SPECIAL EVENTS RATE SHEET

Submittal of the application and processing fee 60 calendar days in advance is necessary to pay the minimum fee. A non-refundable event application processing fee and the Facility Use Fee is due for all events upon submitting the application.

Ojibway Island Facilities Application Fees:
- 60 or more days in advance $100
- 50-59 days in advance $200
- 31-49 days in advance $300
- 0 - 30 days in advance $400

All Other Events/Locations Application Fees:
- 60 or more days in advance $50
- 50-59 days in advance $100
- 31-49 days in advance $125
- 0 - 30 days in advance $150

ADDITIONAL FEES THAT MAY APPLY

Event Date Change and/or Cancellation Fees:
- 31-59 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

Facility Use Fees:

- **Ojibway Island Facilities:**
  - Includes Stage, Garage, Concession, Restrooms, Dressing Rooms $700
- Morley Plaza $75
- Vets 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 Restrooms $125
  - Celebration Park Shelter includes Electricity, Modern Restrooms $125

  (10:00 a.m. – 7:00 p.m., Memorial Day through Labor Day only)

- The rate for events on/at City property not listed will be a minimum of $75 (additional cost may be applied)
- Parade - Fee Variable (Determined by the number of employees/equipment and material required.)
- 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
- Barricades/Fees Variable depends on type (Labor not included)
- Traffic Cones – $1.00 per day rental (Labor not included)
- Tent Permits - Fees Variable - Minimum for 120 - 500 sq. ft. tent $52
- Food Vendor Permit (1 year) $17
- Transient Merchant (6 months). – per location $25
- Peddler (1 year) $47
- Hang Banner over Roadway $150
- Hang Banner/Signage in Parks hourly labor and equipment rates
- Damage/Litter Deposit -Fees Variable (minimum) $25
- Police Reserves – Required donation before event 4 hour event $75.00 and 8 hour event $150
- Block Party Application Processing Fee (Local Streets only) $30
- Public Address System (PA) City Hall events only $40

The City may bill for any city services utilized prior to cancellation of the event. (City Ordinance Section §99.12)
Certificate of Insurance Processing Fee minimum $35.00 (if applicable), and 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 Rates:**
- Weekday w/ Fringes: 60%
- Saturday w/o Fringes: Time and ½
- Sunday w/o Fringes: Double Time