



City of Grand Haven Special Events Policy 2014

Grand Haven is the location of choice for a great variety of public and private special events. The City controls significant public assets that are often needed to stage these events. In order to establish clear guidelines for the City administration and Council to follow when City controlled assets are requested, and in order to provide the public with a definitive statement as to the process to be followed when requesting use of public assets, this policy was adopted by the Grand Haven City Council on December 6, 2005.

Definitions:

Impromptu Special Events – Opportunities for positive public use of City resources with little or no advance notice, for example a school field trip to the Public Safety Department, a Boy Scout hike through City dune property or traffic control for a political motorcade.

Permit – Written consent issued by the City Clerk indicating permission to hold the event pursuant to this policy

Public Assets – City owned property, including but not limited to buildings, parks, rights of way and parking lots and City services, including but not limited to Public Works, Public Safety and administration.

Public Special Event – An event open to the general public for the benefit of public or not-for-profit entities or purposes

Private Special Event – an event not open to the general public or an event held to generate revenue for private entities or purposes

Recurring Special Event – A public or private special event held in consecutive years following initial City Council action approving said event.

Policy:

The Grand Haven City Council is the custodian of all Public Assets held by the City of Grand Haven. The Council is the final authority on issues relating to the use of said assets, however, through this policy, discretionary authority is granted to the City administration to allow for specific uses of Public Assets.

The City Manager is hereby authorized to permit certain events on City property or the use of Public Assets provided such use of assets is for the benefit of the public and, in the judgment of the Manager; such use is consistent with the goals and directives of the City Council. Such administrative approval is limited to impromptu and recurring events.

When practical the City Manager shall forward to the City Council copies of requests for recurring special events upon receipt. City Council members with specific reservations about elements of special events may request that those requests be placed on the next City Council agenda for discussion and approval.

New special events that are not of an immediate nature and require extensive, sustained use of Public Assets shall be presented to the City Council for approval. Special events that are approved by City Council and are conducted in accordance with the terms of the approval shall be considered a recurring event in future periods. Such events may be administratively approved provided individual Council members do not request repeated review.

Procedure:

A complete application, on the form prescribed herein, shall be submitted to the Community Affairs Manager at least 8 weeks prior to the date of the event. The Community Affairs Manager shall route the request to all appropriate City departments and advisory City Boards and Commissions¹ for review and feedback. The Community Affairs Manager shall prepare a complete report for the City Manager for subsequent submission to the City Council. City Council shall consider special event applications at a public meeting.

The applicant should attend the meeting of the City Council at which the request will be considered. While attendance is not a requirement, City Council reserves the option to table indefinitely requests received that are lacking desired information.

¹ Use of Marina or Waterfront: Harbor Board
Use of City Park or Harbor Island: Parks and Recreation Board
Use of City Cemetery: Cemetery Board
Other as deemed appropriate by the Community Affairs Manager

Requirements:

Insurance: Event sponsors are required to provide evidence of liability insurance coverage to the City Clerk's office demonstrating a minimum of \$1 million per occurrence. The City of Grand Haven must be named as additional insured on a policy endorsement and a copy of the endorsement shall be provided to the City Clerk's office no later than two weeks before the event. Provision of this documentation is the sole responsibility of the applicant and failure to provide such evidence of coverage shall result in the cancellation of the event.

Sanitary facilities: Applicant shall provide the required number of portable restroom facilities at the sole expense of the applicant. The Community Affairs Manager shall determine the minimum number and placement of portable restroom facilities.

Garbage receptacles: Applicant shall provide the required number of garbage receptacles (barrels/dumpsters or other approved containers) at the sole expense of the applicant. Applicant shall make provisions for the periodic checking and dumping of receptacles. The Community Affairs Manager shall determine the type, minimum number, placement and frequency of dumping of all receptacles. Receptacles must be cleared immediately following the event.

Clean up and damage: Applicant is responsible for returning City property to pre-event condition and agrees to compensate the City for damages or clean up costs. The Community Affairs Manager may conduct a pre and post-event survey of City property with the applicant to verify condition of City property.

No paint, tape, or other markings are permitted on streets, sidewalks, or parking lot surfaces. Violators may be ticketed and fined. Directional signs, provided by the City, will be used. A \$75 deposit is required and \$50 will be returned upon return of all signs. Signs must be returned within 48 hours of the race.

If alcohol is served at the event, applicant certifies that volunteers are properly trained in alcohol management techniques and all legal requirements are met.

Walks and runs require two volunteers at each road crossing. If Public Safety assistance is required a fee will be assessed for labor and equipment.

Temporary utility hook ups: Cost for all temporary utility hook ups shall be borne by the applicant. Electrical hook ups shall be installed by a licensed electrical contractor and shall be subject to inspection by the City electrical inspector. Temporary water or sanitary sewer connections may be available at a minimum cost of \$50 per connection, depending on proposed use.

Temporary barricades: Should barricades or no parking signs be required for crowd or traffic control to accommodate special event, applicant shall be billed \$5 per barricade. This amount is refundable if the event organizer picks up and returns the barricades to the

Department of Public Works at 1120 Jackson Street. If the City is responsible for the delivery and set up a \$50.00 fee applies. Please notify the City at 847-3491 one week prior to your event if you require their services or to arrange a pick-up time.

Temporary structures: Absolutely NO stakes or poles are permitted without the consent of the Community Affairs Manager following evaluation by the Director of Public Works. A map showing the location of all temporary structures, including carnival rides, tents, ticket booths and the like, must be submitted with the original application materials.

City Parking Lots: There is a \$200 per day fee to use the City lots such as the marina parking lot. During the summer season the applicant must reserve 10 parking spaces in the Covenant Life Church parking lot to be used by marina guests. Absolutely NO stakes or poles are permitted without the consent of the Community Affairs Manager following evaluation by the Director of Public Works. Immediately following any event, where a tent is involved, the tent company must come out and repair any holes or cracks.

Signs/Banners: If signs and banners are going to be displayed throughout the city, applicant must submit a copy, one month prior to the event, of the signs, sizes, and locations where signs will be displayed. No signs or banners can be placed without the direct consent of the Community Affairs Manager. **Signs can not be placed in the median on US31 nor closer than 70 feet from the highway. Signage can be placed on private property with the consent of the owner.** Signs and banners can be displayed only two weeks prior to the event but not sooner or they will be removed. All signs and banners must be removed immediately following the event.

Charity Walks/Triathlon's/Parades: The event sponsor must submit a map of the route with the initial application. The Community Affairs Manager will notify the Department of Public Safety who will issue traffic control orders. The sponsoring organization must notify all businesses and residents along the route, one week before the event. A copy of the flier or notification must be submitted before a permit is issued.

Incidental costs: Costs incidental to the event shall be paid by the applicant unless such activity is commonly provided service by the City (traffic control, street sweeping, crowd control, nuisance abatement, etc.) or specific waiver of fees is granted by the City Council.

Concessions: All concession sales to be approved by City Council as part of the original event approval. Food vendors are subject to licensure by the Ottawa County Health Department. Vendors shall not peddle alcohol on public property nor shall they display lewd or offensive materials at special events.

Marine: All events are subject to approvals by the United States Coast Guard and the Army Corps of Engineers. Approval by the City, of special events, does not relieve the applicant of the duty to receive permission or licensure by other public or private entities.

Questions or additional information regarding the above requirements may be directed to Sandra Katt, Community Affairs Manager at 616/842-2550.

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