

# CITY OF GRAND HAVEN SPECIAL EVENT PROCESS



Step 1: Consult with the Community Affairs Manager about your special event request.

Step 2: Submit a completed application along with the application fee and all requested documentation.

Step 3: Community Affairs Manager reviews application and consults with other departmental staff. Applicants requesting use of public space may require review from various Boards/Commissions. This requirement can delay the application process based on scheduled meeting dates. Plan ahead by discussing your event well in advance.

Step 4: Once all required departments, boards and commissions have reviewed the application the following takes place:

Step 5: Approval Track

a) Requests with Ordinance Waivers-Require City Council Approval (noise, alcohol, camping, street closures, variances from approved race routes)

b) Requests without Ordinance Waivers-Approved Administratively

c) Denial of applications may come from overlapping space or resource requests, insufficient staff or resources to provide requested services

Step 6: If event is approved, you will receive a confirmation letter outlining the approval conditions which will include:

a) Liability insurance in the amount of \$1,000,000, naming the City of Grand Haven as additional insured

b) Payment of all required special event fees

c) All other conditions outlined in the approval letter, may include, use of race route signs, barricade deposits

d) Special event permit issued when all conditions are met.

Step 7: Return public property to the original condition it was rented. It is the applicant's responsibility to return public property to the condition in which it was rented, including removal of debris, race route signs returned, event signs removed. In the event the property is not returned into its original condition, the City reserves the right to bill the applicant for time and materials for clean up.

# **CITY OF GRAND HAVEN**

## **SPECIAL EVENT HANDBOOK**

Special Event Applications may be submitted no more than 365 days in advance and no later than 90 days prior to the event. To ensure approval, event organizers are encouraged to apply as early as possible. The following dates provide you with a schedule to guide you through the special event process. Please adhere to the following schedule both pre- and post-event.

### **Minimum 90 Days Prior to Event:**

- Completed Special Event Application, Application Fee (non-refundable) and Security Deposit (if applicable/upon approval)
- Detailed Site Plan (include proposed street closures, parking requirements and route plans)
- IRS non-profit letter of determination (if applicable)
- Pre-event planning meeting with Special Events staff (including venue walk-through, as necessary)

### **Minimum 30 Days Prior to Event:**

- Completed Department of Public Safety Permits, as applicable
- Names and contact information for event food/beverage/alcohol vendors and copy of Ottawa County Health Department Food License and State of Michigan permit for alcohol sales, as applicable
- Certificate of Insurance with endorsement listing the City of Grand Haven as additional insured for \$1,000,000

### **Day of Event**

- Approval of any and all required permits and inspections prior to event commencement
- Meet with on-site staff and set up as outlined in approval letter

### **Post Event**

- At conclusion of event, meet with on-site staff, sign event closeout form and vendor verification sheet. This ensures that the event coordinator has met all the agreed upon requirements and that the site is returned to original condition.
- Final payments
- Refund of Security Deposit
- Post-event meeting, if applicable
- Secure future dates, if applicable

## **CITY OF GRAND HAVEN SPECIAL EVENT**

### **PERMITS/INSPECTIONS/APPROVALS CHECKLIST**

#### **Community Affairs Department**

- Special Event Application with corresponding fee (due at application)
- Refundable Security Deposit
- Approval of appropriate insurance coverage and endorsement
- Submit executed contract and all payments listed in contract (due at least 30 days in advance of event)

#### **Parks and Recreation**

- Park/Beach/Public Land Use Permit

#### **Public Safety Department**

- Tent/Canopy Permit
- Fire inspection (s) required for tents, food booths, fire lanes and accessible routes, etc.
- Street Closures

#### **Public Works Department**

- Sanitation plans for trash (including dumpster/roll-off orders for event)
- Sanitation plans for portable toilet placement

#### **Community Development Department**

- Temporary Use Permit for the special event (only for outdoor events on non-city owned property)
- Other permits; structural, electrical, mechanical, plumbing that are deemed necessary for the event

#### **County/State Agencies**

- State of Michigan permit for alcohol sales (if applicable)
- Ottawa County Health Department Food License for food/beverage vendors (must be on site day of event)

#### **City Clerk**

- Special events permit (given upon final approval/must be on display at the event)

# CITY OF GRAND HAVEN SPECIAL EVENT APPLICATIONS

## Important Contacts

### Community Affairs Manager/Special Events Coordinator

Char Seise  
Phone: 616-842-2550  
Email: [cseise@grandhaven.org](mailto:cseise@grandhaven.org)

### Parks and Recreation Board

Derek Gajdos, Board Liaison  
Phone: 616-847-3493  
Email: [dgajdos@grandhaven.org](mailto:dgajdos@grandhaven.org)

### Public Safety Department

Lt. Clint Holt  
Phone: 616-842-3460  
Email: [cholt@grandhaven.org](mailto:cholt@grandhaven.org)

### Public Safety Department

James Kibart, Fire Marshall  
Phone: 616-842-3460  
Email: [jkibart@grandhaven.org](mailto:jkibart@grandhaven.org)

### Ottawa County Health Department

[www.miOttawa.org/food](http://www.miOttawa.org/food)  
Phone: 616-393-5645

### State of Michigan

Liquor Control Commission  
Michigan Liquor Control Commission  
Constitution Hall  
525 W. Allegan St.  
Lansing, MI 48933  
Phone: 866-813-0011 or 517-284-6250

### Community Development Department

Jennifer Howland  
Phone: 616-847-3490  
Email: [jhowland@grandhaven.org](mailto:jhowland@grandhaven.org)

### Risk Management/Insurance Requirements

Vester Davis, Assistant to the City Manager  
Phone: 616-847-4888  
Email: [vdavis@grandhaven.org](mailto:vdavis@grandhaven.org)

### City Clerk

Linda Browand  
Phone: 616-847-4886  
Email: [lbrowand@grandhaven.org](mailto:lbrowand@grandhaven.org)

### Public Works Department

Dan Vivian  
Phone: 616-847-3493  
Email: [dvivian@grandhaven.org](mailto:dvivian@grandhaven.org)

## **SITE PLAN/ROUTE MAP INFORMATION**

Your site plan/route maps (s) must be submitted along with your a completed applications. Applications without site plans/route maps are incomplete and will be returned to the applicant. Please attach a legible site plan or map with the following clearly indicated:

1. North, indicated by a directional arrow symbol.
2. An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
3. The location and dimensions of all physical equipment being placed, including but not limited to any stage (s), merchandise vendors, food concessions, food trucks, ticket booths, sponsors, tents/canopies, signs, barricades, temporary fence/gates, portable restrooms, parking areas (including ADA spaces), street closings, staff/volunteer check-ins, rides, generator locations and/or sources of electricity, water. Plan should also show vehicular and/or pedestrian routes and circulation for event patrons, event staff, and program/vendors as well as any shuttle bus drop locations associated with the event.
4. Location of temporary alcohol sales including where both sales and consumption occur, plus dimensions and type of fencing to be used
5. Placement of vehicles and/or trailers (ie. Food vendor vehicles, craft fair vendors)
6. Indicate fire lane-required
7. Exit locations for outdoor events that are fenced
8. ADA accommodations, accessible routes and viewing areas

## **AMPLIFIED SOUND**

If an event will be having amplified music or sound, the Organizer will ensure compliance with all noise ordinances established by the City of Grand Haven. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital devise, or similar device. All noise must be kept at an acceptable level that does not jeopardize the health, welfare, safety or degrade the quality of life of park/site users and the community. Non-compliance will result in the mandatory termination of all sources of noise, music and sound. *A sound ordinance waiver may be required.*

## **SITE CLEAN-UP & DAMAGES**

The Organizer is responsible to ensure that all vendors, entertainment and sub-contractors, etc. will comply with appropriate site clean-up, safe/sanitary disposal of charcoal and grease, and timely removal of all site equipment, supplies, materials etc. The Organizer agrees to return the event site to the City of Grand Haven in the condition it was ("as was") prior to the event.

## **INSURANCE REQUIREMENTS**

You are required to procure and maintain the following minimum insurance coverage:

The insurance certificate must list the City of Grand Haven as an additional insured for \$1,000,000.00 and all required endorsements must be attached specifically referring to the requirements and must include the insurance policy number as listed on the certificate.

*Check on Worker's Comp/Business Automobile/Liability policy for food and/or beverage vendors will need to be provided to the City, if applicable.*