

# Special Events Brochure

## Procedures and Application

This brochure will help you organize a successful special event. It contains information about City services, requirements, permits and policies, a list of things to consider when staging an event, a Special Event application for requesting permission to stage an event, and a rate sheet. The application is required for use of the City parks, streets, parking lots or other public facilities for special events or festivals. Additional forms are available from the Public Services Office, 1435 S. Washington Avenue, Saginaw, Michigan, 48601.

Your completed application should be submitted to the Public Services Office which acts as a clearinghouse, routing the request, collecting responses from City departments and providing information to event sponsors. If City services are requested, your application is sent to the appropriate departments for review, comments and cost estimates. If the application is approved, the Public Services office will advise you of the approximate costs for any permits and/or services requested for your event. **All costs must be paid to the City no later than 10 days in advance of the event. Submitting a Special Event Application does not guarantee that your event will be approved.**

## City Policy

The Public Services office must receive your Application at least 60 days in advance of the event. City Council may review applications for Class III events and must review and consider approval for all applications for Class IV events.

(Class III events are those which involve major participation by participants and/or moderate risk exposure to spectators, i.e. semi-pro sporting events, circus/carnivals, parades with floats, marathons or similar races, etc. Class IV events are those which involve severe risk exposure to spectators, i.e. rock concerts, raft race, festival, vehicle races, fireworks displays, professional & collegiate sporting events, alcoholic beverage sales, etc.). Class I and II events are events that have a minimum risk exposure for participants and spectators and may be approved by the City's administrative staff.

The City may request that the date or time of your special event be changed to facilitate coordination with City services or other activities. The City may also recommend an alternate location for the event. If changes are required, you will be notified well in advance. Your event activities are expected to respect and follow all existing rules and regulations applicable to public properties.

## Insurance

Insurance coverage is required in the dollar amounts established for the class of the special event. The insurance carrier must be acceptable to the City and approved by the City. A **certificate of insurance** must be filed with the Public Services Office no later than ten working days prior to the event. The certificate of insurance shall also include: deductible amounts, coverage exclusions, an accurate summary of the event as described in the application and it shall name the City of Saginaw as an additional insured party. Pyrotechnic displays (fireworks) require special insurance and approval.

Waivers of liability, where applicable, must be filed with the City prior to the event. The sponsor shall prohibit any entrant from participating if the entrant fails to submit a required waiver. Only those activities listed within the application are authorized and any changes must receive prior written approval from the City. **Approval is automatically revoked for the event if any requirements are not fulfilled.**

## Planning Reminders

- **Special Parks Facilities:** Special permits are required for the use of certain Parks facilities and associated services, such as the Ojibway Island Complex (stage, dressing rooms, restrooms, and concession area); the Hoyt Park Complex (warming housing, restrooms, athletic fields); park shelters located in Bliss, Fordney; the Showmobile, and Rust Street Boat Launches.
- **Motor Vehicles:** Event organizers must provide the necessary controls to insure that all motor vehicles are restricted from travel on grass areas in City Parks, except for delivery of program materials in support of the event. Vehicular traffic will not be allowed on lawn areas, for any reason, if obvious turf damage will result.

## Planning Reminders (Continued)

- **Parades/Use of City Streets:** Parade sponsors must submit a detailed map of the proposed parade route to the Public Services office. No signage changes will be allowed without the approval of the City Engineer. All costs for street barricading and traffic detouring must be paid by the sponsor. If a parade or event requires the use of State Trunkline Highways, an additional permit must be obtained from the Michigan Department of Transportation located at 55 Morley Drive, Saginaw, Michigan.
- **Parking:** The event organizer is also responsible for the organization of parking at the event site. Vehicles must be confined to available hard surfaced areas, drives and lots, unless otherwise approved by the City. The City reserves the right to designate and organize parking areas and to collect fees for parking, in order to resolve parking problems and to protect City properties.
- **Signage:** Proper stanchions or portable apparatus must be provided for signage and banners. No signage may be attached to trees, existing signage, buildings or facilities in any manner on the park site or in any public street without the City's approval.
- **Miscellaneous Supplies and Equipment:** The City does not maintain an inventory of supplies and equipment for the use of special events. It's the responsibility of the event organizer to provide for these miscellaneous needs which frequently include ... tents and canopies, chairs and tables, coffee pots, sound systems, bull horns, portable staging, extension cords, hoses, trash bags, and janitorial supplies, signs, traffic cones and barricades. Local rental businesses can frequently supply these needs.
- **Trash:** Event organizers are responsible for the removal of all trash and debris related to the special event. For events attracting a large number of individuals, it is recommended that trash removal services be contracted with a private vendor.
- **Clean-up:** Upon completion of the special event, the site must be returned to the same condition as was prior to the event. All equipment brought to the site, in support of the event, must be immediately removed.
- **Damages:** Event organizers are responsible for the repair of all damages to grounds, buildings and other facilities, which occur as a result of the event. Damage and litter deposits may be required by the City and must be paid in advance of the event. These deposits are refundable following the event, providing no damages occur and all litter is removed.
- **Alcoholic Beverages:** Consumption of alcoholic beverages on any public property is prohibited.
- **Concessions:** The sale of goods, service or food-stuffs is not allowed, except as approved by the City. Vendors are required to apply for a merchant and/or food vendor license through the City Clerk's office. On-site preparation and distribution of food and drinks requires a license from the County Health Department. The location of food preparation and eating areas in City Parks must be approved by the County Health Department and the City. It should be understood and agreed by the event sponsor that the rights and privileges of certain services contracted by the City, such as professional concessioners, must be honored at the event site.
- **Tents and Structures:** If your special event requires the use of tents, food booths or temporary structures, you must specifically state the type of structure, size, use and the proposed location in the Special Events Application. Tents and structures must conform to specific regulations and must be inspected and approved by the appropriate City officials. The location of tents must also be approved by City officials to insure that damage will not occur to pavements, lawns, plant materials and underground utilities. A Fire & Life Safety Inspection will also be conducted by the Fire Marshall.
- **Electrical/Water Systems:** Access to these services are supplied on request. The cost of providing special electrical or water services must be paid by the event sponsor. You must also supply your own extension cords and hoses.
- **Sanitary Facilities:** Restroom facilities may be required by the County Health Department depending upon the size and type of festival or event. The location of restroom facilities must be approved by the City and by the County Health Department. The organizer/sponsor is responsible for making arrangements for additional facilities, if required.

## **Community Resources for Additional Information**

- Special Event Applications/Planning/Information – Public Services 759-1662/TDD 759-1447 /FAX 759-1527 or 759-1596 /FAX 759-1609
- Showmobile – 759-1662 or 759-1596
- Security, Crowd Control - City Police Department 759-1288
- Permits to use State Trunklines – Michigan Department of Transportation 754-7443
- Food and Sanitary Service Information/Education/Licenses – Saginaw County Health Department 771-0830
- Volunteer References for Non-Profit/Non-Political Events – Voluntary Action Center 755-2822
- Medical Support/First Aid – Saginaw County Chapter of the American Red Cross 754-8181
- Tent Permits, Merchant and/or Food Vendor License, Fireworks Display – City of Saginaw Clerk’s Office 759-1480

## **Things To Consider**

### **Organizing Your Special Event/Festival**

- **Read this “Special Events Brochure”**  
Provide all the information requested on the Special Events Application. Describe the event activities and needs in detail; provide the attendance estimates, the proposed date and hours of the event, etc. Submit the completed application to the Public Services office no later than 60 days prior to the event.
- **Selecting Event Location**  
Is the site available on the proposed date of your event? Check with the City in advance. Will your event conflict with other events or activities? Is the proposed site large enough for your activities? Are the existing site facilities adequate for your event: restrooms, picnic tables, electricity and water, litter barrels, etc.? Are the existing parking facilities adequate? What arrangements will be planned for litter removal?
- **Organizing Volunteers**  
It's essential that you have enough volunteers to help organize and work on your special event. It's helpful to organize volunteers into planning committees directed by a chairperson. Sample committees could include: Publicity, Traffic, Signage, Parking, First Aid, Finance, Entertainment, Food, Refreshments, Clean-up, etc. Contact established festival and volunteer organizations and clubs for information about recruiting volunteers.
- **Permits/Licenses**  
Special events/festivals frequently require permits, licenses and insurances from the City, County and State. It is important to apply for these requirements in a timely manner. Contact the agencies which will require a permit, license or insurance well in advance of your event. Failure to secure a permit, license or insurance will jeopardize your event.
- **Key City Parks Rules and Regulations**
  - No intoxicants allowed.
  - No camping or campfires.
  - No digging
  - All animals must be leashed.
  - No signage, including banners, may be attached to trees, existing signage, buildings or facilities.
  - Motor vehicles are permitted only on paved roads or designated areas.
  - Cooking is permitted only in barbecue grills in designated areas.
  - Cutting or removal of wood or floral is prohibited.
  - Loud playing of any instrument or device is prohibited.
  - Acts causing a Breach of the Peace are prohibited.
  - A Public Safety officer may request any person to leave for cause.

# SPECIAL EVENT APPLICATION

CITY OF SAGINAW • PUBLIC SERVICES DEPARTMENT • 1435 S. WASHINGTON AVE • SAGINAW, MICHIGAN 48601

Completion of this application is required for requests to use City parks, streets, parking lots and other public facilities for special activities and events. The completed application must be submitted to the **Department of Public Services Office, 1435 S. Washington Avenue, Saginaw Michigan 48601**, a minimum of **60 calendar days in advance** of the event.

\*\*\*\*\***Do not** submit this application before reading the attached "**Special Events Brochure.**"\*\*\*\*\*

- **A \$25.00 non-refundable application processing fee is required for all events at Bliss Park and Fordney Park.**
- **A \$30.00 non-refundable application processing fee is required for all events upon return of application.**
- **All fees required by the City must be paid to the City Treasurer 10 days prior to the event. The City is not obligated to provide requested services for events that have not been paid.**
- **Vendors are required to apply for a merchant and/or food vendor license through the City Clerk's office at 759-1480.**
- **Insurance(s), if required, must be submitted to the Public Services Office prior to the event.**
- **Submitting an application does not guarantee the event will be approved.**
- **Following the event, the City will bill the event sponsor for any additional services that may have been requested/required. Payment shall be due 14 days after the billing date.**
- **Event sponsors are responsible for the repair of any damages resulting from the use of City equipment or facilities.**
- **Event sponsors are responsible for general site cleanup immediately following the event and the removal of all litter resulting from event.**
- **An additional application must be submitted for the use of the Showmobile.**
- **Parade sponsors must submit a detailed map of the proposed parade route to the Public Services Office.**
- **Alcohol and Fireworks are not permitted on public properties, except by Council approval.**
- **The Saginaw Fire Department reviews and approves fireworks displays and tent permits.**

(PLEASE PRINT CLEARLY)

Name of Event \_\_\_\_\_

Event Sponsor: Name \_\_\_\_\_ Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Type of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Location \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Set Up Time \_\_\_\_\_ a.m. p.m. Clean up Time \_\_\_\_\_ a.m. p.m.

Check all the following that apply to this event:

- The purpose of the event is to raise funds  Non-Profit Organization Tax I.D. # \_\_\_\_\_
- Alcoholic beverages will be served/sold  The event includes a fireworks display

Please provide a detailed description of the event on the backside of this Application form.

The *(Insert Name of Organization)* \_\_\_\_\_ hereby promises, as one of the inducements to the City of Saginaw, to appear, defend, and hold the City of Saginaw, its officials, employees and agents harmless as against any and all claims for personal injury, bodily injury including death, or property damage which may arise directly or indirectly from the event described herein, including any and all costs for personal injury, bodily injury, or property damage, for which a claim or demand is asserted, whether such claim is frivolous or made in good faith. Such indemnification shall include any and all costs and expenses including, but not limited to court costs and fees, attorney fees, witness fees, expert fees, damages and interest which may be incurred by or assessed against the City of Saginaw, its employees, officials or agents.

I am authorized to submit this application on behalf of the event sponsor: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Title, Role or Affiliation)

\_\_\_\_\_  
(Date)

The City of Saginaw does not discriminate on the basis of disability in the admission to, access to, or treatment of employment in its programs or activities. An ADA Coordinator has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, is available from the ADA Coordinator who may be contacted through the City Clerk's Office. • TDD (989) 759-1447

**Following a review of this application, the event sponsor will be notified of fee and insurance requirements related to the event. All fees must be paid and insurance provided before this Application is approved.**

Is this event intended to be an annual event on regularly scheduled dates?  Yes  No

If yes, please note next year's requested date(s): \_\_\_\_\_  
(Approval of the current year's application will include reservation of the next year's proposed date(s). However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval.)

## EVENT DESCRIPTION

Please describe with as much detail as possible the kind of event you propose to stage. Use as a guide the information provided in the "Special Events Brochure", with particular reference to the City facilities you are requesting to use, the kind or type of event you are planning, the participants and spectators expected, etc.

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Indicate the specific services you are requesting from the City:

<u>Additional Items</u>	<u>Total</u>	<u>Additional Items</u>	<u>Total</u>
<input type="checkbox"/> Picnic Tables	_____	<input type="checkbox"/> Restrooms	
<input type="checkbox"/> Trash Cans	_____	<input type="checkbox"/> Police Officers	_____
<input type="checkbox"/> Tent Permits	_____	<input type="checkbox"/> Police Reserves	_____
<input type="checkbox"/> Signage/Banners	_____	<input type="checkbox"/> Showmobile (please attach Showmobile application)	
<input type="checkbox"/> Barricades/Cones	_____	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Fencing/Post	_____		

The applicant attests to the fact that they have read and agree to abide by the requirements listed in the "Special Events Brochure" and application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## F O R C I T Y U S E O N L Y

SP Code # \_\_\_\_\_

Application Fee Paid (Date) \_\_\_\_\_

Date/Time Received \_\_\_\_\_

Department / Division \_\_\_\_\_ By \_\_\_\_\_ Ext \_\_\_\_\_ Date \_\_\_\_\_

Estimated Cost

Labor \_\_\_\_\_ \$ \_\_\_\_\_

Insurance:  Required  Not Required

Equipment \_\_\_\_\_

Merchant and/or Food Vendor License

Materials \_\_\_\_\_

Required  Not Required

Facility Use Fee \_\_\_\_\_

Liquor License:  [Required]

Showmobile \_\_\_\_\_

Permits Required:  Fireworks  Tent  Banner

Litter / Damage Deposit \_\_\_\_\_

State Highway  Park Shelter

Permits \_\_\_\_\_

Council Approval:  Required\*  Not Required

Licenses \_\_\_\_\_

\*If required note reason in comments

Comments \_\_\_\_\_

# SPECIAL EVENTS RATE SHEET



- Event Application Processing Fee - Variable –Minimum .....\$ 30.00  
(Additional fee dependent upon scope of event required coordination by City staff.)
- Bliss Park and Fordney Park (Only) Application Fee.....25.00
- Ojibway Island Facilities:
  - Includes Stage, Garage, Concession, Restrooms, Dressing Rooms.....660.00
- Morley Plaza .....55.00
- Vets Memorial Park.....55.00
- Hoyt Park.....55.00
- Showmobile (Within City Limits).....250.00
- Showmobile (Outside City Limits)...(Limited to Saginaw County locations).....350.00  
Set Up and Tear Down Labor-Variable -Minimum.....544.00
- Picnic Shelters
  - Bliss Park Shelter includes Shelter, Modern Restrooms, Electricity, Water Accessible...110.00
  - Fordney Park Shelter includes Electricity, Water Accessible, Portable Restrooms.....110.00
- Parade -Fee Variable (Determined by the number of employees/equipment and material required.)
- Picnic Tables (Includes delivery and pick up).....20.00
- Trash Barrels.....5.00
- Snow Fence (50 feet per roll) (Labor not included).....25.00
- Fence Post (each) (Labor not included).....3.00
- Barricades/Fees Variable depends on type (Labor not included)
- Traffic Cones – 50¢ per day rental (Labor not included)
- Tent Permits -Fees Variable - Minimum. for 10’x10’ tent..... 52.00
- Food Vendor Permit (1 year)..... 30.00
- Transient Merchant (6 months). – per location..... 25.00
- Peddler (1 year)..... 47.00
- Hang Banner over Roadway..... 150.00
- Damage/Litter Deposit -Fees Variable .....(minimum) 25.00
- Police Reserves – **Required donation** - \$75.00 for a 4 hour event and \$150.00 for an 8 hour event.
- Block Party Application Processing Fee (Local Streets only).....30.00
- Public Address System (PA) City Hall events only..... 30.00
- 50 Gallon Trash Liner (100 per box) ..... 43.00
- Certificate of Insurance Processing Fee..... 35.00
- Minimum insurance requirements include, but are not limited to the following:

Type: Occurrence – Full Commercial General Liability covering personal injury, bodily injury and property damage - \$500,000.00 per occurrence/\$500,000.00 per aggregate.

The City of Saginaw must be listed as an additional insured and general liability coverage must extend to this event. If an athletic event, a policy with an athletic exclusion is not acceptable.

The City may require participants to sign hold harmless waivers, a higher limit of insurance and other types of insurance coverage, i.e. – worker’s compensation, depending upon the nature of the event. The carrier must be approved and admitted within Michigan or listed on the non-admitted approved carrier list.

**Labor - Weekday rates include fringes (50%) and weekend rates include time and one half and no fringes.**

**Rates reflect the increased cost of City services and the need to accrue revenue for capital improvement and replacement cost in the parks system.**

City of Saginaw

# SPECIAL EVENT VENDORS



**TO SPECIAL EVENT APPLICANT:** Please furnish below information on the vendors for your event and anyone using a tent. All vendors are required to be licensed with the City of Saginaw. Anyone using a tent 120 square feet or larger must have a permit. (USE ADDITIONAL SHEET(S), IF NECESSARY)

<b>DATE OF EVENT:</b>		
<b>EVENT NAME:</b>		
<b>EVENT COORDINATOR:</b>		Phone(s):

<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		
<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		
<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		
<b>TYPE OF VENDOR:</b> (Please Check) <input type="checkbox"/> Food <input type="checkbox"/> *Merchandise <input type="checkbox"/> Tent		
Name:		
Address:		
City:	Zip:	Phone(s):
*If Merchandise, please specify one: <input type="checkbox"/> Stationary Stand <input type="checkbox"/> Mobile (i.e. cart or peddler's sack)		

**NOTE:**

Certain procedures are required for each type of City vendor. A vendor application and copy of the ordinance outlining the requirements will be furnished to each vendor listed above, along with an application for tent permit(s), if applicable. Any questions should be directed to the City Clerk's Office, 1315 S. Washington, Saginaw, MI 48601 (989) 759-1480 (Monday-Friday 8:00 a.m. – 4:00 p.m.)