

SPECIAL EVENT APPLICATION

CITY OF SAGINAW- PUBLIC SERVICES

1435 S. Washington Avenue- Saginaw Michigan 48601-(989)7591662 Fax (989)759-1527

Requests to use City Parks, Streets, Parking Lots and other Public Facilities for special activities and events require submittal of a completed application and processing fee to the Department of Public Services office. Submitting an application does not guarantee the event will be approved. Submittal of the application and processing fee 60 calendar days in advance is encouraged.

APPLICATION PROCESSING FEE (NONREFUNDABLE)

Ojibway Island facilities Application fees:		All other Events/Locations Application Fees:	
60 or more days in advance	\$100.00	60 or more days in advance	\$50.00
50-59 days in advance	\$200.00	50-59 days in advance	\$100.00
31-49 days in advance	\$300.00	31-49 days in advance	\$125.00
0-30 days in advance	\$400.00	0-30 days in advance	\$150.00

ADDITIONAL FEES THAT MAY APPLY

Event Date Change and/or Cancellation fees:

30-59 days fee	25% of Facility and/or Use Fees
15-30 days fee	50% of Facility and/or Use Fees
0-14 days fee	100% of Facility and/or Use Fees

**The City may bill for any city services utilized prior or cancellation of the event.
(City Ordinance Section 99.12)**

- * A nonrefundable application processing fee is due for all events upon return of the application.
- * Facility Use Fee is due at the time of application submittal.
- * All fees required by the City must be paid to the City Treasurer 14 days prior to the event. The City will not provide requested services for events that have not been paid.
If required, the Special Event sponsor shall apply for a Special Event Vendor's License through the City Clerk's Office- 759-1480. The License must include a list of all vendors (food or merchandise), which are requested by the event sponsor. Individual vendors shall not be required to obtain individual licenses to sell food or merchandise.
- * All food vendors must be approved by the Saginaw County Health Department and are responsible for any and all fee applications submitted for City Approval.
- * Insurance(s), if required, must be submitted to the Public Services Office prior to the event.
- * Following the event, the City will bill the event sponsor for any additional services that may have been requested/required. Payment is 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 and removal of all litter immediately following the event.
- * 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: _____ Email Address: _____
Sponsor Name: _____ Phone: _____
Address: _____ City: _____ Zip: _____ Event Type: _____
Start Time: _____ End Time: _____ Event Location: _____ Est. Attendance: _____
Event Date: _____ Set up Time: _____ a.m./p.m. Clean up: _____ a.m./p.m.

The (Insert Name) _____ 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 person injury, bodily injury, 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 damages, 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)

(Applicants Signature)

(Title, Role or Affiliation)

(Date)

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 if the current year's application will include reservations 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, ect. If a parade, march or walk is planned, please attach a detailed map of the proposed route.

Indicate the specific services you are requesting from the City:

<u>Quantity</u>	<u>Additional Items</u>	<u>Quantity</u>
<input type="checkbox"/> Picnic Tables _____	<input type="checkbox"/> Fencing/Posts _____	
<input type="checkbox"/> Trash Cans _____	<input type="checkbox"/> Police Officers _____	
<input type="checkbox"/> Signage/Banners _____	<input type="checkbox"/> Police Reserves _____	
<input type="checkbox"/> Barricades/Cones _____	<input type="checkbox"/> Restrooms _____	
<input type="checkbox"/> Tent Permits _____	<input type="checkbox"/> Other _____	
Size of Tent(s) _____		

Check all of the following that apply to this event:

- Amplifying Equipment
- The event is a fundraiser
- Alcoholic Beverages will be served/sold
- The event will include inflatables
- Admission to be charged \$ _____
- The event includes a fireworks display

Brochure" and application. Upon receipt of the Special Events Application, a written confirmation as to the action of the Public Services Department will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Saginaw Event Application form must be completed for all special events that take place on public lands or lands that are controlled by the City of Saginaw, and events that require City Services. All fees must be paid and insurance provided before the application is approved.

Print Applicant Name

Applicants' Signature

Date

The City of Saginaw does not discriminate on the basis of disability in the admission to, access to, or the 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.

SPECIAL EVENTS RATE SHEET

Facility Use Fees:

Ojibway Island Facilities- -Includes Stage, Garage, Concessions, Restrooms, Dressing Room	\$700
Morley Plaza	\$75
Veterans Memorial Park	\$75
Skate Park	\$500

Picnic Shelters

-Bliss Park Shelter includes Modern Restrooms, Electricity, Water Accessible	\$125
-Fordney Park Shelter includes Electricity, Water Accessible, Portable Toilet	\$125
-Celebration Park Shelter includes Electricity, Modern Restrooms	\$125
(10:00a.m.-7:00p.m., Memorial Day Through Labor Day only)	

The rate for events on/at City properties not listed will be a minimum of \$75(additional costs may apply)
 Parade Fee Variable(Determined by the number of Employees/Equipment and Material required) Variable
 Barricades/Fees Variable depends on type* labor not included Variable

Hang Banner/Signage in Park	Hourly Labor and Equipment Rates	
Damage/Litter Deposit (Variable)Minimum		\$25
Police Reserves-REQUIRED DONATION BEFORE EVENT-	4 Hour Event \$75	8 Hour Event \$150
Picnic Tables (includes delivery and pick up)		\$25
Trash Barrels		\$5
Snow Fence(50 feet per roll) *labor not included		\$25
Fence Post (each) *labor not included		\$3
Traffic Cones (per cone/per day) * labor not included		\$1
Tent Permits-Fees Variable-Minimum for 120-500 Square feet Tent		\$52
Food Vendor Permit (valid for one year)		\$17
Transient Merchant License (Valid for six months)		\$25
Peddlers License(Valid for one year)		\$47
Hang Banner over Roadway		\$150
Block Party Application Processing Fee(Local Streets Only)		\$30
Public Address System(PA) City Hall Events Only		\$40

Special Events Brochure

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 for the Public Service 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 of Saginaw no later than 14 days in advance of the event. Submitting a Special Event Application does not guarantee that your event will be approved. The non-refundable event application processing fee and the facility use fee are due for all events upon submitting a Special Event Application

Special Events Committee

The Special Event Committee was established to review and approve special event application and to make recommendations as to the City Services required to hold events. The committee consists of representatives from the Public Services Department, City Clerks Office, Police Department, and Fire Department. The committee may request assistance from other City Departments as it deems necessary.

City Policy

The Public Services Office should receive your application at least 60 days in advance of the event to avoid extra fees. City Council may review applications for Class III events and must review and consider approval for all applications for Class IV events.

Class I and Class II are events that have a minimum risk exposure for participants and spectators and may be approved by the City's administrative staff. 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 races, festivals, vehicle races, fireworks displays, professional & collegiate sporting events, alcoholic beverage sales, etc..

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 alternative 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.

Insurances

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 fourteen(14) 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 and 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 be received prior written approval from the City. Approval is automatically revoked for the event(if any) requirements are not fulfilled

Things to Consider

Organizing Your Special Event/Festival

Completing the Application

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

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

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 and recruiting volunteers.

Permits/Licenses

State. It is important to apply for these requirements in a timely manner. Contact agencies which will require a permit, license or insurance well in advance of the event. Failure to secure a permit, license or insurance will jeopardize your Event.

Key City Park Rules and Regulations

- * No intoxicants allowed
- * No Camping or Campfires allowed
- * No digging
- * All animals must be leashed
- * No signage, including banners, may be attached to trees, existing signage, building 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 Peace are prohibited
- * A public Safety officer may request any person to leave for cause

Important Planning Reminders

* **Special Park 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); park shelters located at Bliss Park, Fordney Park; and the Rust Street Boat Launch.

* **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 the State Trunkline Highways, an additional permit must be obtained from the Michigan Department of Transportation. The City will obtain the permit, but additional time is required.

* **Motor Vehicles:** Event organizers must provide the necessary controls to insure that all motor vehicles are restricted from travel on grass areas in the 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 is present, the application will be responsible for restoration.

* **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 and 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 on 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 organizers 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 the 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. If an event sponsor intends to serve and/or sell alcoholic beverages, the event sponsor is required to comply with all regulations set forth by the Michigan Liquor Control Commission, all local ordinances and requires approval from City Council. If alcohol is going to be served and/or sold, the event sponsor must apply for and receive a Special Liquor License through the State Liquor Control Commission, and supply the City with a copy of the Liquor License prior to the event.

* **Electrical/Water Systems:** Access to these services are supplied upon 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.

***Concessions':** The sale of goods, services 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 the 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.

*** 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.

Vendor License

Individual vendors for special events, at the invitation of the event sponsor, shall not be required to obtain individual licenses for selling food or merchandise if the Special event sponsor applies for and receives a Special Event Vendor's License. Such application shall be provided by the City Clerk and shall contain a list of all the vendors with their name, address, phone number and the type of vendor(food or merchandise).

All food vendors must be approved by the Saginaw County Health Department. Such food vendors are responsible for any and all fees related to obtaining a food license and are required to comply with all Saginaw County Health Department rules and regulations for temporary food licensed facilities.

Community Resources for Additional Information

- * Special Event Applications/Planning/Information-Public Services (989)759-1662 Fax (989)759-1527
- * Security, Crowd Control-City Police Department (989) 759-1288
- * Food and Sanitary Service Information/Education/Licenses- Saginaw County Health Dept (989) 771-0830
- * Medical Support/First Aid- Saginaw County Chapter of the American Red Cross (989) 754-8181
- * Tent Permits, Merchant and/or Food Vendor License, Fireworks Display-City of Saginaw Clerks Office (989)759-1480

NOTICE TO SPECIAL EVENT SPONSORS

- * All requests for the use of City facilities and services related to special events must be submitted on the "Special Events Application" form to the Public Services Department. If it is determined that additional services are required after the application is submitted, the event sponsor shall submit a written amendment to the Public Services Department detailing the changes.
- * The individual(s) signing the event application shall be considered the official event representative and/or sponsor. All request related to the event must be authorized and communicated by the official event representative/sponsor.
- * A \$50-\$400 application filing fee shall be required for all events requiring insurance.
- * The event sponsor shall pay the estimated costs for the City Services requested and shall provide proof of insurance, if required, no later than 14 days prior to the event. **The City is not obligated to provide requested services for the events that have not paid, or submitted the required insurance.**
- * Future event application requests shall be denied to event sponsors who are delinquent in paying for services billed by the City.
- * Event applications must be submitted at minimum of 60 days in advance of the event, except for shelter rentals, which shall be submitted a minimum of 14 days prior to the event.
- * 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 the event. The event sponsor shall provide a dumpster if required by the City. The cost of providing this services is the responsibility of the event sponsor.
- * The cost of repairing damaged equipment and facilities, site cleanup and litter removal shall be the responsibility of the event sponsor.