

# CITY OF MUSKEGON SPECIAL EVENT POLICY

Revised January 2016

# MUSKEGON



West Michigan's Shoreline City  
www.shorelinecity.com

The City of Muskegon has many fine parks and facilities available for your event. A Special Event Application is required for any public event held on City property. While there are several City departments involved in the special event process, this policy centralizes the administration of special events with the City's Planning Department. Events held on private property that do not utilize any City services may not require a Special Event Permit.

**For events where alcohol is served, applicants must also obtain approval from the State of Michigan Liquor Control Commission and the Muskegon Police Department, in addition to completing the Special Event Application.** Liquor license approval is a separate process from the Special Event Application, with its own fees and regulations. The final authority for signing special liquor licenses is with the Public Safety Director. For State of Michigan liquor license regulations and information, please visit the State of Michigan's website at [www.michigan.gov/lara](http://www.michigan.gov/lara).

## SPECIAL EVENT APPLICATION PROCEDURE

### I. Special Event Application ("Application") Submission & Fee Schedule

All Applications shall be filed with the Planning Department at least thirty (30) days prior to the event. The non-refundable administration fee for Special Event Applications is as follows:

Events occurring during peak event season <b>April 15 – September 30</b>	Events occurring outside of peak season <b>January 1– April 14 / October 1 –Dec. 31</b>
<i>Applications submitted prior to April 15 will receive a 25% discount off the regular fee.</i>	
<b>\$100 fee</b> for applications submitted <b>60 days or more prior to the event date</b> (if application is submitted by April 15, this fee is reduced to \$50)	<b>\$50 fee</b> for applications submitted <b>60 days or more prior to the event date</b>
<b>\$250 fee</b> for applications submitted <b>59-45 days prior to the event date</b>	<b>\$200 fee</b> for applications submitted <b>59-45 days prior to the event date</b>
<b>\$400.00 fee</b> for applications submitted <b>44-30 days prior to the event</b>	<b>\$300.00 fee</b> for applications submitted <b>44-30 days prior to the event</b>
<b>Applications submitted less than 30 days prior to the event date will not be accepted.</b>	<b>\$500 fee</b> for applications submitted <b>less than 30 days prior to the event</b>

Application fees may be waived for Veteran's groups. In addition, the City's recognized Neighborhood Associations are entitled to one Application fee waiver per year in addition to National Night Out festivities, provided that the Application is submitted to the Planning Department at least 30 days in advance of the event date.

The Application shall be submitted in writing and must be on the appropriate form. **The application fee must be paid at the time of Application submission.** The *City of Muskegon Request for Special Event* form can be found on the City's website at [www.muskegon-mi.gov](http://www.muskegon-mi.gov), or you may call 231.724.6702 to have one mailed/e-mailed to you, or visit the Planning Department on the 2<sup>nd</sup> floor of City Hall, Monday – Friday from 8:30 am. until 5:00 p.m. excluding holidays.

Block Parties. The City does not permit street closures for block parties. We encourage the use of City parks for these gatherings.

4th of July weekend. Margaret Drake Elliott Park is not available for special events on the 4<sup>th</sup> of July, including the entire weekend if July 4 falls on a Friday, Saturday, or Sunday. The park is reserved for picnicking during this holiday.

## II. Event Requirements

All Special Event permittees must adhere to the following rules and regulations. Failure to do so may result in the applicant being held responsible for any damages, and/or denial of future event applications.

(a) **Public Safety Personnel.** While the presence of public safety personnel (police/fire/medical) may not be required at all special events, it shall be the discretion of the Public Safety Director as to whether or not, and how many, city police and/or fire officials will be required. The applicant/organization will be responsible for payment of public safety personnel service. See Fee Schedule (Section IV, page 4) for fee estimates. If an event is cancelled with less than 72 hours' notice, the applicant/organization will be responsible for paying two hours' pay per officer, per contract requirements. Applicants are not allowed to provide their own public safety staff (police/fire/medical) without prior approval of the City of Muskegon's Public Safety Director.

(b) **Liability Insurance.** The applicant must provide proof of liability insurance naming the City of Muskegon as an additional insured. You may use an insurance agent of your choice. **An acceptable certificate of insurance must be submitted no later than 14 days before the event date.** See Page 5, Section V "Liability Insurance Requirements" for the required language and insurance amount.

(c) **Restroom Facilities.** All outdoor events shall provide adequate restroom facilities (*i.e.* portable toilets) including handicapped-accessible facilities per ADA requirements. Restroom placement shall not impede sidewalk traffic.

(d) **Digging & Staking.** Digging or staking into paved areas, including roadways, sidewalks, and public parking areas, is not permitted. Digging or staking into non-paved ground shall be cleared through Miss Dig in order to avoid damage to underground utilities. The Applicant Organization is responsible for contacting Miss Dig (1-800-482-7171, or dial 811) a minimum of *5 working days* prior to event set-up. The applicant will also be responsible for paying an electrician to locate underground utility lines, if required. The Applicant Organization will be responsible for the cost of any damages to underground utilities, including irrigation lines, caused by digging or staking.

(e) **Electrical and Water Hook-up** The applicant must adapt to electrical power available on-site, or provide their own generator. When using City electrical panels, the applicant shall read the meter before and after the event, and report those numbers to the City's special event coordinator. City fire hydrants may be used as a water source for a fee (see Fee Schedule (Section IV, page 4) for cost). It is the responsibility of the applicant to provide acceptable hoses for potable water usage, which meet Health Department requirements.

(f) **Inspections.** The event location is subject to all building, plumbing, mechanical, electrical, and fire codes. It is the permittee's responsibility to schedule an inspection by any and all required inspectors and pay the required inspection fee(s). SAFEbuilt, the City's building inspection department, requires an inspection of assembly tents. See Fee Schedule (Section IV, page 4) for costs. For events having multiple tents, contact SAFEbuilt's Building Official for inspection fees.

(g) **Event Set-up and Tear-down.** For events utilizing any public roadway, no tents, booths, vendors, or equipment shall be set up in the roadway prior to 6:00 p.m. the day before the event. All signs, tents, booths, vendors, and equipment must be removed from the roadway prior to 6:00 a.m. the day after the event.

(h) **Site Clean-up and Trash Disposal.** The Applicant shall be responsible for clean-up of City facilities after the event. *This includes the removal of trash from the site.* Applicants shall provide their own Dumpster. If the event is on private property, clean-up shall be the responsibility of the property owner. The City shall have the right to enforce cleanup measures, including but not limited to entry and cleaning of property by City personnel with costs charged to the owner, occupant, or applicant. City staff may require a walk-through after the event to ensure proper clean-up. In the case

of recurring problems with clean-up of an event, the City may require a cash deposit prior to event approval or deny the issuance of an event permit.

(i) **Merchandise Sales.** Sales of all merchandise for Special Events must be out of the public right-of-way, unless prior authorization is received.

(j) **Street Sales.** Street sales of newspapers, poppies, etc. shall not be allowed except for those events in existence prior to September 1, 1996, which will be allowed as long as they exist. These events include: The Old Newsies, Muskegon High School Tag Sales, and the Veteran's Poppy sale. These organizations must still apply for a special event permit.

(k) **Compliance with all regulations.** Special Event applicants/organizations are responsible to ensure that all applicable laws and ordinances are followed. Failure to comply with all city ordinances, rules and regulations may result in the denial of future special event requests.

### III. Special Event Application Processing

(a) **Application Intake.** Planning Department staff shall be responsible for intake of Special Event Applications and dissemination to appropriate City staff for review and approval. Liquor license applications shall be filed with the Public Safety Director.

(b) **Application Denial.** Where City staff reviews an Application and denies same, it shall state in writing the reasons for the denial. An appeal of that decision may be made to the City Commission, whose decision shall be final.

(c) **Unpaid Invoices Due the City.** Any past due fees/invoices owed to the City may result in denial of the event application and/or future Special Event requests.

(d) The City will issue an approval or denial no later than 30 days after the application date whenever possible. Preliminary approval may be given, allowing the applicant to advertise the event, with final details to be worked out with staff.

(e) **Meetings with Staff.** City staff is happy to meet with applicants to discuss event details if needed. Contact the City's special event coordinator in the Planning Department to request a meeting. There may also be instances where City staff requires a meeting with the applicant. Failure to attend a requested meeting may result in denial of the Application.

(f) **Street Closures/Barricading.** Requests that include road closings/barricading require approval of the Public Safety Director and the DPW Superintendent. Planning staff will forward requests to the appropriate personnel once the Application and fee are submitted. The applicant will be responsible for all associated costs, which may include barricades and public safety services. City Commission approval may be required in some cases. **If a street closure is approved for an event, the Applicant must provide written notification to all businesses and residences located on the street(s) to be closed at least 10 days prior to the event date.** Streets shall not be closed prior to 6:00 p.m. the day before the event, and must be open by 6:00 a.m. the day following the conclusion of the event. Street closures will not be approved for block party-type events.

(f)(1) **Parking along event routes.** The applicant shall be responsible for posting "No Parking" signs along the closed streets of an event route at least **48 hours** in advance of the event date. The City's Department of Public Works may have No Parking signs available for use. However, the applicant/organization must provide addendums to the signs noting the date and time the parking restrictions will be in effect. Failure to comply with signage requirements may result in the applicant being required to post a cash deposit for future events.

(g) **Runs/Walks.** For races, runs, walks, or parades, the applicant must submit a map with the application, showing the proposed route. In addition, if any streets will be closed or partially

closed, the applicant must provide written notification to all residents and businesses along the route as stated above in paragraphs (f) and (f)(1). The City's special event coordinator can provide you with the names and addresses of affected homes and businesses to be notified. The applicant is responsible for any public safety and/or DPW costs for street closures (barricades, police presence at intersections if needed, etc).

(g)(1) **Use of Lakeshore Trail bike path.** For events utilizing the Lakeshore Trail bike path, there is a trail use fee that will be billed upon completion of the event (see Fee Schedule, below) to help cover trail maintenance expenses. In addition, any events using the path must post signage at trail entry points on the day of the event, notifying users that there is an event occurring on the trail. Signs may be generic, such as "EVENT ON BIKE PATH TODAY" (organizations using the path for events may share signs to reduce costs. The City's Parks Supervisor can assist you with sign placement locations.

(h) **Site Plan.** The City may require submittal of a site plan showing the event grounds and the location of tents, vendors, portable toilets, and other structures.

**IV. Fee Schedule (Use of City Equipment, Labor Charges, Liquor Licenses, & Inspections)**

ITEM / SERVICE	RENTAL FEE (plus labor if necessary)
55-gallon metal trash can	\$5.00 each
Plastic trash bags (1 case)	\$40.00 per case or actual cost
Snow fence (wood)	\$30.00 per roll
Fence posts	\$3.00 per post
Picnic tables	\$10.00 each
Fire hydrant use (installation & removal of hydrant tree, water testing, and water usage)	\$100.00 flat rate per hydrant
DPW/Parks personnel labor costs (Transportation of Barricades/Cones/tables, etc)	\$60.00/hour Truck/ trailer rental may also be charged
Lakeshore Trail use fee (event bike path use)	\$200.00
<b>PUBLIC SAFETY SERVICES / FEES</b>	
NOTE: Liquor License fees are lowest when applied for <b>at least 45 days in advance</b> of the event date. <b>Liquor licenses will not be issued within 15 days of an event.</b>	
Special liquor license (non-profit)/New event	\$150.00 (if applied for at least 45 days in advance of event)
Special liquor license (non-profit)/Return event Organization located outside City of Muskegon	\$125.00 (if applied for at least 45 days in advance of event)
Special liquor license/Return event, in-City rate	\$ 75.00 (if applied for at least 45 days in advance of event)
Special liquor license (all) within 15-44 days of event	\$250.00
Liquor license/Temporary authorization - existing business/club	\$40.00 (\$60 if within 44-15 days of event)
Public safety labor charges (police/fire/medical) - straight time	\$40.00 per hour
Public safety labor charges (police/fire/medical) - time & ½	\$60.00 per hour
Public safety labor charges (police/fire/medical) - triple time/holiday	\$120.00 per hour
<b>INSPECTIONS</b>	
Inspection of assembly tent (SAFEbuilt)	\$50.00 (if multiple tents, contact building official for fees)
Electrical or plumbing inspections	Contact SAFEbuilt to see if these are necessary

**Campgrounds.** Events that include a campground must contact the Muskegon County Health Department for permits and provide the City with a copy of the approved permit.

## V. Liability Insurance Requirements

You may contact an insurance agent of your choice to obtain liability insurance coverage. If you are not sure which classification (below) your event falls under, contact the City's special event coordinator at (231) 724-6702.

Please inform your insurance agent that the wording on the certificate must read:

*"The City of Muskegon, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof; it is understood and agreed that by naming the City of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the City of Muskegon may have in effect shall be considered secondary and/or excess."*

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| <ul style="list-style-type: none"><li>• <b>LOW RISK (L)</b> - Requires \$300,000 liability insurance coverage.<br/>No physical activity by participants and no severe exposure to spectators. Examples of low-risk events include such things as indoor or outdoor meetings, small theatrical performances, auctions, and social gatherings (with no alcoholic beverages).</li></ul>  |
| <ul style="list-style-type: none"><li>• <b>MEDIUM RISK (M)</b> - Requires \$500,000 liability insurance coverage.<br/>Limited physical activity by participants and minimal exposure to spectators. Examples of medium-risk events include dances, animal shows, political rallies, flea markets, picnics, parades with no floats, and family-type concerts. Also included is any event with a crowd size of 500 to 10,000.</li></ul>   |
| <ul style="list-style-type: none"><li>• <b>HIGH RISK (H)</b> - Requires \$1,000,000 liability insurance coverage.<br/>Major participation by participants and/or moderate to severe exposure to spectators. Events in this category include team or individual sporting events (non-professional), circuses and carnivals with rides, parades with floats, and marathons or similar races. Also included is any event with a crowd size of over 10,000 but under 25,000. Examples of events requiring high risk insurance coverage are: Parties in the Park, Rebel Road, Seaway Run, Girls on the Run, and most events with alcohol licenses.</li></ul> |