

City of Grand Haven
Special Events Policy
2022

Grand Haven is the location of choice for a great variety of public and private special events. The City controls significant public assets that are often needed to stage these events. In order to establish clear guidelines for the City administration and Council to follow when City controlled assets are requested, and in order to provide the public with a definitive statement as to the process to be followed when requesting use of public assets., this policy was adopted by the Grand Haven City Council on *November 7, 2022*.

Definitions:

Impromptu Special Events – Opportunities for positive public use of City resources with little or no advance notice, for example a school field trip to the Public Safety Department, a Boy Scout hike through City dune property or traffic control for a political motorcade.

Permit – Written consent issued by the Special Events and Project Manager indicating permission to hold the event pursuant to this policy.

Public Assets – City owned property, including but not limited to buildings, parks, rights of way and parking lots and City services, including but not limited to Public Works, Public Safety and administration.

Public Special Event – An event open to the general public for the benefit of public or not-for-profit entities or purposes.

Private Special Event – An event not open to the general public or an event held to generate revenue for private entities or purposes.

Recurring Special Event – A public or private special event held in consecutive years following initial City Council action approving said event.

Policy:

The Grand Haven City Council is the custodian of all Public Assets held by the City of Grand Haven. The Council is the final authority on issues relating to the use of said assets, however, through this policy, discretionary authority is granted to the City Administration to allow for specific uses of Public Assets.

The City Manager is hereby authorized to permit certain events on City property or the use of Public Assets provided such use of assets is for the benefit of the public and, in the judgment of the Manager, such use is consistent with the goals and directives of the City Council. Such administrative approval is limited to impromptu events, recurring events, events with less than 500 attendees, and events that do not require street closures, alcohol, amplified sound outside of current City ordinances or camping.

When practical the City Manager shall forward to the City Council copies of requests for recurring special events upon receipt. City Council members with specific reservations about elements of special events may request that those applications be placed on the next City Council agenda for discussion and approval.

New special events that are not of an immediate nature and require extensive, sustained use of Public Assets shall be presented to the City Council for approval. Special events that are approved by City Council and are conducted in accordance with the terms of the approval shall be considered a recurring event in future periods. Such events may be administratively approved provided individual Council members do not request repeated review.

Procedure:

A complete application, on the form prescribed herein, and permit application fee shall be submitted to the Special Events and Project Manager. Applications must be submitted in a timely manner and adhere to the following timelines. For events occurring between May and August, event applications are due by March 1st. For events occurring outside these months' applications are due three (3) months prior to the date of the event. These dates do not apply to the Coast Guard Festival and their associated events due to the complex nature of the event. The Special Events and Project Manager shall route the request to all appropriate City departments and advisory City Boards and Commissions¹ for review and feedback. The Special Events and Project Manager will communicate to the applicant whether or not the request requires Administrative or City Council approval, anticipated timeline for review and will proceed accordingly.

City Council shall consider special event applications that request street closures, serving/selling alcohol, amplified sound or camping, at a public meeting.

The applicant will be provided notice of and should attend the meeting of the City Council at which the request will be considered. While attendance is not a requirement, City Council reserves the option to indefinitely table requests that lack desired information.

Peak season (May through August) requests are subject to Administrative discretion and applications for such times may be declined due to available City resources.

Requirements:

Event Site Plan: A to scale map showing the desired location of all temporary structures, carnival rides, tents, ticket booths, tables and the like, must be submitted with the original application materials. City staff will do their best to accommodate the request, however utility connections and other considerations will be made prior to event site plan approval.

Insurance: Event sponsors are required to provide evidence of liability insurance coverage to the City Clerk's office demonstrating a minimum of \$1 million per occurrence. The City of Grand Haven must be named as additional insured on a policy endorsement and a copy of the endorsement shall be provided to the Special Event and Project Manager no later than two weeks before the event. Provision of this documentation is the sole responsibility of the applicant and failure to provide such evidence of coverage shall result in the cancellation of the event.

Fees and Incidental Costs: Applicant will be assessed an application fee, which must be paid upon application submission. Additional fees will apply as determined by event location/facility, services requested, applicant residency status or IRS designation if applicant is a business entity or non-profit.

Costs incidental to the event shall be paid by the applicant unless such activity is a commonly provided service by the City (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 will be charged an overtime rate.

City of Grand Haven and their component units hosting special events are not subject to the fees described in this policy. Non-profit organizations and City of Grand Haven residents are eligible for a fee discount per event as outlined in the City Fee Schedule. The discount only applies to the facility/location fee and not incidental costs.

¹ Use of City Park or Harbor Island: Parks and Recreation Board

Use of City Cemetery: Cemetery Board

Use of Duncan Park: Duncan Park Board

Use of Downtown/Centertown: Main Street DDA Board

Others as deemed appropriate by the Special Events and Project Manager

Events exceeding 5 days will be charged 10% of the total actual facility/location fee plus any applicable discount as described above. Ticketed events held 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.

See annual budget for Fee Schedule. Fees are reviewed annually by City Staff and City Council and are subject to change annually on July 1.

Sanitary facilities: Placement and minimum number of portable restroom facilities, as determined by City staff, shall be provided by the applicant at their sole expense.

Garbage receptacles: Applicant shall provide the required number of garbage receptacles (barrels/dumpsters or other approved containers) at the sole expense of the applicant. Applicant shall make provisions for the periodic checking and dumping of receptacles. The Special Events and Project Manager shall determine the type, minimum number, placement and frequency of dumping of all receptacles. Receptacles must be cleared immediately following the event or additional fees will be applied

Clean up and damage: Applicant is responsible for returning City property to pre-event condition and agrees to compensate the City for damages or clean-up costs. A deposit may be required to cover the cost of clean-up or removal of temporary items not removed within 24 hours of the event. The Special Events and Project Manager may conduct a pre and post-event survey of City property with the applicant to verify condition of City property.

Temporary utility hook ups: Cost for all temporary utility hook ups shall be borne by the applicant. Electrical hook ups shall be installed by a licensed electrical contractor and shall be subject to inspection by the City electrical inspector. Temporary water or sanitary sewer connections may be available at the proposed site. See City Fee Schedule for current rates.

Temporary barricades: Should barricades or no parking signs be required for crowd or traffic control to accommodate special event, applicant shall be billed per barricade based on the type required. 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. Applicant will be responsible for any necessary repairs to City property as determined by City staff.

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.

City Marina Parking Lot: If use of the Marina parking lot is requested, the applicant must request to reserve and pay for ten (10) parking spaces in a public parking lot to be used by marina guests.

Signs/Banners: If signs and banners are going to be displayed throughout the city, applicant must submit this as part of their initial request. All banners shall meet the City's current banner policy. Ten (10) special event yard signs may be allowed on public property provided a list of proposed sign locations has been reviewed and approved by the Special Events and Project Manager. No signs may be placed in the City right of way without this approval process. Signage cannot be placed in the median on US-31. Signage may be placed on private property with consent of the private property owner. Signs and banners may be displayed two weeks prior to the event (as space is available). Signs must be delivered three (3) weeks in advance of event to the Department of Public Works. All signs and banners must be removed immediately following the event. Signs not following this policy may be removed by City staff.

Charity Walks/Triathlon's/Parades/Runs: The sponsoring organization must notify all businesses and residents along the route, one week before the event. A copy of the flier or notification must be submitted

to the City before a permit is issued. Official race route signs must be used and can be picked up at the Department of Public Works, 1120 Jackson Street. 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 the deposit and refund amount. Walks and runs will require two volunteers at each road crossing. If Public Safety assistance is required, a fee will be assessed for labor and equipment.

Route markings on streets, sidewalks or parking lot surfaces can only be made using the City approved product which must be purchased through the Department of Public Works, 1120 Jackson Street. Should other marking material be used, event applicant may be ticketed and fined per Ord. No. 87-12, § 1, 7-13-87.

Concessions: All concession sales to 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 an event. Vendors shall not peddle alcohol on public property without specific City Council approval and must obtain approval from the Michigan Liquor Control Commission following City Council approval. If alcohol is served at the event, applicant certifies that volunteers are properly trained in safe serve techniques and that all legal requirements are met. Applicant shall not display lewd or offensive materials at special events.

Marine: All events are subject to approvals by the United States Coast Guard and the Army Corps of Engineers. Approval by the City does not relieve the applicant of the duty to receive permission or licensure by other public or private entities.

Event Blackout Dates: Memorial Day, 4th of July and Coast Guard Festival.

Questions or additional information regarding fees and requirements may be directed to the Special Event and Project Manager via email at specialevents@grandhaven.org or by phone at 616-847-3493.

Rev. 10.28.2022/dk