neighborhood notification of race/run (letter, newsletter, etc.)
- Confirm restroom, waste receptacle and utilities plan with City staff
- Verify that all food vendors have proper local and County licenses
- Schedule Fire Marshal inspection(s) and Ottawa County Health Department inspections
- Schedule City of Grand Haven building/mechanical inspection (tent, electrical, etc.)
- Provide Certificate of Insurance with endorsement listing the City of Grand Haven as additional insured for \$1,000,000 (include liquor liability if serving alcohol)

Day of event

- Set up event as approved through special event application process
- Have **event permit** on-site for the duration of the event
- Approval of any and all required permits and inspections prior to event commencement

INSPECTIONS/PERMITS/APPROVALS CHECKLIST

The checklist below provides a helpful guide on the necessary permits, inspections and approvals needed to host your special event in the City of Grand Haven. It is your responsibility, as the event organizer, to ensure all approvals are acquired prior to the event date. If you have any questions please contact the Special Events and Project Manager at 616-847-3493.



Department of Public Works

- Special Event Application with corresponding fee (due at application)
- Approval of appropriate insurance coverage and endorsement
- Sanitation plans for trash
- Sanitation plans for portable toilet placement

City Council

- Special Event Permit Approval

Public Safety Department

- Tent/canopy permit
- Fire inspection(s) required for tents, food booths, fire lanes and accessible routes, etc.
- Street closures
- Local requirements and assistance with Special Event Liquor License (to be submitted to the Michigan Liquor Control Commission (MLCC))

Community Development Department

- Temporary use permit for the special event (for outdoor events on private property)
- Structural, electrical, mechanical and plumbing permits deemed necessary for the event

Parks and Recreation Board

- Park and City Beach use permit

Duncan Park Commission

- Duncan Park use permit

County & State Agencies

- MLCC (State of Michigan) special event permit for alcohol sales
- Ottawa County Health Department Food License for food/beverage vendors (day of inspection)