

Special Event Application Form



224 W. Buffalo St.
New Buffalo, MI 49117
Phone: 269-469-1500
Fax: 269-469-7917

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager's Office, at the address shown at the left.

Special Events must be approved by the City Council, which meets on the Third Tuesday each month. We recommend submitting your application at least two months before your organization, to allow time *for review and satisfy all requirements before approval.*

Applicant Information

Name of Special Event: _____

Sponsoring Organization (if applicable): _____

Mailing/billing Address: _____

City/State/ZIP Code: _____

TIN: _____

Contact Person(s): _____

Business Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address(es): _____

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 5.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and not "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: _____

2. Is there a requested alternative date(s)? [YES] [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): _____

4. What is the requested location(s) of the event(s): _____

5. Provide estimate number of people attending this event: _____

Please complete the following checklist regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

6. Is this event expected to be a reoccurring event in a future calendar year? Yes___No___
Normal Annual Date? _____
7. Have you included a map indicating the location of your event and schedule? Yes___No___
8. Will this event include the use of signs? Yes___No___
- Directional _____ Yes___No___
 - Other _____ Yes___No___
9. Is the applicant seeking special parking arrangements, such as reserved parking? Yes___No___
10. Is the applicant requiring utility connections, such as electric or water services? Yes___No___
11. Does the applicant require other public services? Yes___No___
- Barricades Date Installed: _____ Date Removed: _____ Yes___No___
 - Fencing Date Installed: _____ Date Removed: _____ Yes___No___
 - Street Sweeping Yes___No___
 - Mowing Yes___No___
 - Rubbish Containers Date Installed: _____ Date Removed: _____ Yes___No___
 - Recycling Containers Date Installed: _____ Date Removed: _____ Yes___No___
 - Police Yes___No___
 - Other: _____ Yes___No___
 - Map included indicating locations of these services/facilities? Yes___No___
12. Does the applicant have any security or safety concerns/requirements? Yes___No___
13. Are you requesting assistance from the Police Department? Yes___No___
14. Are you requesting assistance from the Fire Department? Yes___No___
15. Is the applicant requesting assistance from an outside agency or contractor
For providing services and/or facilities? Yes___No___
16. Will the event include loud or unusual sounds? Yes___No___
- Musicians Yes___No___
 - Singers Yes___No___
 - Amplified Announcers Yes___No___
 - Carnival Rides Yes___No___
 - Motor Vehicle Noises Yes___No___
 - Generators Yes___No___
 - Other _____ Yes___No___
17. Will the event include food/vendors? Yes___No___
18. Will the event require sanitation services? Yes___No___
19. Will the event require transportation services? Yes___No___
20. Will the event include unusual lighting beyond what is normal at that location? Yes___No___
21. Are alcoholic beverages proposed to be served as part of the event? Yes___No___
- Have all necessary liquor licenses been obtained or applied for? Yes___No___
22. Does the applicant have any other requests that are not listed in this form? Yes___No___
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with
Respect to the event; have you attached a Certificate of Insurance listing the
City of New Buffalo as an additional name insured? Yes___No___

**Indicates attachments required*

6. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
7. **An Event Map and Schedule of event** – If your event will use streets, sidewalks, or parks will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), security, signage, exits, port-o-johns, remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request. (Please see page 7 to complete the map(s) and schedule information in greater detail)
8. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
9. **Is the applicant requesting special parking arrangements – such as limiting parking areas to certain groups of users?** No special event request will be inclusive of any guaranteed reserved parking. Applicants may submit a detailed request defining the reason and specific need for the designated parking request. The only vehicles permitted inside of the venue will be utilized for the containment and preservation of perishable goods.
10. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Park Superintendent to review what utilities are available in requested area, and provide a description or map showing the utilities requested. The City will call Miss Dig to identify utility lines 2 weeks before event.
11. **Does the applicant have any other requests for public services?** If yes, you must coordinate with the Park Superintendent to determine if assistance from Public Services is appropriate and available. The applicant may be charged for these services.
12. **Does the applicant have any security or safety needs?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and then provide a description of services or security plan the Police Department has for approval. The applicant shall be charged for these services.
13. **Is the applicant requesting assistance from the Police Department?** If yes, you must contact the Police Chief to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant shall be charged for these services.
14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?** If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

- 15. Is the applicant requesting assistance from an outside agency or contractor for providing services and/or facilities?** If yes, you must please attach information indicating all of these contractors on this application. It is your responsibility to make sure each agency or contractor has a minimum of 1,000,000 liabilities polices and has named you or your organization as a rider of a special event.
- 16. Will the event include loud or unusual sounds, such as musicians, singers, amplified announcers, carnival rides, motor vehicle noises, generators beyond those regularly present in the location, etc.?** If yes, you must please attach information indicating all of these on this application along with a detailed schedule and hours of event date(s).
- 17. Will the event include Food Vendors?** If yes, please include a list of food vendors with any and all pertinent information. In addition, the following are also required:
- Special Waste:** All grease, charcoal, etc., must be disposed of properly – not left in the street/park or poured down a sewer. The producer or city employee will review the space, if a vendor is not present, the City reserves the right to determine the cleanliness of the space and charge for clean-up.
 - Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multipurpose dry chemical, a minimum of twenty pounds.
 - You must fill out and mail in the TFE License Application to the Berrien County Health Dept. 2106 S M-139 Benton Harbor, MI 49022 (P: 269.927.5623 / F: 269.927.2960). License must be posted at booth when in operation.
 - All water and/or electrical requirements need to be discussed and planned for prior to the event. Only approved electrical hook-ups are allowed, generators, use of city 110/220 outlets, etc. At no time is a vendor or producer allowed to rig an electrical hook-up without a licensed electrician.
- 18. Will the event require Sanitation Services?** If yes, the producer must indicate the location of waste bins inside and dumpster outside of the event on the site map and include the vendor name and contact information.
- 19. Will the event require transportation services?** If yes, the drop off/pick up locations, vehicles used and vendor name and contact information must be indicated on the site map.
- 20. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?** If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, electrical needs, and whether the lighting is constant or intermittent during those times.
- 21. Will alcoholic beverages be served as part of the event?** If yes, you must complete the LCC temp liquor license application then receive approval from the Police Department of your intention to serve alcoholic beverages. This approval will be based on site map, security provided, hours, and status of applicant and along with board approval (non-profit, church, military only). Approval of the special event by the City does not constitute final approval to serve alcoholic beverages; any necessary approval of a liquor license is a separate process through the State MI Liquor Commission.
- MI Liquor Control Commission:** www.michigan.gov/lara/0,4601,7-154-10570---,00.html
You must have necessary paperwork completed and approved by Police Dept for a liquor license by 30 (thirty) days out from your event date(s). Please provide timeframe of expected receipt of license.

22. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form which the City should be aware to make a fully informed decision with regard to approval of the proposed event.
23. The applicant is required to provide \$1,000,000 of general liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be filed at City Hall at least one calendar month before the event.

The City of New Buffalo PROHIBITS any and all painting of any city property, unless written authorization is given by the City. The City of New Buffalo PROHIBITS tent stakes to be driven into asphalt surfaces, use of weights is preferred unless written authorization is given by the City of New Buffalo. Events of those persons violating this policy will be canceled and no future event will be allowed.

In the event that a Special Events Permit is issued, Applicant shall supply to the City Clerk at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit. Permit will need to be posted on each event date(s) at the promoters/management station.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit, which may be issued for the event covered by this application. All approvals are binding between the City and Applicant, no changes will be made or allowed after approval process is complete unless City is notified and approved changes in writing.

For any activity, event, carnival, or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service. A licensed electrician in MI must provide all electrical needs or set up.

Applicant shall deposit with the City Clerk a clean-up, parking, and performance bond in the form of cash or cashier's check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. Partial or full modification of deposit may be considered. This will correlate with the type of insurance required. The performance bond should be deposited with the City Clerk at the time the application is submitted. The performance bond shall be returned

to Applicant, without interest, within 60 (sixty) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up, parking, and performance bond and if the amount thereof is insufficient, pursue all other remedies.

Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its “out-of-pocket” expenses related to the event. Expenses may include but is not limited to overtime of City employees, including police, street and park employees and trash disposal tipping fees at landfills. The performance bond deposit will be applied to said expenses and any remaining balance will be refunded to applicant. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days of billing.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to complete his or her responsibilities as sponsor of a special event.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City’s Special Events Policy and Procedures.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of New Buffalo, and that the event takes place in accordance with the application as approved by the New Buffalo City Council, including any conditions placed thereon. The applicant agrees and is responsible to communicate and enforce the information in this application to all vendors, contactors, outside agencies, or other parties working under applicants authority.

Applicant signature: _____

Applicant printed Name: _____ Date: _____

MAPS/LOCATION – mark event items on map(s)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

- City property or city park use. Show locations of fencing, barriers, or barricades. Include streets and/or Sidewalks to be closed or barricaded on map(s). To ensure requested items, such as cones or barricades, are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00 a.m. and 4:00 p.m. should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the City of New Buffalo cannot guarantee the requested items will be available for the event, **first come – first served, limited quantity available.**

- Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Street Department will be charged \$85.00 per barricade.
- Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Street Department will be charged \$35.00 per cone.

Explain closure _____

- Entertainment, dance, tent or stage. Mark locations on maps.
- Event Command Post. Mark location on maps.
- Dumpsters and/or trash containers. Mark location on maps. Vendor name and contact info
- Portable toilet facilities. Mark locations on maps.
The City requires the use of portable toilet facilities for events expecting over 100 attendants. There must be a **minimum of 3 per 1,000 with** 1 of the 3 being handicapped accessible. Vendor name and contact info must be included.
- Parade. Mark beginning area, the route* (with arrows) and finish area on maps
- Relay event. Indicate “hand-off” points and areas of participant equipment impact.
- Fireworks/pyrotechnics site. Mark location on maps. Vendor name and contact info
- Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s)
Promoter must have a list of all vendors, food, general contacts available at all times on site of event

Note: Number/permit will be given for all vendor inquiries. It is required that the Sponsoring Organization issue a paper permit to be displayed by vendor to let city and event staff know they are an approved vendor.

Event Schedule – Site Map(s)

Name: _____ Telephone: _____

City of New Buffalo Review

Department	Reviewed – Recommend Approval	Reviewed – Recommend Denial	Reviewed – See Comments
City Manager			
City Clerk			
Park Superintendent			
Street Superintendent			
Police Chief			
Fire Chief			
Other			

Comments

Post – Approval Follow-up

Event Application completed in full [YES] [NO]

Performance bond received by City [YES] [NO] Amount \$ _____

Park fees received [YES] [NO] Amount \$ _____

Fees waived [YES] [NO] Reason: _____

Liquor License Application filed with Police/City and approval received [YES] [NO]

Insurance Policy of Promoter Received with Application [YES] [NO]

New Buffalo City Council Approval/Denial

City Council Action: [APPROVED] [DENIED]

Date of City Council Action: _____

Festival Category: [1] [2] [3] [4] determined correctly [APPROVED] [DENIED]

City Manager Signature: _____

Date: _____

If denied by City Council, reason for denial: _____

Conditions or changes from application: _____

- Copy to:**
- City Manager** _____
- City Clerk** _____
- Street Superintendent** _____
- Park Superintendent** _____
- Police Chief** _____
- Fire Chief** _____
- Other** _____

**CITY of NEW BUFFALO
SPECIAL EVENTS POLICIES AND PROCEDURES**

1. PURPOSE

The public health, safety and/or financial welfare of the citizens of New Buffalo.

2. DEFINITIONS

Special Events Committee Members: City Clerk, City Manager, Park Superintendent, Street Superintendent, Police Chief or their designees.

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property. They include but are not limited to, any enterprise, temporary gathering or any similar event, such as: a theatrical exhibition, musical performance, markets, community activities, public show, entertainment, parades, races, walk/runs, bicycle/motorcycle/car tours, amusement or other exhibition conducted in or on any City property.

Special Event Categories:

- a. Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gatherings.
 - b. Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats.
 - c. High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races.
 - d. Special Hazard. Concerts, professional or collegiate sport events, rodeos, all vehicle races, power boat races, fireworks displays, all functions where alcoholic beverages are served.
3. PROCEDURES & REQUIREMENTS

- a. Special Events Committee/Coordinator Meeting. For new large or unique events, or for substantial changes in any current/annual event, a meeting with the Special Events Committee, Special Events Coordinator, and Event Sponsor may need to be held prior to application being submitted for approval. Applicants may request a meeting prior to the submittal of completed application.
- b. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit form. The application for a permit must be received by the City Clerk's office a minimum of ninety (90) days before the date of the proposed special event.
- c. 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 term or condition of any permit which may be issued.
- d. For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National

Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

- e. Alcohol Sales. All sale or furnishing of alcohol shall stop at the designated time stipulated on the LCC application and shall not go later than 12:00 a.m. (midnight), except on Sunday, when such sale and furnishing shall stop at 8:00 p.m.
- f. 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.
- g. Expenses. Applicant, on behalf of the organization, agrees to reimburse the City of New Buffalo for its "out-of-pocket" expenses, which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of New Buffalo invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- h. Vacation of Property. All City property shall be vacated no later than 2 hours past the designated closing time on the Special Events Application.
- i. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- j. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows:

The City shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City."

The insurance policy cannot be cancelled without providing a thirty (30) day written notice to the City. The amounts of coverage required are listed below. Upon the issuance of any permit, the Applicant shall immediately provide the City with a certificate or other evidence that all required insurance coverage has been obtained. Failure to provide this insurance and indemnity agreement will forfeit the approval.

1. Insurance Requirements
 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
 2. 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.
 3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
 4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$2,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager/City Clerk may require higher limits.
 5. Liquor Liability: A minimum of \$500,000 per occurrence aggregate limit of liability.
- m. 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.

- n. Clean-up and Damage Bond. Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of cash or check payable to the City, as follows: low hazard \$250; medium hazard \$500; high hazard \$1,500; and special hazard \$2,500. This will correlate with the type of insurance required. The bond should be deposited with the City Clerk at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Council for approval. The bond shall be returned to Applicant, without interest, within sixty (60) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- o. Power to Act, Modify or Revoke. The City Manager, or his designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Fire Chief, or their designees, 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.
- p. Issuance or Denial of Permit. The completed application shall be submitted to the Special Events Committee (Committee) for its review. Upon receipt of the application, the Committee will either; approve, approve with conditions, or deny the request. Upon approval of the Special Event from the Committee, it will be forwarded to the City Manager and/or Council for final approval.
- q. All permits and/or licenses must be on display on day of the event(s) and a copy should be available at the producer/management tent or area for review at any time by city or other officials.