



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 street closures be required? Yes No

If yes, what street(s)?

If yes, what timeframe will the street closure be required? _____

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

If yes, how many? _____

City may require portable toilets to be furnished.

22. 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. Note: Marking paint on City streets, bike paths, etc. is prohibited.

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

If yes, please describe: _____

24. 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.

25. 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.

26. 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

27. 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: _____

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

If yes, name event(s) and date(s): _____

The following Special Event Application Fee is due at the time of submittal and will be applied to the rental fee, if applicable.

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
Special Event Application Fee	\$75.00	\$125.00

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: _____

Staff Notes:

Application Received: _____ Approved Denied

Approved with the following conditions:

Reason for Denial: _____

Approved By: _____ Date: _____

Permit Fee: _____ Date Paid: _____
