

Duncan Park Special Use Permit Application



- This is a request to use Duncan Park for a *Special Use* event or activity (*see definition below*).
- Use of the park by the general public must be unhindered.
- An application fee of \$35 (*to: City of Grand Haven*) must accompany this form (*waived for educational use*)
- Additional permits may be required from the City of Grand Haven.
- This application does not constitute approval for your event or activity nor does it ensure a permit will be issued.
- Upon approval, any additional requests beyond the permit requirements must be met to proceed.
- Applications must be submitted at least 2 months but not more than 1 year prior to the planned date.
- Please read and complete all sections.

Fees:

Resident / Non-Profit – Hourly \$100 per hour
 Non-Resident / For Profit – Hourly \$150 per hour
 Waived for Educational or Research use.

What Constitutes Special Use of Duncan Park:

The Duncan Park Commission requires notification of any park use that is understood to be beyond the typical recreational uses by individuals in a park setting. (hiking, picnicking, etc).

Special Use is indicated when an event or activity meets any of the following:

- coordinated by an individual or formal group with expected attendance by 10 or more people (it may have educational intent, be personal in nature or be hosted by an organizational entity).
- it will be advertised or noticed in any social media, publication, poster or flyer.
- there will be a requested or required fee be paid for participation.
- there is an intent to have repeated use over an extended time.

CONTACT INFORMATION		
<input type="checkbox"/> FOR-PROFIT Corp., LLC or partnership	<input type="checkbox"/> NON-PROFIT Corp., LLC or partnership	
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> AGENT FOR GROUP	
Organization: (if applicable)	Non-Profit Tax ID #: (if applicable)	
	Business License (Issued by/Number): (if applicable)	
Primary Contact and Title:	Email Address:	
Day Phone:	Cell Phone:	
Street Address:		
City:	State:	Zip:
Alternate Contact and Title:	Email Address:	
Day Phone:	Cell Phone:	
Street Address:		
City:	State:	Zip:

EVENT / ACTIVITY INFORMATIONType of Permit Requested: Special Event Educational Research Special Use Other:

Event/Activity Name:

Type of Event/Activity:
(Ex: Race, Research, Wedding)Park Area(s) Requested:
(Ex: Park Entrance, Group Site, Trails)Date(s) / Time(s) of Event /
Activity:

Date(s) / Time(s) of Set-up:

Date(s) / Time(s) of Clean-up:

Estimated Attendance: Total: _____ Participants: _____ Spectators: _____ Youth (under 18): _____

Is this a new or repeat event/activity? New RepeatWill you charge an entry or use fee? Yes NoWill the event/activity go outside of park boundaries?
 Yes NoWill food/beverages be offered to the public?
 Yes NoIs vehicle access requested?
 Yes NoWill food/beverages be sold?
 Yes NoWill electricity or a generator be used?
 Yes NoWill merchandise be sold?
 Yes No**ADDITIONAL EVENT / ACTIVITY INFORMATION**

Please describe your event/activity, including its primary intent and any related activities:

Please list any equipment or supplies that you would like to bring in for your event/activity: (Ex: canopies, stage, vehicles, etc)

Please provide a general timeline of your event/activity:

Describe your response plan in the event of an emergency or natural disaster. Include medical care, park evacuation of your group, training of staff, and equipment/supplies provided.

Please note any other requests or information that pertains to your permit request (for example, do you need a Rain Date? Are you requesting to waive the fee?):

***Please attach the following required information as applicable:**

- Certificate of Insurance for applicant/organization and any contractor(s)
- A map or diagram of your proposed route or set-up
- Additional sheets if necessary for further information on the above questions

Duncan Park Rules & Regulations:

In addition to recognizing all [City of Grand Haven Ordinances that govern Parks & Recreation](#) outlined below, the Duncan Park Commission request that all individuals and organizations that are granted permits for Special Use **stay on designated trails, preserve all natural materials as they are found and leave no trace of their activity.** We would also ask that you report any issues to duncanpark@grandhaven.org.

Chapter 25 - PARKS AND RECREATION

ARTICLE I. - IN GENERAL

Sec. 25-1. - Injury to property.

No person shall write on, cut, mutilate, deface, damage, remove, or destroy in any manner, any building, equipment, structure, fountain, fence, bench, masonry, statue, ornament, or any other property, real or personal, or any appurtenances thereto, owned or operated by the city, and located upon or in any park, parkway, boulevard, playground, or on any other place or property under the control of the city, including any property on which a concession has been granted by the city, or belonging to any person and rightfully upon such park property.

Sec. 25-2. - Injury to plants and trees.

No person who is not an employee of the city, or who is not authorized so to do, shall pull, pluck, break, trample, climb into, remove, injure, mutilate, or destroy any trees, shrubs, plants, vines, hedge, flowers, or fruit, whether wild or cultivated, or to cut, break down, bend, or damage the bark, or trim, any sapling, tree, shrub, or plant, or any limbs, branches, twigs, or leaves thereof, that is growing and located in any public park, parkway, boulevard, street, tree-row, playground, or any property, controlled, leased, or loaned to others by the city, or on which a concession has been granted by it, or on any property outside a park and which is under the control or supervision of the city.

Sec. 25-3. - Molesting animals.

No unauthorized person shall chase, catch, trap, injure, molest, kill, disturb, annoy, or remove any animal, bird, fish, reptile, or fowl, either wild or domestic, on land, or in the air, or water, or in any places in any park, zoo, parkway, boulevard or playground, or on any property controlled, leased, or loaned by the city, or on which a concession has been granted by it.

Sec. 25-4. - Games in designated areas only.

No person shall play football or baseball or any other game in any public park except in designated areas.

Sec. 25-5. - Violations of posted signs.

It shall be unlawful for any person to knowingly and willfully disobey any sign posted by the City of Grand Haven in any public park or other public place.

Sec. 25-31. - Penalties.

Any person violating any provision of this article shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than five hundred dollars (\$500.00), plus costs of prosecution, or by imprisonment for a period not exceeding ninety (90) days, or both, in the discretion of the court. Each and every day during which any such violation continues shall be deemed a separate offense.

By signing below, I certify that the information I provide here is true and correct, I have read the Duncan Park Rules & Regulations, and I am authorized to submit this information on my behalf and on behalf of the people or organization that I represent:

Print Name

Signature

Date