

City of Wyandotte



Special Event Packet and Application

Special Events Office, City of Wyandotte
3200 Biddle Avenue Wyandotte, Michigan 48192
P: 734-324-4502 F: 734-324-7283
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Hello!

This Special Event packet and application is designed to assist you in the event planning process here in the City of Wyandotte. Take a minute to read over the information and if you have any questions feel free to contact the Special Event Office at the information provided.

Dates to Remember

The following dates provide you with a schedule to guide you through the special event approval process for use of City owned property. Please adhere to the following schedule below.

| Events Requiring Street Closure (s) | Events in Parks |
|--|--|
| <p>Minimum 90 Days Before the Event the following must be returned to the Special Event Coordinator</p> <ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with the Special Event Coordinator | <p>Minimum 60 Days Before the Event the following must be returned to the Special Event Coordinator</p> <ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with the Special Event Coordinator |
| <p>Minimum 60 Days: Department Requests</p> <ul style="list-style-type: none">• Wyandotte Police Department• Wyandotte Fire and Rescue Department• Department of Public Service• Department of Recreation• Municipal Service Department | <p>Minimum 45 Days: Department Requests</p> <ul style="list-style-type: none">• Wyandotte Police Department• Wyandotte Fire and Rescue Department• Department of Public Service• Department of Recreation• Municipal Service Department |
| <p>Minimum 30 Days</p> <ul style="list-style-type: none">• Insurance• Final Site Plan Approval• Payment of Estimated Costs | <p>Minimum 30 Days</p> <ul style="list-style-type: none">• Insurance• Final Site Plan Approval• Payment of Estimated Costs |

Street Closures and Use of Right of Way

Events requiring the temporary closure of a county street must be approved by the Wayne County Department of Public Services. The Special Event Office will coordinate on behalf of the applicant with the Wyandotte Police Department for this information/permit.

Special Events

A special event is defined as any transient amusement enterprise, outdoor temporary gathering, and any similar event, including but not limited to a theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition. All city sponsored events would be excluded.

Special Event Permission

A Special Event permit/resolution is the official document authorizing the performance of an event on city property. To obtain a Special Event permit/resolution, applicants must submit a completed Special Event Application and a non-refundable application fee to the City of Wyandotte. Submission and acceptance of the Special Event application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with time frames, deadlines and requirements, the permit/resolution may be denied.

Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map should be submitted along with the Special Event Application and include the following items:

1. North, indicated by a directional arrow symbol
2. Name of the area (Park, Street, etc.) you intend to use including surrounding streets with on-way streets indicated.
3. The overall event area including any requested street closures, plus the location and number of feet to be reserved highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, porta-potties, vehicles, shelters, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6. Indicate 20 wide fire lane clearances in all areas and the location of all fire hydrants.
7. Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts. (See attached electrical form)
8. Any other details you think are helpful in the physical description of your event.

Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence. Proof of insurance must be submitted a minimum of 30 days prior to the first day of the event through clean up activities. The City of Wyandotte must be named as additional insured. The certificate will be reviewed and additional coverage or wording may be required by the City of Wyandotte to match the needs of the event.

Subcontractors and service providers hired by the applicant are required to meet all insurance requirements. Subcontractors and service providers must submit a copy of their insurance and sign a Hold Harmless statement in order to perform work on city property.

Additional insurance may be required including but not limited to:

Liquor Liability Endorsement

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage limit of no less than \$1,000,000 for each occurrence. The city is to be additional insured party. Applicant is required to comply with all liquor control commission rules and obtain the necessary license.

Cost Estimates

A cost estimate for city services will be prepared by the Special Event Office for each event based on information submitted in the Special Event Application. Upon the applicants agreement to pay all associated event costs, the event approval process will begin. A non-refundable application fee is required to submit a Special Event Application.

Denial or Rejection of a Special Event Permit Application

The Office of Special Events may reject or deny a permit application for one or more of the following reasons:

Failure to submit an application within the time periods listed in this application packet

The application is not executed properly or is incomplete

The applicant owes the City of Wyandotte money from another event, services provided or damages to city property

The Special Event Office has already received a properly filled out application and given approval for the same date and or space. **The City of Wyandotte has the right to deny any applicaiton for any reason in its sole discretion.**

Event Cancellation

The City of Wyandotte may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the event were permitted to take place.

The City of Wyandotte has the right to revoke the permit if the applicants use is in violation of the permit requirements, violates a city ordinance, interferes with or results in a negative impact upon neighboring properties, creates a nuisance, or any other reason to protect the public health, safety or welfare.

The event must be conducted in compliance with all city ordinances and state laws.

Hold Harmless Agreement

The City of Wyandotte will issue you/your group a hold harmless agreement after your event is reviewed **and approved** by the Mayor and City Council. This hold harmless must be signed and returned to the Special Event Office **20 days prior to the event date.**

Wyandotte Police Department/First Aid Emergency Services

The Wyandotte Police Department and Fire Department will determine if and how many officers and/or Fire Department Staff are needed based on a number of variables including; estimated number of attendees; if alcoholic beverages will be served; event location; weather; open flame activities; outdoor cooking; time of day the event will take place; and the need for street closures or rerouting of traffic.

Tent Requirements

A tent with a square footage in excess of 100 feet (10x10) requires approval from the Fire Chief. The following must be provided when applying for a special event permit:

A site plan showing the property lines and the location of the tent along with measurements

A floor plan showing what is under the tent

The dates the tent will be put up and taken down

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Wyandotte.

Waste Management/Recycling

The applicant is responsible for cleaning the rental area, disposing of trash, and returning the area to a condition similar to that prior to use. Trash must be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner through our Department of Public Service Office at 734-324-4590.

Electrical Services

Any existing electrical service at a park, city property or tree boxes may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. You will need to list the amount of electrical hook up that you will require on the application. This will then be reviewed by the Municipal Service Department. If approved any costs associated with electrical boxes, overloading of circuits, overtime of electrical employees, etc. will be the responsibility of the applicant.

Marketing

Applicants have the option to use the Fort Street Sign as well as the www.wyandotte.net community bulletin board to market their events. Both applications are located on our website www.wyandotte.net.

Sites

You will be charged a site fee for each day of use - including your event set-up and tear down. Please note that park shelters are not included with the rental of a site. Fees are subject to change at any time.

| Public Venue | Event Rate |
|---------------------------|-------------------|
| Biddle Avenue | \$650 |
| Parking Lot #1 | \$500 |
| City Hall Parking Lot | \$350 |
| Yack Arena Parking Lot | \$350 |
| Any downtown side street | \$350 |
| Bishop Park | \$300 |
| Grassy Lot at 1st and Elm | \$250 |
| All other parks or sites | \$125 and up |

Deposit

We require a deposit when the permit is issued in an amount sufficient to cover the city's costs. If the deposit is determined not to be sufficient, the applicant will be billed for any additional costs which must be paid within ten days of the sending of the billing to the applicant.

Application for Special Event

Special Events Office, City of Wyandotte * 3200 Biddle Avenue Wyandotte, Michigan 48192

P: 734-324-4502 F: 734-324-7283 * hthiede@wyandottemi.gov

Date of proposed event: _____ Times: _____

Name of Applicant: _____ Name of Business or Organization: _____

Type of legal entity of your business/organization: _____

If a Corporation or LLC, a certificate of good standing and a corporate resolution indicating who is authorized to sign the application, hold harmless and all other city documents on behalf of the entity is required. Note: The applicant may receive this from the State of Michigan for \$10. If the LLC does not provide a resolution, the city must receive a copy of their "Operating Agreement" which must identify who can act on behalf of the LLC.

Name of individual authorized to sign documents on behalf of your business/organization: _____

Address: _____ Email: _____ Cell Phone: _____

Please attach a detailed description and site map (please see details for proper site map on page 3 of this document) of the proposed event to this application for review by the Special Events Office.

Site of proposed event: _____

Estimated maximum number of persons expected at the event for each day: _____

Is Alcohol going to be served or provided at this event: _____ Do you have a license: _____

Do you need water hook up for this event? _____ Where? _____ Used for: _____

Electrical needs: Please list on the attached electrical sheet your electrical needs for your event. This document must be returned to the Special Event(SE)Office along with this application if you require power at your event. **If your event is approved by the City Departments and Mayor and City Council, you will must submit detailed power needs to the SE Office no later than 20 days prior to your event set up. After this information is given to the SE Office, it will be sent to the Municipal Service Department for processing. You will be contacted as to when and where you can pick up your power boxes before the event. Any other process other than what is noted above is void and power will not be supplied at your event.**

Application fee: Please check off the city services that you require for your event below. The application fee will be determined by the amount of city needs. (This does not include the fees for city services or over time costs before/during/after your event)

No city services requested: (\$50 fee made payable to the City of Wyandotte)

Department of Public Service needs: fencing, road closures

Electrical Hook Up Water Hook Up

Wyandotte Police Department assistance: Security, patrol, etc.

Wyandotte Fire Department assistance: Site inspection, EMS on site, etc.

City Department Meeting prior to event for review of event details, planning on site needs, etc.

Total items check: _____

No city services required: \$50 application fee

One box: \$100 application fee **Two or more boxes:** Please add \$50 for each item checked - If all boxes are checked- \$300 application fee

Please note: By filling out this application, you are applying to have an event in Wyandotte. This application is subject to review and potential approval and denial. If your application is approved by City Departments and Mayor and City Council, the below steps are taken:

Information of approval is sent to applicant: hold harmless agreement, resolution for your files. Event details are requested from applicant: Exact amount of power needed and locations, insurance documents, copy of liquor license, additional city needs, etc.

Date filing this application: _____ If submitting this application past the listed deadlines please include a late fee of \$50 with application fee.

