



**CITY OF GRAND HAVEN
REOCCURRING SPECIAL
EVENT APPLICATION**

Application fee must accompany all applications

- Residents/Non-Profits-\$100
- Non-resident/Business-\$150

Make checks payable to the City of Grand Haven

OFFICE USE ONLY
Date Received: _____
Received by: _____

Today's Date: _____

Recurring event/no changes	NEW Event Inquiry	Recurring event w/changes (use long form)
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Does the event include any of the following? If yes, please complete the long form application

Alcohol Street Closures Food Trucks Tents larger than 400 square feet

Amplified sound between 9 p.m. - 7 a.m.

Use of public land, including beach, parks, parking lots, waterfront stadium

Primary Host Organization/Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Office Phone: _____

Secondary Host Organization/Applicant Information: (if applicable)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Office Phone: _____

Event Name: _____

Event Date/s: _____

	<u>Set-Up Date:</u>	<u>Set-Up Start Time:</u>	<u>Set - Up End Time:</u>
Day 1:	_____	_____	_____
Day 2:	_____	_____	_____
	<u>Event Date:</u>	<u>Event Start Time:</u>	<u>Event End Time:</u>
Day 1:	_____	_____	_____
Day 2:	_____	_____	_____

Public Services Requested: check all that apply

- | | |
|---|------------------------------|
| Electric hook up-\$50 | Water hook up-\$50 |
| Parking lot rental-\$200 | Portable Stage-\$400/4 hours |
| Sound System-\$75 | |
| Banners Placement-\$100-\$150 (depends on location) | |
| Park Permit-\$25 (application required if using public property) | |
| Tent Permit/Inspection-\$125 (required if tent size is 400 sq. ft. or larger) | |
| Barricades-\$5 each (number of barricades is determined by Public Safety) | |
| Cardboard Trash Containers-\$6 each (order from DPW, pick up from DPW) | |

OFFICE USE ONLY

Application Fee: _____

Other Services: _____

Park Permit: _____

Tent Permit: _____

TOTAL: _____

Refundable Barricade Fee: _____

SPECIAL EVENT NAME:

Event Narrative: