



PARKS AND RECREATION COMMISSION

Tuesday, November 8, 2016

1. Call to Order - 7:00 P.M. - Petoskey City Hall Parkside Room
2. Approval of Minutes - Minutes of Monday, October 10, 2016 Meeting
3. New Business -
 - a. City and Beckett and Raeder, Inc. receives Michigan Association of Planning Award.
 - b. Recreation Project Updates
 - c. Review revised Special Events Policy and consider approval.
4. Miscellaneous
5. Adjournment



PARKS AND RECREATION COMMISSION

October 10, 2016

A meeting of the City of Petoskey Parks and Recreation Commission was held in the City Hall Parkside Room, Petoskey, Michigan, on Monday, October 10, 2016. Roll was called at 7:00 P.M. and the following were:

Present: Roy Pulaski, Chairperson
Amy McMullen, Vice Chairperson
Jim Daunter
William Hansen, Jr.
Mike Morey
Ken Turk

Staff: Al Hansen, Parks and Recreation Director

Minutes of the Monday, September 12, 2016 meeting were read and approved. Motion for approval was made by William Hansen, Jr., seconded by Mike Morey, with all members present voting aye.

YEAS: Daunter, Hansen, McMullen, Morey, Pulaski, Turk (6)

NAYS: (0)

Marina Master Plan Supplement Approved

In 2015, the Michigan Department of Natural Resources Grants Management Unit and the Waterways Boating Program required that public marinas, in order to be eligible for grant funds, be included as part of the five year Parks and Recreation Master Plan. In 2015, the City formally amended the master plan to include the municipal marina. However, during recent construction activity at the marina the Emmet County Electrical Inspection Department required that Pier B electrical components be brought into current code compliance. This was unanticipated. The current marina master plan page identified re-decking finger piers on Pier A and total wood deck replacement on Pier D. Work on these two piers will also mean that they will require electrical updates. The supplemental addition which was furnished to Commission members for review calls out these electrical updates for Piers A and D and also includes electrical updates to Pier C which was built in 2010-2011. Several other elements regarding dredging schedules and marina information was also added to the supplemental information at the request of the Waterways staff.

Upon reviewing the supplemental information added to the Bayfront Park Municipal Marina Facility Plan the Parks and Recreation Commission endorsed the master plan supplement.

A motion was made by Amy McMullen, seconded by Mike Morey, that the supplemental information be added to the Bayfront Park Municipal Marina Facility Master Plan and that it be forwarded to City Council for approval and submission to the Michigan Department of Natural Resources Grants Management Unit for inclusion in the 2013-2017 Parks and Recreation Master Plan.

YEAS: Daunter, Hansen, McMullen, Morey, Pulaski, Turk (6)

NAYS: (0)

Review of Draft Special Event Policy

Commission members were advised that City staff, in response to the increasing number of special event request wishing to utilize parks, streets, and public lands within the City of Petoskey, believes that a special event policy with a more detailed application process would assist staff in the review and approval process. City staff prepared a draft special events policy for the Commission's review and comments.

Several small items regarding the special event policy were discussed. Comments included the addition a date blank to note the date the application was received, the digital number for Miss Dig and the correction of one spelling error. There was also discussion regarding whether or not to charge an application fee and it was determined after a brief discussion that an application fee would not be added but the other elements mentioned prior would be added to the draft and brought back to the Commission for further review in November.

No official action was taken on the plan other than these recommendations for updating the application page.

Commission members were advised that the plan would be brought back to them in November 2016 for further review and possible approval.

Parks Operation Update

Commission members were informed that marina electrical updates are currently underway for Pier B and will bring this pier into compliance with current marina electrical code provisions. They were also advised that the City plans to upgrade the electrical system on Pier A, C and D over the course of the next several years to bring all docks into compliance with current and proposed marina electrical code provisions.

Commissioners also heard a report that all non-heated restrooms are in the process of being winterized. These restrooms include the Marina, Magnus Park, Bear River Valley, Riverbend Park, Bates Field, High School Tennis Courts, Turcott Field, Bayfront Park Arboretum, and the fisherman restroom behind the Public Safety Building at Bayfront Park. The Resource Center restrooms, Chamber of Commerce restrooms and the Winter Sports Park restrooms will remain open and in service.

Commission members were also advised that leaf removal will be delayed several weeks based on current weather conditions and the warmer than normal fall that we have been experiencing.

Miscellaneous

A brief discussion involving dog parks took place between Commission members and Jim Daunter advised that the proposed dog park at East Park was no longer viable because of concerns raised by the DEQ over potential problems with a cap and drainage system installed for the remediation of the soil contamination problems at East Park.

ADJOURNMENT

There being no further business to come before the Parks and Recreation Commission, the meeting was adjourned at 7:50 P.M. Motion for adjournment was made by Mike Morey, seconded by Ken Turk, with all members present voting aye.

YEAS: Daunter, Hansen, McMullen, Morey, Pulaski, Turk (6)

NAYS: (0)

The next scheduled meeting of the Parks and Recreation Commission will be held at 7:00 P.M. on Monday, November 14, 2016 at the City Hall Parkside Room.



Allen L. Hansen
Director of Parks and Recreation

DRAFT



BOARD: Parks and Recreation Commission

MEETING DATE: November 8, 2016 **DATE PREPARED:** November 3, 2016

AGENDA SUBJECT: City and Beckett and Raeder, Inc. receive Michigan Association of Planning Award

RECOMMENDATION: Hear report

Information. On Wednesday, October 26, 2016 the City of Petoskey and the firm of Beckett and Raeder, Inc. received a "Planning Excellence Award" for implementation of the Bear River Recreation Area. This award was presented to the City by the Michigan Association of Planning, a division of the American Planning Association. A letter from the Michigan Association of Planning is attached along with a related press release.

Enclosure
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Michigan Association of Planning
A chapter of the American Planning Association

September 2, 2016

Marisa Laderach
Beckett & Raeder, Inc.
535 W. William Street, Suite 101
Ann Arbor, MI 48103

Dear Marisa,

On behalf of the Michigan Association of Planning, the Michigan Chapter of the American Planning Association, I am pleased to inform you that *Bear River Valley Recreation Area* has been selected as a recipient of the Implementation award for the 2016 *Planning Excellence Awards*.

This project will be recognized at the Michigan Association of Planning's annual conference, *Planning Michigan*, at the Radisson Plaza Hotel in Downtown Kalamazoo. A formal presentation of the award will be held at the awards banquet, scheduled for Wednesday, October 26th at 7:00 p.m.

A jury of APA Wisconsin Chapter professionals reviewed and selected your project, and they included the following comments in their recommendation:

"Just wow!" are what members of the jury expressed about the Bear River Valley Recreation plan, some were even ready to sell their house and move there. By focusing on the value not just to individual homes, but as a total public asset, they added overall community benefits to place-based economic redevelopment of an area with a previous industrial presence and restoring it to a natural setting. They took the time and gathered the numbers to prove how their plan encourages economic development. A new best practice is demonstrated by pairing technology and recreation, adding a great community asset to millennials, business and industry, kids, seniors, ADA and everyone. Another stand out of this project were the awesome interconnections between the community core, residential neighborhoods, and passive and active residential uses. The river and lake are a tremendous resource, and this project is successful in increasing its accessible enjoyment to the community.

Congratulations on this prestigious award. We look forward to seeing you at the conference.

Sincerely,

A handwritten signature in cursive script that reads 'Lauren R. Carlson'.

Lauren R. Carlson
Director of Information and Planning

1919 West Stadium, Suite 4
Ann Arbor, Michigan 48103

p: 734.913.2000
f: 734.913.2061

FOR IMMEDIATE RELEASE

CONTACT: Al Hansen

(231) 347-2500

**Bear River Valley Recreation Area Wins
Prestigious State Planning Award**

City of Petoskey – The Bear River Valley Recreation Area Project recently received the Implementation – Planning Excellence Award – by the Michigan Association of Planning (MAP/APA Michigan) at its annual conference, *Planning Michigan*, on October 26, 2016 at the Radisson Plaza Hotel in Downtown Kalamazoo, Michigan.

(Quote from mayor or community leader here about the project/plan.)

A jury of APA Wisconsin Chapter professionals reviewed and selected the Bear River Recreation Area Project and made the following comments in their recommendation:

“Just wow!” are what members of the jury expressed about the Bear River Valley Recreation plan, some were even ready to see their house and move there. By focusing on the value not just to individual homes, but as a total public asset, they added overall community benefits to place-based economic redevelopment of an area with a previous industrial presence and restoring it to a natural setting. They took the time and gathered the numbers to prove how their plan encourages economic development. A new best practice is demonstrated by pairing technology and recreation, adding a great community asset to millennials, business and industry, kids, seniors, ADA and everyone. Another standout of this project were the awesome interconnections between the community core, residential neighborhoods, and passive and active residential uses. The river and lake are a tremendous resource, and this project is successful in increasing its accessible enjoyment to the community.

The Bear River Valley Recreation Area project was designed by Beckett and Raeder, Inc. of Ann Arbor and Petoskey, Michigan. The project was implemented in 2010 and opened to the public in May 2011. The development project included two restrooms, two shelters, paved non-motorized trail, nature trails, boardwalks, multiple connector access points, park and related river improvements that included the development of white water kayaking and fishing amenities and access points along and in the Bear River. The river valley was the industrial center of the City for over 100 years and its water power was captured by five dams. The river is now a recreational showcase for our community.

The Michigan Association of Planning, the state chapter of the American Planning Association, is a nonprofit organization dedicated to promoting sound community land use planning that benefits the residents of Michigan. Learn more at www.planningmi.org.



BOARD: Parks and Recreation Commission

MEETING DATE: November 8, 2016 **DATE PREPARED:** November 3, 2016

AGENDA SUBJECT: Recreation and Project Updates

RECOMMENDATION: Informational

Recreation Update. The youth soccer and flag football seasons have been completed and staff is now preparing for the men's, boys and girls basketball programs which will start in December 2016. In addition, staff will be setting up lessons for downhill skiing, snowboarding and ice skating which will commence in January 2017.

Project Update. Park Winterization: City irrigation systems, non-heated restrooms, the marina and Magnus Park Ccampground have all been winterized. Park crews are now concentrating on leaf removal.

Marina Pier B Electrical Upgrade: The planned electrical upgrade to Pier B at the marina has been completed and the electrical system is ready for the 2017 boating season.

Tennis Court Renovation Project: The tennis court renovation project has been completed with the exception of installing the drinking fountain which will be installed in the spring of 2017.

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BOARD: Parks and Recreation Commission

MEETING DATE: November 8, 2016 **DATE PREPARED:** November 3, 2016

AGENDA SUBJECT: Review Revised Special Events Policy and Consider for Approval

RECOMMENDATION: Review and consider for approval.

Background. At its October 10, 2016 meeting the Parks and Recreation Commission reviewed a proposed draft of a special event policy and made recommendations on revisions to be incorporated into the policy. Staff has revised the policy and is requesting that the Commission again review the special event policy and consider approving the policy or again recommend further revisions. The revised policy is attached to this supplement.

Action. Commission members will be asked to consider endorsement of the special event policy and, if approved, forward it to City Council for review and consideration for approval. The Commission also has the option to recommend further revisions to the policy if they feel it is appropriate.

Enclosure
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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 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.

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

1. An event with a valid reservation, held entirely within the confines of a picnic shelter or reserveable 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 district or organized youth group sponsored by a recognized authority, with not less than one adult for every 7 children, which has properly registered an event or reserved a facility, shelter or park area with the Department of Parks and Recreation.
3. An event conducted by the Petoskey Department of Parks and Recreation or its affiliated youth or adult sports associates.
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 0-18 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 Public Safety, Parks and Recreation and the Department of Public Works.
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.

<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	\$100.00	\$150.00

Special Requests:

Street Closure, Intersection Closure	
Weekdays	\$225.00
Weekends and Holidays	\$300.00
P.A. System Reservation (if available)	\$50.00
Stage Reservation (if available)	\$100.00
Picnic Tables (maximum of 10, if available)	\$100.00

Contact Information:

City of Petoskey Offices	(231) 347-2500
Facility-Special Event Application Coordinator	Lisa Denoyer, Administrative Assistant
Department of Parks and Recreation	Al Hansen, Director
Department of Public Safety	Chief Matthew Breed, Director
Downtown / Parking Administrator	Becky Goodman, Director
Department of Public Works	Terry Barrette, Street Supervisor

Temporary Food Concession License
Health Department of Northern Michigan

347-6014

Temporary Liquor License information is available at 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

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

1. Name of Event: _____

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

3. Name of park(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. 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** (1-800-482-7171) 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 applicant 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 or you can contact the City's Planning and Zoning Office.

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: _____

Application Received: _____ Approved Denied

Reason for Denial: _____

Approved By: _____ Date: _____

Permit Fee: _____ Date Paid: _____

SPECIAL EVENT AGREEMENT

The event organizer(s) agree to adhere to the following requirements:

- a) The applicant, once initial approval has been granted for an event, shall furnish to the City of Petoskey a certificate of insurance for Comprehensive General Liability in the minimum amount of \$1,000,000 per occurrence and naming the City of Petoskey as an additional insured. If alcohol is being served or sold, the applicant shall furnish to the City a certificate of Insurance for:
 - 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.
 - 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.
- b) The applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, Boards and Commissions, agents, employees and volunteers from any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligation to defend, indemnify and hold harmless shall exclude only those matters in which claim arises out of allegations of the sole negligence or acts of the City, its officers, agents or employees.
- c) The applicant shall reimburse the City for expenses of Public Safety, Parks and Recreation, Public Works and others as agreed upon between the City and applicant; applicant will be invoiced accordingly.
- d) Applicant shall maintain a 15 foot travel lane for events held on streets or park access roads for emergency vehicles.
- e) If a tent/canopy membrane is utilized as part of the event, the membrane material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the International Building Codes for Michigan. Large tents or canopies occupied by the public will require a building permit and inspections from the Emmet County Building Department. Please provide verification that permit has been applied for. A four week lead time is suggested.
- f) The applicant is responsible for cleanup following the event, any damage that occurred to City property during event will be invoiced accordingly.
- g) The rights granted by this permit are revocable at will by the City of Petoskey and the applicant waives any right or claim to damages or compensation in the event that the permit is revoked.
- h) If issued a permit, it may not be transferred or reassigned.
- i) A representative of the Department of Parks and Recreation will either provide you a copy of the issued permit or notify you of any items which need to be addressed prior to permit issuance.

Event Name: _____

Authorized Applicant / Representative: _____

Signature: _____ Date: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned, declares and says he/she wishes to perform the operation, service or act stated herein and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the Special Events Policy of the City of Petoskey (hereafter "City") relative to the operation, service or act(s) which the permit is requested and agrees to hold the City free and harmless from all liability which may be imposed upon it and indemnify and reimburse the City for all expenses of litigation in connection with the diffuse of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.

The undersigned acknowledges that the City may revoke a permit if the City determines information regarding the event was not accurately conveyed to the City on this application or if the City's ordinances and/or policies are violated or proper certification of insurance or other permits required are not submitted; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked.

The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so or permitted by the Freedom of Information Act, MCL 15.231 et seq.

Event Name: _____

Authorized Applicant / Representative: _____

Signature: _____ Date: _____