

SPECIAL EVENT APPLICATION - CITY OF ESCANABA

Festivals, Parades, Races, Walkathons, Temporary Road Closures

Return to: City Manager's Office
410 Ludington Street, Escanaba, MI 49829

Phone : 906-786-9402 **Fax:** 906-786-4755

E-mail: citymanager@escanaba.org

PURPOSE of the Special Event Application

The Special Events Application must be completed in order to receive approvals to operate an event on City Property. The management of special events on municipal properties requires the coordinated efforts of municipal staff to ensure safe event operation and adherence to applicable by-laws, policies and procedures.

Applications must be received **45 Days** in advance of the event to insure all appropriate approvals are acquired. This application **does not guarantee** park space, road closure approvals, requests for funding etc.

Step One: Special Event Application

Complete and return to the City of Escanaba City Manager's Office at least forty-five (45) days prior to your event. ***Please keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request.*** Throughout your review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with pending documents (e.g. certificate of insurance, secondary permits, etc.). We must receive these items before **approving** your Special Event Application. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Step Two: Application Review

The City Manager's Office will distribute copies of your application to staff from various departments within the City affected by your event. Each department will review the application only if all forms are completed and all necessary information and supporting documents are included. There will be no exceptions. You will be contacted individually by these departments if they have specific questions or concerns about your event.

When a completed Special Event Application has been reviewed, the City Manager's Office *may* schedule your attendance at a Special Event meeting.

Step Three: Application Notification of Approval or Denial

Notice of action on application:

The City Manager's Office shall normally approve or disapprove a Special Event Application via an approval letter by e-mail or mail if the applicant has not supplied an email address.

Revocation of Event Approval (prior to event occurrence):

Event Approval may be revoked at the discretion of the City Manager's Office upon consultation with the appropriate staff members, when the health or safety of the public is threatened by an emergency, disorder or other unforeseen conditions that have arisen.

Revocation of Event Approval (during event occurrence):

Event Approval may be revoked during an event. If Event Approval is revoked, the event must be cancelled and activities must be terminated immediately. The City Manager's Office designee has the responsibility to revoke a permit for reasons of health, inclement weather, or public safety. This will be determined by the City Manager after consultation with staff members.

Insurance

Applicants **MUST** supply certificate of insurance, **14 days in advance** of the event, meeting City requirements – naming the City of Escanaba as additional insured.

Alcohol

Alcohol requests must seek permission a minimum **45 days in advance**. **NO ALCOHOL** is permitted in any City owned property (i.e. Facility, Park, Road) unless permission is granted by City Council.

Guidelines / By-laws

All applicable City Ordinances must be upheld by event organizers. Please ensure your application is complete so that staff can advise you on specifics.

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DATE(S) OF EVENT: _____
Day of Week, Month, Day, Year (eg: Saturday, January 2, 2014)

NAME OF EVENT: _____

CONTACT INFORMATION (Please Print Clearly – Incomplete applications may be delayed)

Organization: _____

Contact Person: _____

Phone (day) _____

Address: _____

Phone (evening): _____

City: _____

E-mail: _____

Postal Code _____

Website: _____

Charitable Org #: _____
 (If applicable)

Event Phone: _____

Fax: _____

Alternate Contact: _____
(It is recommended that an alternate name & telephone number be provided)

**** Do you grant the City of Escanaba, City Manager's Office permission to give your telephone number to the general public**
 Yes No

LOCATION

City Park Name: _____

Building/Facility Name/Area: _____

Road (s) Road Closure Required?: Partial Full

DATE / TIME

EVENT TIME This is the time your event would be ready to accept participants or general public.	Event Begins	Event Ends
	DATE: _____ TIME: _____	DATE: _____ TIME: _____
SET UP TIME When do you want the area reserved for your organization to ensure you have adequate time for set up and tear down.	Set Up Start	Tear Down End
	DATE: _____ TIME: _____	DATE: _____ TIME: _____

The collection, use and disclosure of personally identifying information submitted on this form will be used to facilitate the request to host a special event within the City of Escanaba. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the City Manager.

EVENT DETAILS

TYPE OF EVENT

- Parade Cycling Festival/Event
 Run Walkathon Other (specify) _____

ESTIMATED ATTENDANCE (please estimate all that apply)

Participants # _____	Wheelchair Accessible Yes <input type="checkbox"/> No <input type="checkbox"/>
Bands # _____	For events on City Property are you seeking approval to charge:
Vehicles/Floats # _____	Admission Yes <input type="checkbox"/> No <input type="checkbox"/>
Volunteers # _____	Parking Yes <input type="checkbox"/> No <input type="checkbox"/>
General Public # _____	Is this event: <input type="checkbox"/> Open to the Public <input type="checkbox"/> For Invited Guests only

EVENT ELEMENTS (complete to ensure proper permits are processed)

Power Requirements* Yes <input type="checkbox"/> No <input type="checkbox"/>	Fireworks Yes <input type="checkbox"/> No <input type="checkbox"/>
Sound Amplification Yes <input type="checkbox"/> No <input type="checkbox"/>	Alcohol Yes <input type="checkbox"/> No <input type="checkbox"/>
Access to power if possible Yes <input type="checkbox"/> No <input type="checkbox"/>	
Live Music Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tents/Temp. Structures Yes <input type="checkbox"/> No <input type="checkbox"/>	Size of tent(s): _____
Amusement Rides Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider: _____
Inflatables Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider: _____

FOOD & BEVERAGE

Will there be food & non alcoholic beverages sold? Yes No (continue to next page)

Food stand locations Indoor Outdoor Inside & Outside

What kinds of food will the Stands be selling? (check all that apply)

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Chicken/seafood | <input type="checkbox"/> Soups/chilli | <input type="checkbox"/> Other foods (please list) |
| <input type="checkbox"/> Rice/pasta dishes | <input type="checkbox"/> Salad | _____ |
| <input type="checkbox"/> Pop, chips, candy | <input type="checkbox"/> Other meats | _____ |
| <input type="checkbox"/> Hotdogs/hamburgers | <input type="checkbox"/> Baked goods | _____ |

Reservation Fees (check applicable box):

- Ludington Park Pavilion 1/2 day \$75 (resident) \$100 (non-resident)
- Ludington Park Pavilion full day \$100 (resident) \$125 (non-resident)
- Ludington Park Bandshell 1/2 day \$75 (resident) \$100 (non-resident)
- Ludington Park Bandshell full day \$100 (resident) \$125 (non-resident)
- Ludington Park Gazebo \$50 p/2 hour block (res) \$75 p/2 hour block (non-resident)
- Other Picnic or Gathering Areas \$35 p/day
- John D. Besse Park Pavilion 1/2 day \$75 (resident) \$100 (non-resident)
- John D. Besse Park Pavilion full day \$100 (resident) \$125 (non-resident)
- Lemerand Pavilion 1/2 day \$75 (resident) \$100 (non-resident)
- Lemerand Pavilion full day \$100 (resident) \$125 (non-resident)
- Lemerand Complex \$250 per day

Half Day Reservation: Cut-off time is 4:00 pm. Half-day reservations can be made before or after 4:00 pm.

EVENTS REQUESTING ROAD CLOSURE

Road closures must be approved by City Council. Once City Council has approved your road closure, changes cannot be made to your route without notification to the City Manager as a secondary Council Approval will have to be sought.

A detailed map of road closure **MUST** be included. Applicants must notify abutting properties of the closure at least 14 days in advance of the event. This notification letter must be approved by the City Manager's Office. If there are any SPECIAL REQUESTS that you would like City to consider, please outline them on a separate paper and attach

DEFINE THE CLOSURE LIMITS – ATTACH A DETAILED MAP

I have read and understood the Special Events Application.

I will notify the City Manager's Office of any changes to my event application at least fourteen (14) days in advance of the event.

I have received a copy, read and understand the contents of the City of Escanaba Policy and Procedures No. 060101-10, Alcohol in Public Places (if applicable).

Event Organizer Signature

Print Name & Date