

SPECIAL EVENTS POLICY

1. Purpose

The public health, safety and welfare of the citizens of Belding require the regulation of special events within the City. Accordingly, special events involving the use of City parks, halls, buildings, grounds and other City-owned properties may be permitted in the City only upon approval of the Special Events Committee.

2. Policy

- A. Special Event Committee Members. Police Chief, Fire Chief, Director of Public Works, Finance Director, City Clerk.
- B. Definitions. "Special Event" means any transient amusement enterprise, outdoor temporary gathering, and any similar event, including but not limited to a theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition.
- C. Permit Required. A person shall not sponsor, conduct or promote a special event on city property unless the person first obtains a permit for the event.
- D. Use of Fred Meijer Trail. The Fred Meijer Trail belongs to the DNR. Any permitted use for events would not come through the City of Belding.

3. Procedures

- A. Application for Permit. Application for a permit to conduct a special event must be made on the forms and in the manner prescribed by the City. The application for a permit must be received by the City, sixty (60) days prior to the event.

An application shall include the following (See Appendix A):

- 1) The name, residence and mailing address, telephone number and capacity of the person making the application.
- 2) A statement describing the proposed special event.
- 3) The dates and hours during which the event is to be conducted.
- 4) An estimate of the maximum number of persons expected at the event for each day it is conducted.

- 5) A detailed explanation, including drawings where applicable, of the applicant's plans to provide for the following:
 - a) Police and fire protection.
 - b) Food and water supply and facilities.
 - c) Health and sanitation facilities.
 - d) Medical facilities and services, including emergency vehicles and equipment.
 - e) Vehicles access and parking facilities.
 - f) Camping and trailer facilities, if overnight stays are anticipated.
 - g) Illumination facilities.
 - h) Communications facilities.
 - i) Facilities for clean up and waste disposal.
 - j) Noise control and abatement.
 - k) Insurance and bonding arrangements.

- B. Hold Harmless Agreement. All events will require a written hold harmless agreement naming the City, and the City shall also be named as additional insured on all required insurance policies.

- C. Issuance or Denial of Permit. The City shall, upon receipt of an application for a permit, issue, set conditions prerequisite to the issuance or deny the permit within 5 days after the applicant meets with the Special Events Committee.

- D. Appeal Process. If a permit is denied by the Special Events Committee, the applicant may appeal in writing to the City Manager.

- E. Contents of Permit. A permit shall state the name and address of the permittee, the kind and location of the special event, the estimated number of persons expected to attend, the duration of the permit and any other conditions imposed by the Special Events Committee.

- F. Revocation. The City may revoke a permit whenever the permittee fails to comply with any provision of the permit or when it is determined to be in the best interest of the City.

Appendix A

City of Belding SPECIAL EVENT APPLICATION

Complete this application in accordance with the City of Belding Special Events Policy, and return it to the City Clerk's Office. The City Clerk will arrange a meeting of the applicant and the Special Events Committee within five days of receipt of this application.

Applicant's

Name: _____

Organization's Name (if applicable)

Position in

Organization: _____

Home Address: _____

City/State/Zip: _____

Mailing Address, if different _____

City/State/Zip: _____

Phone # where you can be reached during the day: _____

On Site Contact Name: _____ Mobile Phone # _____

E-mail

address: _____

NOTE: If the person making the application is a partnership, corporation or other association, you must provide the above information for all partners, officers, and directors or members. If the applicant is a corporation, a copy of the articles of incorporation may be required.

EVENT DETAILS

Description of proposed event: _____

Site of Proposed event: _____

Additional information _____

Date/time of proposed event: Start date: _____ Beginning at: _____
Through: _____ Ending at: _____

Set-up/ tear-down date/time: Set-up date: _____ Beginning at: _____
Tear down: _____ Start time: _____

Anticipated number of persons expected on each day of the event: _____

Applicant's Signature Date

Applicant' Printed Name

Please respond to questions below and provide detailed maps and explanations:

1. **Yes ___ No ___ Police and Fire protection** - Will your event require additional police and fire protection such as additional officers, special police volunteers or use of outside police agencies? If yes, please explain how this will be addressed.

2. **Yes ___ No ___ Emergency Services** - Will you have emergency personnel and equipment on site during the event, if so please explain?

3. **Yes ___ No ___ Street/area closures** - Do you need any streets or areas closed? If yes, please explain and include a **detailed map**. If barricades are needed, please indicate the type, how many, and at what locations.

4. **Yes ___ No ___ Parking and vehicle access** - Will existing parking in the area be sufficient for participants and attendees? Please list all parking areas anticipated to be used for parking.

5. **Yes ___ No ___ Health and sanitation facilities** - Will additional portable restroom facilities be needed? If yes, please list how many additional facilities you will be renting and provide a **detailed map** showing their proposed locations.

6. **Yes ___ No ___ Cleanup and waste disposal** - Will your event require that cleanup and waste disposal occur after completion? If yes, please explain how you will handle cleanup and waste disposal.

7. **Yes ___ No ___ Trailers and camping vehicles** - Will you have trailers or campers on site and will any of these vehicles be left on site prior to or after the event? If so, please explain.

8. **Yes ___ No ___ Food Vendors** - Will you have food vendors? Please explain if food and drinks will be sold or given away? If food will be served, prepared or cooked, a Health Department permit will be necessary, contact them directly at 616-527-5341.

9. **Yes ___ No ___ Electrical** - Will an electrical hookup be necessary, if so please explain?

10. **Yes ___ No ___ Water** - Will a water hookup be necessary, if so please explain?

11. Yes ___ No ___ Communications - Will you be using portable radios, mobile phones, etc. to coordinate with others during your event? If yes please provide details.

12. Yes ___ No ___ Noise Control and Abatement- Will your event cause an increase in noise for surrounding areas/neighborhoods? As the noise ordinance Article IV Section 34-76 must be adhered to before, during and after your event, please explain how you plan to control the noise level (i.e. tents, temporary barrier, etc.).

13. Yes ___ No ___ Insurance and bonding arrangements- Will you be able to obtain liability insurance coverage, including naming the City of Belding as an additional insured, If the Special Events Committee determines this is required? (High risk events may require \$1 million(\$1,000,000.00) in insurance coverage.)

14. Yes ___ No ___ Other- Please list any other items, requirements or requests:

Return completed form to:

Janae K. Cooper, City Clerk
City of Belding
120 S. Pleasant St.
Belding, MI 48809
616-794-1900, Ext. 210
Email: j.cooper@ci.belding.mi.us

Further information or questions:

Dale E. Nelson, Chief of Police
City of Belding
120 S. Pleasant St.
Belding, MI 48809
616-794-1900, Ext. 222
Email: dnelson@ci.belding.mi.us