



SPECIAL EVENT PERMIT APPLICATION

City of Grosse Pointe
17147 Maumee Avenue
Grosse Pointe, MI 48230
313-885-5800
www.grossepointecity.org

Applications shall be submitted to the City Manager's Office no later than seventy-five (75) days prior to the date of the actual event.

SPONSOR/CONTACT INFORMATION

Name of Sponsor	Contact Person
Contact Address	Contact Telephone
Contact City/State/Zip	Contact Email Address

EVENT INFORMATION

Name of Outdoor Event: _____

Event Date(s): _____ Rain/Alt Date(s): _____

Event Times: from _____ am/pm UNTIL _____ am/pm

Event Location (map should be attached) _____ Map ___Y ___N

Event Setup Times: from _____ am/pm UNTIL _____ am/pm

Number of estimated attendees _____

STREET CLOSURES AND PARKING

Street(s) - _____ will not be closed _____ will be closed (please attach map/sketch of all closures)

If closed, which streets and blocks? _____ Closed from _____ am/pm until _____ am/pm

Does this street have access to a parking lot? ___Y ___N If yes, what is the lot number and location _____

List any other parking related requests or considerations _____

CITY SERVICES AND OTHER REQUESTS

Alcohol _____ will _____ will not be served other than inside currently licensed establishments
If alcoholic beverages will be served outside, attach list of vendor(s) and location. State license application may be required.

Barricades _____ will _____ will not be used
The City can provide barricades. The applicant will be charged for staff time for City delivery and pickup of barricades.

Food _____ will _____ will not be served other than inside licensed restaurant
All food vendors must obtain a food permit required by State and/or Wayne County.

Portable Restroom _____ will _____ will not be used List number and location _____

CITY SERVICES AND OTHER REQUESTS (continued)

Refuse Receptacles ___ will ___ will not be used

Public Address System ___ will ___ will not be used ___ Music ___ Entertainment ___ Presentation

If yes, who will provide it, list where it will be located, and who will take it down after event

Temporary Structures (ex. Tents) ___ will ___ will not be used

If yes, list number, type and location

Stages ___ will ___ will not be used

If yes, list number, type and location

Special Fencing ___ will ___ will not be used

If yes, list who will provide it, where it will be located, and who will take it down after event

INSURANCE

Proof of Liability Insurance for the Event ___ is ___ is not attached

The City requires that all sponsors of special events carry liability insurance. Prior to the approval of a special event, the City requires the sponsor(s) to obtain a special event insurance policy that includes listing the City of Grosse Pointe as an additional insured and an indemnification of the City if the event involves City property. The minimum coverage is \$500,000 per occurrence, \$1,000,000 in total; and \$1,000,000 per occurrence and \$2,000,000 in total for an event with alcohol.

SPECIAL EVENT FEES Fees shall be charged for City services provided to Special Events as follows (Sec. 50-42, Ord. 424)

(a) Hourly Rate shall be the hourly cost for any employee working on a special event as established by the City Administration. Hourly Rate may include expenses related to the employee including fringe benefits, overhead, and overtime, if required for the event.

(b) Purchased or Rented Materials shall include all direct costs for all materials purchased or rented by the City of Grosse Pointe for use at the event. An Administrative Fee of 3% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.

(c) Equipment Charges shall be the current equipment rental rates charged by the City.

A cash deposit, performance bond or other security acceptable to the City may be required in an amount equal to the amount estimated by the City to be billed for City Fees as described above.

RENTAL CHARGE FACILITY FEE

Events which are not City sponsored shall be charged a rent/facility fee for use of public areas such as parks or streets, in addition to the City Event Fees provided herein. The rent/facility fee shall be set by the City Administration in consultation with the applicant, based on the overall economic impact of the event, and subject to final approval by the City Council as part of the Special Event Application approval, or by an approved fee schedule. The City credits \$500 of the fee for events sponsored by non-profits.

ADDITIONAL ITEMS - Please include the following with this application.

___ Written narrative describing event, including a list of all participating merchants, vendors and exhibitors, as well as any amplified presentations or musical events.

___ Reproducible layout/drawing/map of event showing tents/temporary structures, utility lines, lighting, barricades, and power sources.

APPLICANT/CONTACT SIGNATURE

Signature

Printed Name

Date



**CITY OF GROSSE POINTE
SPECIAL EVENT APPLICATION**

INDEMNIFICATION

The _____ (organization) agrees to protect, defend, indemnify and hold harmless the City of Grosse Pointe and its officers, employees and agents from any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

The _____ (organization) further agrees to investigate, handle, respond to, and provide defense against such claims, etc., at its sole expense and agrees to bear all other costs and expenses thereto, even if such claims are is groundless, false or fraudulent.

Agreement is in effect during the _____ event on _____.
Title of Event Date(s) (xx/xx/xxxx)

Signature of Representative of Organization