



CITY OF  
**BIG RAPIDS**  
MICHIGAN



Date Application was  
received:

## Special Events Application

The City of Big Rapids has enacted a policy for assemblies, demonstrations, special events and parades. The information required on this form is consistent to the enacted City policy. The information requested by the application form will be used to determine your eligibility for the special event permit request. Please type or print clearly. **The event will not be considered for approval until the entire application and all its parts are received.** Applications are due to the Big Rapids City Hall (226 N. Michigan Ave.) no later than 45 days prior to the proposed parade or special event **and** no sooner than 180 days prior.

Choose One:  Parade  Special Event

Event Name:		Date of Application:	
Requested Date:	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	
Sponsored By:			

### ORGANIZERS' CONTACT INFORMATION

Primary:	Name:	Cell Phone:
	Address:	Work Phone:
	Email:	Home Phone:
Secondary:	Name:	Cell Phone:
	Address:	Work Phone:
	Email:	Home Phone:
Requested Area(s):	Check all that apply: <input type="checkbox"/> City Streets <input type="checkbox"/> City Parks <input type="checkbox"/> Parking Lots <input type="checkbox"/> Other	

Exact Location of Event:			
Event Hours:	Exact Event Times:      to	Set up Start Time:	Clean Up End Time:
Anticipated Attendance Per Day:	Participants: (volunteers, staff....)	Spectators:	

### FOR OFFICE USE ONLY

Insurance Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Copy to:</b> <input type="checkbox"/> City Community Relations <input type="checkbox"/> City Manager <input type="checkbox"/> Chief of Police <input type="checkbox"/> Fire Chief <input type="checkbox"/> Parks & Rec. <input type="checkbox"/> DPW <input type="checkbox"/> City Attorney
Chief of Police/Designee	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comments/Special Considerations: See last page.		
Chief of Police/Designee Signature	Date:	
Special Events Permit #:		

**HOLD HARMLESS AGREEMENT**

If your event application is approved, a signed copy of the below Hold Harmless Agreement must be submitted prior to the start of the event.

All permits and/or applications are conditional upon all City and state agency requirements.  
Approved permits will be revoked prior to the event if conditions are not met.

I have read the above statements and the below agreement and understand my responsibilities and rights.

\_\_\_\_\_ (Initial)

\_\_\_\_\_ (Legal name of business/organizer, exactly as it appears on Certificates of Insurance, if applicable), shall defend and hold harmless the City of Big Rapids, its officers, employees, agents, and representatives thereof, harmless from all suits, actions, claims of any kind, including attorneys fees, brought on account of any personal injuries, damages, or violation of rights sustained by any person or property in consequence of any neglect on behalf of \_\_\_\_\_ (Legal name of business/organizer, while their personal property is situated on City property.

\_\_\_\_\_ (Legal name of business/organizer) shall further hold the City of Big Rapids harmless for any claims or amounts arising from violation of any law, bylaw, ordinance, regulation, or decree.

Legal Name of Business/Organizer (As it appears above): \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Special Consideration:

## GENERAL EVENT INFORMATION

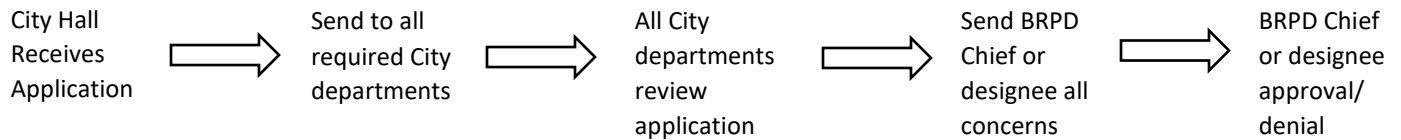
Complete the following questions. Please provide the additional information as needed.

<b>1. Event Name:</b>		
<b>2. Describe your event and the planned activities.</b>		
<b>3. Name of insurance company providing Certificate of Insurance and Endorsement Page for the event:</b>		
<i>Fill this section out if applicable.</i>		
<b>4. Has your organization held this event in the past?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where and when?
<b>5. Is this event a fundraiser for your organization?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of recipient organization:
<b>6. Will you be requesting assistance from the Police Department?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance?
<b>7. Will you be requesting assistance from the Department of Public Works?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What kind of assistance? (i.e., barricades, picnic tables, garbage cans, porta-johns, stage, dumpsters)
<b>8. Will drones be used during this event?</b> <small>All state and local ordinances must be followed</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, attach a copy of the operator's license and provide the operator's telephone number.
<b>9. Will you have private security on site?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who?
<b>10. Will items be left overnight?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	What and where?
<b>11. Will alcohol be served?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Resolution from the City Commission is required
<b>12. Will food, merchandise or services be sold?</b>  <small>All vendors must have a current business license. The collection and filing of any applicable taxes will be the responsibility of the individual vendor.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If applicable, Event Organizer must attach a vendor list to this application.

<b>13. Will the activity require the blocking of any of the surrounding streets?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		Provide details below.		
Blocked Street:	From (Street):	To (Street):	Day/Time Closed:	Day/Time Opened:	# of Barricades:	
<b>14. Will amplification equipment be used?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		What length of time? Location(s)?		
<b>15. What items or tasks will your organization be providing or performing for the event? (Please list all)</b>						

<b>16. Will there be any other temporary structures used in conjunction with your event?</b> (Examples: stage, large tent, bleachers, inflatables, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Size: Quantity: Location:
<b>17. Will the event require use of any parking lots as staging areas or additional spectator parking?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	List lots: Hours: Areas:
<b>18. Will there be animals?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: Quantity:
<b>19. Will there be balloon or helicopter rides?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:
<b>20. Will there be any fireworks, open flames, pyrotechnics, or fire art performances?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Location:
<b>21. Please attach a site plan diagram or route of your event to this application.   <input type="checkbox"/> Diagram Attached</b>		

**Approval/Denial Process:**



# CITY OF BIG RAPIDS

## SPECIAL EVENTS POLICIES AND PROCEDURES

### **PURPOSE**

The public health, safety, and welfare of the citizens of Big Rapids requires the regulation of special events within the City.

The Big Rapids Department of Public Safety-Police Division shall approve all special events involving the use of City streets, parks, buildings, grounds, and other City-owned properties which is different from or greater than that involving the usual use by the public.

### **DEFINITIONS**

1. Special Event Coordinator/Community Police Officer (SEV/CPO): Police Department employee responsible for managing community, civic, and cultural events for the City of Big Rapids; the primary contact person for events and event sponsors and has full authority to make decisions on behalf of the City and the Chief of Police.
2. Special Events: Any activities conducted upon or involving the use of City-owned streets, sidewalks, halls, buildings, grounds, and other property, which is different from or greater than that involving the usual use by the public. They include, but are not limited to, any enterprise, temporary gathering or any similar event including, but not limited to a theatrical exhibition, musical performance, public show, entertainment, parades, races, amusement, or other exhibition conducted in or on any City property.
3. Walks and Runs: All walks and runs conducted on City property shall be held on the Riverwalk and/or White Pine Trail as much as possible. If no City services are required and participants are utilizing City property for normal and routine use, no Special Events Permit will be required, and no insurance coverage would be necessary. After receiving written notification of the event from the event organizer stating the proposed date, time, location and expected number of participants, the Special Event Coordinator is authorized to issue formal written consent either in part or in whole. \*If the use of the bandshell or pavilion are requested a permit will be necessary.

### **SPECIAL EVENT CATEGORIES**

1. Low Liability- No physical activity by participants and no severe exposure to spectators such as:
  - a. Arts and Crafts shows
  - b. Classic Car shows
  - c. Community Concert/Music events
  - d. Flag Ceremonies
  - e. Sidewalk Sales
  - f. Social Gatherings (no alcoholic beverages)

*\*This list includes examples and is not all inclusive.*

2. Medium Liability-Limited physical activity by participants and no severe exposure to spectators, such as:
  - a. Bicycle Races
  - b. Easter Egg Hunts
  - c. Parades with no floats
  - d. Political/Religious/Workforce Rallies
  - e. Running Road Races

*\*This list includes examples and is not all inclusive. Expected crowd size not to exceed 2,000.*

3. High Liability-Major participation by participants and/or moderate or severe exposure to spectators, such as:
  - a. Carnivals with rides
  - b. Parades with floats
  - c. Circuses
  - d. River Raft Races
  - e. Air Shows/Airplane Rides

*\*This list includes examples and is not all inclusive. Expected crowd size over 2,000. Event Organizer must provide a Certificate of Insurance.*

4. Special Liability-Events in the Special Hazard group shall be reviewed and thoroughly planned with input from the Insurance Carrier representative and the City and must get Commission approval. Examples of events:
  - a. Concerts that have a fee to attend
  - b. Rodeos
  - c. Vehicle Races
  - d. Fireworks Displays
  - e. All functions where alcoholic beverages are served.

*\*This list includes examples and is not all inclusive. Event Organizer must provide a Certificate of Insurance.*

## **PROCEDURES AND REQUIREMENTS**

1. Special Events Meeting- Any event falling into the aforementioned categories may require a meeting with the Event Sponsor and representatives from the City of Big Rapids Department of Public Works and Police Department prior to the application being submitted for approval.
2. Community Events- Community Events are defined as events that may not necessarily result in significant economic impact to the city, but promote civic and/or neighborhood pride, and enhance the quality of life and wellbeing of the city residents and visitors.
3. Nonprofit Events- Nonprofit events are defined as organizations that are exempted by statute, or organizations granted exemption from federal income tax under the Internal Revenue Code section 501(c)(3) or 501(c)(4). A copy of the federal exemption letter or a letter previously issued by the Michigan Dept. of Treasury is required by the City. Nonprofit events provide a benefit to the public and all funds raised by the nonprofit using city property shall be for the benefit of the event and not for any private or personal gain.

4. Co-Sponsored Events- The City may jointly sponsor certain events with other organizations when it is determined that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Events Policy and must reimburse the City for any costs in excess of the support level authorized by the budget appropriation.
5. For Profit Events/Activities-The City may allow Special Events operated by for-profit sponsors so long as they are beneficial to the city and the public. For-Profit events must pay 100% of all City costs related to the event.

## **SPECIAL EVENT APPLICATION**

Applications to conduct a Special Event may be made electronically and must be submitted at least 45 days in advance. If, for some reason, you are unable to submit an online application, please contact the Police Department Community Police Officer to obtain an application.

1. Event Applicant/Organizer-The Event Applicant/Organizer must be the chief officer or a representative who has been authorized by the organization to complete the special event application. The contact person(s) listed on the event application must be the primary contact for all event planning meetings as well as follow up communications, as needed. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s).
2. Event Details-Event Details must be as comprehensive as possible at the time the application is submitted. The CPO will process the application and formulate a billing estimate for the event based on the application materials that are submitted. The more accurate the event details, the more accurate the billing estimate will be.
3. Application Requirements- The application must include the following:
  - a. The name, mailing address, cell/home/work telephone numbers, email address and official capacity of the person or entity making the application. Also, contact information should be provided for a secondary organizer if available.
  - b. The event name, requested date, and event hours including set up and clean up times.
  - c. A detailed statement describing the proposed special event and its location, including maps, if applicable. This statement should include the purpose of the event (i.e., if a fundraiser, for whom).
  - d. Identification of the streets, roads, or other public rights-of-way to be used or affected by the activity, event, or use.
  - e. An estimate of the maximum number of persons expected at the event for each day it is conducted.
  - f. A detailed explanation, including drawings where applicable, of the applicant's needs and plans to provide the following:



- i. Facilities for clean-up (trash removal, etc.)
- ii. Electrical (if needed downtown, is only available at pocket park)
- iii. Illumination facilities
- iv. Communication facilities
- v. Noise control
- vi. Signs and banners along the premises (Note: Signage is prohibited in the City Right-Of-Way.)
- vii. Insurance arrangements
- viii. List of contractors and sub-contractors
- ix. Fencing
- x. Vendor(s) and type(s) of any food, beverages, souvenirs or other goods to be sold or distributed at the activity, event or use and their set up location
- xi. List of permits to be secured from other jurisdictions or entities
- xii. Vehicle access, parking facilities, barricading, and traffic
- xiii. Sanitation facilities (wash stations, port-a-johns, etc.)
- xiv. Request for any City equipment and/or services – give as much detail as possible as to the city services and/or equipment requested
- xv. Security (if this involves the sale of alcoholic beverages, all security, including perimeter security, is required and is the sole responsibility of the applicant)
- xvi. Whether any tents will be used – No tent stakes to be driven into asphalt surfaces (Violators shall pay for all required repairs.)
- xvii. Fire protection
- xviii. Medical facilities and services, including emergency vehicles and equipment
- xix. Camping and trailer facilities if overnight stays are anticipated
- xx. Number of volunteers being utilized
- xxi. Whether an admission fee will be charged
- xxii. Whether alcohol will be served or sold
- xxiii. Whether music will be played or performed
- xxiv. Whether there is a separate concert and a separate fee charged

***\*Paint on asphalt is not permitted***

5. Headquarters Requirement- It shall be the responsibility of the applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent applicant concerning all activities conducted under the terms of any permit which may be issued. Failure to comply with this provision or any other term or condition of any permit which may be issued shall be cause for the City Manager, Chief of Police, Fire Chief, or their designees, to immediately revoke any Special Event Permit which may be issued and require applicant to vacate the premises.
6. Alcohol Sales- Alcohol is strictly prohibited on any City Street and/or any Public Property pursuant to City Ordinance without a license. A special license to serve alcohol at your event may be obtained through this application process; however, applicants are required to apply with the <https://www.michigan.gov/lara/bureau-list/lcc>. You must attach a copy of a Liquor Control Permit, Event Plan/Map indicating where alcohol sales will take place, and proof of liquor liability insurance naming the City of Big Rapids as additionally insured is required. All sale or furnishing of alcohol shall stop at 11:00 p.m., except on Sunday, when such sale and furnishing shall stop at 10:00 p.m. The Chief of Police, with the consent of the City Manager, may extend the time for alcohol sales. The City requires that all event staff handling alcoholic beverages receive appropriate training. The event plan must include how event staff will be trained, who will perform the training and how persons of legal drinking age will be identified.

7. Music- Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
8. Expenses- Applicant, on behalf of the organization, agrees to reimburse the City of Big Rapids for its "out-of-pocket" expenses which includes but is not limited to the hourly rate of the Special Events Coordinator/CPO and overtime of City employees whose services are required. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of Big Rapids invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
9. Event Conclusion/Closure- All City property shall be clear within three (3) hours of the events scheduled end time, unless otherwise approved by the City Manager or designee.
10. Insurance and Indemnity- A Certificate of Insurance shall be evidenced to the City prior to the event and shall include the City as Additional Insured. The coverage shall be as follows:
  - a. General Liability (occurrence basis only) with the following coverage inclusions:
    - i. Broad Form General Liability Endorsement or Equivalent
    - ii. Independent Contractor Coverage
    - iii. Contractual Liability
    - iv. Products and Completed Operations
  - b. Limits of Liability shall be not less than \$1,000,000 per occurrence and/or aggregate, combined single limit for Personal Injury, Bodily Injury and Property Damage.
  - c. Worker's Compensation and Employers' Liability

***\*Failure to provide this insurance and indemnity agreement will forfeit the approval.***

#### 11. Insurance Requirements

- a. Low Hazard- A minimum of \$1,000,000 per occurrence and aggregate limit of liability for personal injury, bodily injury, and property damage. Examples include Arts and Crafts shows, Classic Car shows, Community Concert/Music events, Flag Ceremonies, Sidewalk Sales, and Social Gatherings (no alcoholic beverages).
  - b. Medium Hazard- General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. Examples include, Bicycle Races, Easter Egg Hunts, Parades with no floats, Political/Religious/Workforce Rallies, and Running Road Races.
  - c. High Hazard- General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. Examples include Carnivals with rides, Parades with floats, Circuses, River Raft Races, and Air Shows/Airplane Rides.
  - d. Special Hazard- General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage. The City Manager may require higher limits. Examples include Concerts that have a fee to attend, Rodeos, Vehicle Races, and Fireworks Displays.
  - e. Liquor Liability- A minimum of \$1,000,000 per occurrence aggregate limit of liability.
12. Attendance at Meetings- Applicant shall attend any meeting required by the City which concerns or relates to the conduct of activities permitted by the Special Event Permit.

13. Power to Act, Modify or Revoke- The City Manager, or designee, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which are issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designee, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
14. Issuance or Denial of Permit- The completed application shall be submitted to the Special Events Coordinator/CPO for review. Upon receipt of the application, the SEV/CPO will either approve, approve with conditions, or deny the request. Applicant can request a meeting with the SEV/CPO, City Manager and Chief of Police to discuss the reason for the denial; however, the City of Big Rapids reserves the right to approve or deny in part or in full all applications for Special Events.
15. Severe Weather Planning- Applicant shall complete and submit to the SEV/CPO the Special Events Severe Weather Emergency Action Plan form after the initial application is approved. The SEV/CPO will then forward a copy of this form to Meceola Central Dispatch for their use in case of emergency during the event.
16. Airport Facilities- Requested use of Roben Hood Airport facilities for special events, activities and other purposes shall comply with the conditions established by FAA. Requests for use of Airport facilities for all non-aeronautical events, activities and other purposes shall be reviewed by the MDOT Bureau of Aeronautics/FAA. Non-aeronautical use of airport facilities shall not be permitted unless approved by the MDOT Bureau of Aeronautics/FAA. This process can take up to 90 days and is the responsibility of the applicant.
17. Street Closures- Approvals or denials for the requested closure of any City owned property to include streets, parking lots, and parks shall be at the sole discretion of the Chief of Police or the designee. DPW will make requests to MDOT for State trunklines 20 days prior to the event.
18. Two or More Applications for the Same Event Date- In the instance that two or more completed Special Event Applications are received for the same date and time, and prior to the final approval of either event, the date and time that each application was received by the City will determine the order of preference. Once the event is approved, it shall be the policy of the City to not award further permits for the same date, time, and general location.
19. Food Permits- If any food will be prepared, distributed, or sold at the event, each vendor must apply for and receive a permit from the Mecosta County District 10 Health Department located at 14485 Northland Drive, Big Rapids MI 49307. Phone number is 231-592-0130.  
<https://www.dhd10.org/clinic-locations/mecosta/>

# **ATTACHMENTS**

<https://cityofbr.seamlessdocs.com/f/PavilionRegistration>

<https://cityofbr.seamlessdocs.com/f/BandshellReservation>

# Special Events Price Guidelines 2022

Reg units \$100.00 – ADA units \$135.00 Handwashing units \$135.00

Dumpsters \$500 - PolyCarts \$15

Stage - \$250

Generator - \$650