



Application for Special Event Permit

Return this application to the City Clerk at City Hall, 36535 Green Street, New Baltimore, 586-725-2151 Ext. 108

Date of Application: _____

Name of Event: _____

Description of Event: _____

Location: _____

Date / Hours of Event: _____

Date / Hours of set-up and tear down: _____

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Contact Person and Phone: _____

Contact Email: _____

On Site Event Manager and Phone: _____

The City Council shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

If you would like your event added to the City's Website Event Page, please provide a flyer.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City and will comply with all local, state and federal rules, regulations and laws.

Signature

Date

Event Information

Organization type: _____
 (If non-profit, provide proof of non-profit status)

Additional Sponsors or Participants: _____

Event is a Fundraiser? Yes or No List Beneficiary: _____

First time event? Yes or No Event previously held outside of New Baltimore? Yes or No

Total number of people expected to attend per day? _____

What parking arrangements will be necessary to accommodate attendance?

Describe: _____

Is amplification of music or speakers anticipated? Yes or No

Describe: _____

Will volunteer staff be provided to assist with safety, security, maintenance, set-up and tear down?
 Yes or No

Describe: _____

Will alcoholic beverages be served? Yes or No

Will food/beverages/merchandise be sold?) Yes or No
 (Peddlers/vendor permits required, health dept. approval required for food sales)

Describe: _____

Event Layout

Will the event require the use of municipal equipment or grounds? Yes or No **and How Many**
*Provide a sketch of the layout for the event. City of New Baltimore Parade permit in accordance with
 The Michigan vehicle code, Public Act No. 300 of 1949 (MCL 257.1 et. seq.) adopted 11-13-2002*

Picnic tables _____	Barricades _____
Trash Receptacles _____	Traffic Cones _____
Dumpsters _____	Electricity _____
*Pavilion/Park Rental _____	Other _____

Has Sketch Been Provided? Yes or No

* If yes, please contact the Parks & Rec. Dept. for Park and/or Pavilion availability and Rental Form.

** Will you be requesting City safety personnel be assigned to this event (Police/Fire)? Yes or No

Describe: _____

** If yes, the City will require full reimbursement of costs incurred for Police and/or Fire protection.
 ***Will DPS personnel be requested? Yes or No. ***If yes, contact 4 days prior to your event.

Describe: _____

Will street closures be necessary? Yes or No

If yes, include a detailed map and indicate date and time for closing and re-opening, including set-up and tear down, and who will be closing the streets, Police, DPS, or Volunteers.

Describe: _____

Will approval to hang a banner over M-29 be requested? Yes or No

Size _____ (Minimum 24 inches by 12 feet)

Dates requested if approved: From: _____ to: _____

Will the following be constructed or located in the event area? Yes or No

	<u>Number</u>	<u>Size</u>
Booths	_____	_____
Tents	_____	_____
Awnings	_____	_____
Canopies	_____	_____
Portable Restrooms	_____	_____
Other	_____	_____

Describe: _____

CERTIFICATES OF INSURANCE AND HOLD HARMLESS AGREEMENT REQUIREMENTS

All permitted events will require (1) a CERTIFICATE OF INSURANCE from your insurance company naming the City of New Baltimore as an additional insured party and; (2) a HOLD HARMLESS AGREEMENT containing terms acceptable to the City. The Hold Harmless Agreement shall be printed on the organizer’s (event holder’s) official letterhead, must be signed by a duly authorized representative and shall contain at least the following language:

NOTE: THIS IS A SAMPLE OF A HOLD HARMLESS AGREEMENT AND MUST BE PRINTED ON ORGANIZER’S OFFICIAL LETTERHEAD.

SAMPLE LANGUAGE: *To the fullest extent permitted by law, the (insert applicant’s/event organizer’s name) it’s officers, directors, employees, agents, contractors, volunteers, representatives and others working on behalf of the applicant/organizer of the event, (insert applicant/organization name) is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of New Baltimore, its elected and appointed officials, employees, and volunteers and others working on behalf of the City of New Baltimore against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of New Baltimore, its elected and appointed officials, employees, and volunteers and others working on behalf of the City of New Baltimore, by reason of personal injury, including bodily injury and death and/or property damage, including the loss of use thereof, which arises out of or is in any way connected or associated with the applicant’s/event organizer’s activities permitted pursuant to its special event permit dates: (insert date of event) issued by the City of New Baltimore. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of New Baltimore, its elected or appointed officials, employees, volunteers or others working on behalf of the City of New Baltimore.*

Signature: _____

THIS IS A SAMPLE – PRINT ON ORGANIZER’S LETTERHEAD

The New Baltimore Parks & Recreation Department is taking the following action regarding the unloading and loading of personal vehicles, catering vehicles, and/or party rental vehicles at Walter & Mary Burke Park.

Patrons whom have rented either the indoor or outdoor pavilion structure at Walter & Mary Burke Park have permission to unload and load heavy equipment (ex: bbq grill, music/PA system, catering equipment, inflatables, etc.) by entering the park with their vehicle through the chained entrance nearest the lakefront. The chained entrance will remain locked at all times, unless a staff member from the City of New Baltimore (facility attendant, staff member, police cadet, or lifeguard) unlocks the chain and escorts the driver to their unloading/loading area. Once the vehicle has been unloaded/loaded, the vehicle must be parked in a designated parking space.

Parking along the service drive between Walter & Mary Burke Park and the New Baltimore Water Plant is prohibited.

Extended parking of vehicles in Walter & Mary Burke Park is only allowed with the permission of the Parks & Recreation Director or the approval of a Special Event Permit through the City of New Baltimore.

In the occurrence of a special event which requires vehicular parking in Walter & Mary Burke Park, the Parks & Recreation Department will inform the New Baltimore Police Department (NBPD) in advance of the special allowance. The NBPD also receives a copy of the special event permit from the City Clerk's office.

DEPARTMENT REVIEW / COMMENTS

FOR EVENT: _____

Comments: _____

Estimated Costs: _____

(INCLUDE REGULAR TIME AND OVERTIME IF APPLICABLE)

(PLEASE CIRCLE YOUR DEPARTMENT)

POLICE FIRE DDA MAYOR P&R

DPS BUILDING CLERK COUNCIL

Signed: _____

Department Head

Date