

City of Marine City

SPECIAL EVENT PERMIT APPLICATION

Return completed application and attachments to: Kristen Baxter, City Clerk
303 S. Water Street,
Marine City, MI 48039

It is recommended that all applications be submitted to the City not less than 90 days prior to the start of the event in order for the application to be processed by the event date. The City will act upon the application within 30 days of receipt. The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability.

Note: Approval of the Special Event Permit Application and event date is subject to final approval of the City Commission, based on other activities occurring within the community.

An Application Fee of \$25.00 is required for all non-City sponsored events; however, the fee shall be refunded to the Applicant in the event there is zero cost impact to the City for the event.

Name of Event:

Applicant/Sponsor of Event:

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address:

Contact Person:
Phone Email

Date/Hours of Event:

Location of Event:

Will alcoholic beverages be served? Yes No

Provide A Detailed Description of Event *(attach additional sheets & overhead diagram, if applicable):*

Will street closures be necessary?

Yes

No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear down:

The City of Marine City complies with the ADA. No person shall be subjected to unlawful discrimination under any program or activity conducted in the City of Marine City.

Applicant / Sponsor of Event is responsible for providing Portable Restrooms.

Indicate # of Portable Restrooms planned for Event: _____

Indicated # of Handicap Portable Restrooms planned for Event: _____

Applicant / Sponsor of Event is responsible for providing TRASH RECEPTACLES.

Ascending Fee Schedule:

- CITY SPONSORED EVENTS: The City of Marine City is responsible for 100% of costs.
- CO-SPONSORED EVENTS: The City of Marine City is responsible for 50% of costs.
- NON-PROFIT EVENTS: Sponsored by a currently certified IRS 501C (3) Non-Profit Organization. The sponsor is responsible for 100% of costs effective January 1, 2012.
- FOR PROFIT EVENTS: The sponsor is responsible for 100% of cost.

The City of Marine City will provide the event organizers an estimate of fees for city services. The event organizers shall be given an opportunity to review these estimates prior to approval of the event. The final amount billed to the organizers will not exceed the estimated amount unless:

- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

Applicants / Sponsors are to submit a 50% deposit of their estimated portion of costs within (30) days of their application being approved. They will be billed for the remainder of the ACTUAL costs after the event. Failure to pay the final bill within thirty (30) days of the invoice date will result in denial of application the following year.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City of Marine City, and will comply with all local, state and federal rules, regulations and laws.

Signature

Date

GENERAL INSURANCE REQUIREMENTS:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).
 - i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
 - b. The named of insured must be the same as the Applicant/Sponsor.
 - c. Policy coverage dates must be for the full term of the event.
 - d. The City of Marine City must be named as an "Additional Insured" on the certificate.
 - e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
 - f. The person signing the certificate must have authority to do so.
 - g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
 - h. Complete contact information for Insurer required.

Insurance Provider:

Amount of Coverage:

Contact Name, Address & Telephone Number of Insurance Provider:

(Attach Copy of Certificate of Liability Insurance)

RETURN ORIGINAL APPLICATION TO

Kristen Baxter, City Clerk
303 South Water Street
Marine City, Michigan 48039
Telephone: (810) 765-8830 or
kbaxter@marinecity-mi.org

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

_____ (“Applicant”) agrees to indemnify and hold harmless the City of Marine City (“City”) from any and all liability, claims, demands, costs, and judgments, related to bodily injury or property damage, including attorney’s fees, that the City incurs as a result of the acts or omissions of Applicant and/or its agents arising from

(Name of event) _____.

Applicant additionally agrees to provide the City a Certificate of Insurance naming it as an “Additional Insured” in an amount of not less than One Million Dollars (\$1,000,000.00) as a condition for approval of this event.

Print Name (Rep. of Applicant/Sponsor)

Print Name (Rep. of Insurance Carrier)

Print Title

Print Title

Signature

Signature

Date

Date

DEPARTMENT ROUTING SHEET
(For Internal Use Only)

Department	Estimated Costs	Explanation of Estimated Costs	Actual Costs
POLICE			
FIRE			
DPW			
RECREATION			

Estimated Costs: \$ _____

OFFICE USE

\$25.00 Application Fee Received: _____

Application reviewed / approved by the following departments:

Fire Chief _____

Police Chief _____

Public Works Director _____

Recreation Director _____

City Manager _____

Approved by the City Commission at a regular meeting held in the Fire Hall on
