

2022 CITY OF MUSKEGON SPECIAL EVENT APPLICATION

A special event application is required for any public event held on City property or using City services. The application and fee must be submitted to the Muskegon Department of Public Works at least 30 days prior to the event date. In addition, any events where alcohol is served will require a *temporary liquor license*, which is handled separately through the Muskegon Police Department. Contact the Police Department at 231.724.6750 for liquor license fees and requirements.

Return completed application with payment to the Muskegon Department of Public Works:
Email: specialevents@shorelinecity.com
Address: 1350 E Keating Ave, Muskegon, MI 49442
Telephone: 231.724.6907

► SPECIAL EVENT APPLICATION FEE SCHEDULE

Events occurring during peak event season April 15 - September 30	Events occurring outside of peak season January 1 - April 14 & October 1 - December 31
\$100 fee for applications submitted 60 days or more prior to the event date	\$100 fee for applications submitted 60 days or more prior to the event date
\$250 fee if submitted 45-59 days prior to the event date	\$200 fee if submitted 45-59 days prior to the event date
\$400 fee if submitted 30-44 days prior to the event	\$300 fee if submitted 30-44 days prior to the event
Applications submitted less than 30 days prior to the event date will not be accepted.	\$400 fee for applications submitted less than 30 days prior to the event

► I. EVENT SUMMARY

EVENT NAME	
EVENT DATE(S)	
EVENT TIME(S)	START: END:
EVENT LOCATION	
NOTE: Some City parks require an additional exclusive use fee if your event will utilize the entire park. This includes Hackley Park, Margaret Drake Elliott Park, and the Pere Marquette Ovals center parking lot. Some locations, including the beach, have paid parking in effect from May 15 to September 15. Please see the Special Events fee schedule for further details.	

► II. APPLICANT INFORMATION

ORGANIZATION NAME	
APPLICANT'S NAME/ RESPONSIBLE PARTY	
ORGANIZATION / APPLICANT ADDRESS /CITY/ STATE/ ZIP	
APPLICANT PHONE NO(s).	
APPLICANT E-MAIL ADDRESS	
CONTACT NAME & PHONE NUMBER DURING EVENT	

Representative must be on site and available during event hours

► **III. ALCOHOL SERVICE**

Will there be alcohol sold/served at the event? **NO** (proceed to Section IV, Event Site Details)
 YES (complete remainder of Section III, below)

Applicant must contact the Muskegon Police Department to apply for a separate liquor license. The liquor license application also requires State of Michigan approval so it is imperative that you get this done early. No liquor license will be issued within 14 days of an event date.

Name of non-profit organization you are partnering with for the liquor license:	
Contact person at non-profit organization (name & phone number):	

► **IV. EVENT SITE DETAILS**

If your event is for a run/walk/parade, you must include a MAP of your route with the application.

Provide a detailed description of your event. Use additional sheets if necessary:

Number of people expected at event _____	Is this a new/ first-time event? No_____Yes _____
Will there be food concessions at the event?	No_____ Yes_____ **Contact Fire Marshall for requirements
Will there be emergency medical services present? (Other municipalities may not provide services in the City)	No_____ Yes_____ Provider: _____
Will there be pyrotechnics/fire features at the event?	No_____ Yes_____ **If yes, contact the Fire Marshall re: inspections/permits required
Will you have your own security present?	No_____ Yes_____ Provider: _____
Number/location of portable toilet facilities provided	#_____ Location: _____
Will there be a stage assembled on site?	No_____ Yes_____ Size_____ By Whom_____
Will there be assembly tents erected at the event?	No_____ Yes_____ Size_____ **If yes and over 400 sq ft in size, contact the building inspection department to schedule a required inspection

► V. CITY EQUIPMENT REQUESTED

Indicate the number of each item you’re requesting, below. **There are additional fees if you require City staff to transport the items.** Labor charges start at \$60/hour per person. Larger items may require 2 people to move/transport.

ITEM	QUANTITY	ITEM	QUANTITY
Wooden picnic tables (\$10 each)		Fire hydrant use (\$100 per hydrant)	
55-gallon metal trash cans (\$5 each)		Snow fence (\$30/50 ft roll)	
Trash bags (\$50 per case)		Fence posts (\$3 per post. 1 every 10 ft)	
Check one: I request that City staff deliver the above items to the event site (for an additional fee): _____ I agree to pick up and return the above items from/to the Public Works building: _____			
The 2 items listed at right are available for your use free of charge, as long as they are picked up and returned to the City’s Public Works building.		No Parking signs	
		Safety Vests	
Are you requesting any other City services or equipment? (use of water, electric, etc) No ___ Yes ___* * List other services here:			
► Are you requesting any STREET CLOSURES No _____ Yes _____ If yes, you must complete section VIII on page 5			

► VI. LIABILITY INSURANCE

Liability insurance in the amount of \$1,000,000 in coverage naming the City of Muskegon as an additional insured is required for all events. You may contact an insurance agent of your choice to obtain liability insurance coverage. Please inform your insurance agent that the wording on the certificate must read:

“The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof; it is understood and agreed that by naming the City of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the City of Muskegon may have in effect shall be considered secondary and/or excess.”

An acceptable certificate of insurance must be submitted no later than **10 days** before the event date.

Name of Insurance Company/Agent _____

► VII. REQUIREMENTS OF THE SPECIAL EVENT PERMIT

1. Applicant shall comply with all rules and regulations of the City of Muskegon Special Event Policy.
2. Applicant shall comply with all City of Muskegon Ordinances.
3. The applicant organization will save the City of Muskegon harmless from all claims.
4. City staff may require a meeting with applicant organization to help clarify requests for services.
5. Event grounds will be left clean and free of litter. Failure of the applicant to satisfactorily clean the site may result in the City cleaning the site and billing the applicant for its services
6. The City reserves the right to deny changes to the application once final approval is given.
7. Failure to provide any requested information in a timely manner or providing false information may result in denial or revocation of the special event permit.

► Failure to comply with any requirements of the Special Event Permit may result in the denial of future event requests.

With my signature, I certify that I have read and agree to the City of Muskegon Special Event Policy and all items listed on this application. I agree to abide by all applicable ordinances & regulations.

Signature of Applicant

Date

► **VIII. STREET CLOSURES**

***** This section must be completed for any event requesting street closures *****

List the streets you are requesting to close (*for example: Western Ave from 3rd to 4th St.*), and attach a map or sketch of the event footprint:

STREET TO BE CLOSED**	FROM WHICH INTERSECTION / LOCATION	TO WHICH INTERSECTION
<i>Example: Western Ave</i>	<i>Just west of Jefferson St.</i>	<i>Second St.</i>
1.		
2.		
3.		
4.		
5.		
6.		

NOTE: Any **changes to street closures** within 30 days of the event date will incur a \$50 fee. No changes will be allowed within 14 days of the event date.

**If the street(s) that are closed for your event contain any handicap parking spaces, you will be responsible for relocating that number of reserved handicap spaces to a nearby open street. You can obtain temporary handicap parking signage from our Public Works Department. Provide a site plan showing the location of the relocated parking spaces.

To help ensure the safety of event participants and the public, street closures require the following:

- **Police, Fire, DPW and/or City Commission approval.** Your completed application will be routed to all necessary parties by the Special Event Coordinator for their approval.
- **BARRICADES.** Street closures generally require barricades which are provided by the City. Transportation of barricades can incur additional fees for DPW staff labor, and police assistance when deemed necessary by the Public Safety Director. City staff can provide a cost estimate for you upon request to the Special Event Coordinator.
- **NO PARKING SIGNAGE.** “No Parking” signs must be posted by the applicant **48 hours prior** to the street closure in order for Police to enforce the No Parking order. You may pick up the signs at the DPW building at no charge. You must provide and affix an addendum to each sign stating the name of the event and date and time the closures are in effect (*see right for an example*).
The **minimum size of addendum is 5 ½” by 8 ½”** (half a sheet of paper). All signs must be removed by the applicant at the conclusion of the event and returned to the DPW.

Sample addendum to be provided by applicant

<p>EVENT NAME</p> <p>EFFECTIVE</p> <p>SATURDAY</p> <p>6:00 PM – 8:30 PM</p>

- **NOTIFICATION OF AFFECTED PARTIES**
You must notify property owners along the street closure route of the date and time of street closures. You can do this by delivering a notice in person or by mailing a notice to the property owner. The Department of Public Works can provide you with the names and addresses of property owners along your route, for mailing purposes. The notice shall include the day/date and time that street closures and/or parking restrictions are in effect.

Thank you for helping us, help you make your event safe and successful.