

# CITY OF PETOSKEY SPECIAL EVENT POLICY

**Overview:** The City of Petoskey encourages its civic and non-profit organizations, Chamber of Commerce, Downtown Management Board, schools, sports associations and others to sponsor special events and activities that enhance the quality of life for both residents and visitors to our community.

**Purpose:** The City of Petoskey has established a special event policy to promote uniform procedures and guidelines to regulate, review and permit a special event activity on streets, alleyways, parking lots, within buildings, parks and lands under the jurisdiction of the City of Petoskey.

The Special Events Application is a starting point for any group, sponsor or individual who wishes to hold an event, parade, assembly, festival or similar activity within the municipal limits of the City of Petoskey.

**Special Event Defined:** Any activity conducted upon or involving the use of City owned streets, alleys, parking lots, parks, facilities, sidewalks, sports fields and non-motorized trails, which are different from or greater than the usual routine use by the general public. These activities include but are not limited to parades, musical performance entertainment, public shows, exhibitions, arts and craft shows, festivals, walk and run events, sporting events and events where alcoholic beverages are being sold or host served.

Use of parks for commercial activity not associated with a community-wide event is not permitted.

Exceptions: (these exceptions do not apply if alcohol is being sold or host served)

1. A family or organization holding a valid reservation for a not-for-profit event which is held entirely within the confines of a picnic shelter or reservable park area or facility that does not exceed the published rated capacity of the facility or site and alcoholic beverages are not being sold or host served.
2. An event conducted by a school or local, state or nationally recognized youth group which has properly registered the event or reserved a facility, shelter or park area with the Department of Parks and Recreation and has agreed to provide one adult for every 10 children.
3. A scheduled event or activity conducted by the Petoskey Department of Parks and Recreation or its affiliated youth or adult associations and sports teams.
4. Volunteer groups who have been approved to assist or maintain public park areas, gardens and non-motorized trails and river cleanup projects. Special volunteer work projects must be preapproved by the Director of the Department of Parks and Recreation.

**Terms Defined:**

1. "Applicant" means a person who applies for a special event permit.
2. "Person" means an individual, partnership, corporation, association, group or organization.
3. "Sponsor" means any person or group of persons who organizes, promotes, conducts, or causes to be conducted, any event or large gathering.
4. "Youth Group" means a group organized for and whose membership comprises children under 18 years of age. The term "youth group" should not include any college or university youth groups.

**Review Process:** Once a special event application is submitted to the City for review the following actions will be taken:

1. The application will be reviewed for completeness, dates will be checked to insure they do not conflict with other scheduled events.
2. If the event application is incomplete or conflicts with other events it will be returned to the applicant for appropriate action.
3. If the event meets the definition of a special event as established by the City, the application will be reviewed by representatives from the Department of Public Safety, Department of Parks and Recreation, Department of Public Works and the Downtown Director.
4. Each affiliated department will review the events impact on traffic flows, street closures, effects on staffing levels and visitor safety.
5. At this point the applicant will be notified if the event is approved or denied or may be asked to provide more detailed information and informed of any additional stipulations that have been placed on the event organizers.
6. If approved, a Special Event Agreement Form and an Indemnification and Hold Harmless Agreement will need to be completed and returned to the City with appropriate documents.

**Fee Schedule:** The following fees will apply for special events held in park areas for special requests. This fee is for a three hour reservation period. More than one reservation period can be reserved at one time.

<u>Park Area</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Bayfront Park Festival Shelter	\$100.00	\$150.00
Bayfront Park West	\$50.00	\$100.00
Bear River Shelter	\$100.00	\$150.00
Mineral Well Shelter	\$50.00	\$100.00
West Side Shelter	\$50.00	\$100.00
Waterfall Area	\$125.00	\$175.00

<u>Special Requests:</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Street Closure, Intersection Closure		
Weekdays	\$225.00	\$225.00
Weekends and Holidays	\$300.00	\$300.00
P.A. System Reservation (if available)	\$25.00	\$35.00
Stage Reservation (if available)	\$150.00	\$175.00
Picnic Tables (maximum of 10, if available)	\$50.00	\$100.00
Extra Trash Barrels (maximum of 5, if available)	\$25.00	\$35.00

**Contact Information:**

City of Petoskey Offices	(231) 347-2500
Facility-Special Event Application Coordinator	Lisa Denoyer, Administrative Assistant
Department of Parks and Recreation	Kendall Klingelsmith, Director
Department of Public Safety	Chief Matthew Breed, Director
Downtown / Parking Administrator	Becky Goodman, Director
Department of Public Works	Michael Robbins, Director

**Temporary Food Concession License**

Health Department of Northern Michigan 347-6014

Temporary Liquor License information is available at [www.michigan.gov/lcc](http://www.michigan.gov/lcc) or by calling 1-866-813-0011



# City of Petoskey

Department of Parks and Recreation

101 East Lake Street, Petoskey, Michigan 49770 • 231 347-2500 • Fax 231 348-0350

## SPECIAL EVENT APPLICATION FORM

1. Name of Event: \_\_\_\_\_

2. Description of Event and Activities (include map): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Parks(s), Facility(s) or City owned street(s), parking lot(s) or non-motorized trail(s) requested: \_\_\_\_\_

\_\_\_\_\_

4. Number of people expected to attend or compete: \_\_\_\_\_

5. Name of Non-Profit Organization(s) if any: \_\_\_\_\_

6. Sponsor of Event: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

7. Is this a Commercial For-Profit Event?  Yes  No

Note: Use of parks for commercial activity not associated with a Community-wide event is not allowed.

Explain event purpose: (does it benefit a non-profit?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Authorized Representative: (Applicant) \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

9. Emergency Contact Person(s) during event:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

10. Official Date of Event: \_\_\_\_\_ Times: \_\_\_\_\_

All date(s) requested, including set-up and tear-down: \_\_\_\_\_

\_\_\_\_\_

11. Is this a free event for the Public?  Yes  No

If No, please outline fees and charges for events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Will there be any water events utilizing Little Traverse Bay?  Yes  No

If yes, contact the local Michigan Department of Natural Resources office. Permits may need to be obtained. If permits are required, furnish a copy of permit to City.

13. Will you be setting up significant infrastructure, such as large tents, stages or amusement rides including inflatable jump houses, etc.?

Yes  No

If yes, please attach map showing where such infrastructure is being proposed, type of infrastructure and securement method.

- a. If tents or inflatables are being set up, note that ground stakes are prohibited in certain park areas, streets, parking lots, alleys and trails.
- b. If setting up tents, the structure's material shall be noncombustible, flame resistant or treated in an approved manner in accordance with the International Building Code. Please check with your supplier and the Emmet County Building Department to make sure all requirements are met. Tents of a certain size and capacity will require an Emmet County Building Permit prior to set up and will also require an onsite inspection by same.

14. Will you be staking or driving anything into the ground for tents or inflatables?  Yes  No

If yes, you must contact **Miss Dig** and the Department of Parks and Recreation 5 days prior to your event. This is the applicant's responsibility and any damage to underground utilities or irrigation system will be responsibility of applicant. Stakes are prohibited in certain parks and other areas. Don't assume that stakes will be allowed.

15. Are you planning on displaying pyrotechnics?  Yes  No

If yes, permit must be filed with the Michigan State Fire Marshall's office and approved by the Petoskey Department of Public Safety. Pyrotechnic displays must be provided by and launched by licensed pyrotechnic professionals and a certificate of insurance shall be provided with the City being named as co-insured. (Safety zones will be enforced)

16. Are you setting up equipment such as tables, chairs, portable toilets, public address systems, etc.?

Yes  No

17. Do you need electricity service?  Yes  No

If yes, please note that some parks do not offer electricity and/or have a limited number of 110V outlets.

18. Will there be any entertainment or amplified music?  Yes  No

If yes, furnish event's beginning and ending times. Events may require special approval if sound levels violate noise ordinances or are likely to warrant complaints from the general public.

19. Will you need extra trash receptacles or picnic tables?  Yes  No

If yes, quantity needed: \_\_\_\_\_ Trash Receptacles and \_\_\_\_\_ Picnic Tables

City trash receptacles and picnic tables are in limited supply and requests may not be able to be accommodated. The City also may require event application to furnish extra trash dumpsters for event.

20. Will you be providing additional portable toilets for event?  Yes  No

If yes, how many? \_\_\_\_\_

City may require portable toilets to be furnished.

21. Will you be utilizing directional signs for your event?  Yes  No

If yes, you need to complete a Promotional Event Sign Permit Application. This can be found on the City's website at [www.petoskey.us/documents/forms-a-permits](http://www.petoskey.us/documents/forms-a-permits) or you can contact the City's Planning and Zoning Office. Note: Marking paint on City streets, bike paths, etc. is prohibited.

22. Will items be displayed to the public?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

23. Will any merchandise be sold?  Yes  No

If yes, detail type of merchandise proposed to be sold, note City has strict rules on transient merchandise sales and commercial use of park. Transient Business License or restrictions may apply.

24. Will you be providing shuttle services?  Yes  No

If yes, name of shuttle service, proof of auto and liability coverage, pick up and drop off points.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Will there be any food served or sold on site?  Yes  No

If yes, food will be served or sold by  Food Vendor  Volunteer

You or the vendor may need a temporary food permit(s) from the Health Department of Northern Michigan. (231) 347-6014

26. Will there be alcohol?  Yes  No

If yes, will it be:

Served and sold (See a, b and c below)

Served by host but not sold (see a, b and c below)

(a) Alcohol Being Served and Sold: The entity serving and selling alcoholic beverages such as beer and wine (liquor is prohibited) will be required to obtain a temporary permit to sell or dispense alcohol from the State of Michigan Liquor Control Commission as well as approval from the City of Petoskey and its Department of Public Safety. The requesting entity shall comply with all rules required by both agencies.

(b) Insurance Required:

(i) Alcohol being sold: The entity selling the alcoholic beverages shall obtain a Certificate of Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, also naming the City of Petoskey as an additional insured. The certificate must list the following: City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and a copy of this certificate furnished to the City of Petoskey.

(ii) Alcohol being served by host but not sold: The entity serving the alcoholic beverages should obtain a Certificate of Host Liquor Liability Insurance in the minimum amount of \$1,000,000 per occurrence, naming the City of Petoskey as an additional insured. This certificate must list the City of Petoskey, 101 East Lake Street, Petoskey, Michigan as an additional insured and copy of certificate furnished to the City of Petoskey.

(c) Additionally if the entity that will be selling or serving the alcohol is different from the applicant organization, please provide the following information:

Contact Person(s) Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Contact Telephone Number(s): \_\_\_\_\_

Cellphone: \_\_\_\_\_

27. Has your Organization conducted a similar event within the City in the past?  Yes  No

If yes, name event(s) and date(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing this application, the event organizers agree to comply with the attached rules and any special conditions assigned by authorizing City representatives.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Staff Notes:**

Application Received: \_\_\_\_\_  Approved  Denied

Reason for Denial: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

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