

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

Welcome to the City of Mt. Pleasant's Guide to Special Events!

Mt. Pleasant is a city that celebrates special events. From conventions and sporting events to community-based festivals, parades and athletic activities, the City of Mt. Pleasant is proud to host events throughout the year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Mt. Pleasant through the support of special events.

The following information has been developed to successfully guide you through the Special Event Permit process and to provide you with guidelines and requirements associated with special event management in the City of Mt. Pleasant.

As you read through the *Guide to Special Events* and complete the Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information to us about the elements of event planning that relate to your particular special event.

On behalf of the City of Mt. Pleasant thank you for contributing to the spirit and vitality of our community through the presentation of your event. Our Special Events Management Team is your resource on all aspects of event production. We recommend that all events contact the Public Information Officer in our Special Event Team at (989) 779-5145 early in the planning process to get started. We will be happy to provide guidance and answer your questions.

Sincerely,

City of Mt. Pleasant  
Special Event Team



**CITY OF MT. PLEASANT, MICHIGAN  
GUIDE TO SPECIAL EVENTS**

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# CITY OF MT. PLEASANT, MICHIGAN

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### SPECIAL EVENT APPLICATION AND PERMITTING PROCESS

#### **Special Event Approval**

A Special Event Permit is the official document authorizing an event on city property. To obtain a Special Event Permit, applicants must submit a *completed* Special Event Application to the City of Mt. Pleasant Special Event Team. Submission and acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied.

#### **Non-Profit Organizations**

All organizations eligible to receive tax exemption must submit a copy of the Michigan State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Michigan State Exemption Certificate.

#### **Special Event Team Contact**

A Special Event Team member will be assigned to each applicant upon receipt of the Special Event Application. The Special Event Team member will assist the applicant through the entire permitting process and will act as a liaison for all required city services. The Special Event Team member will schedule a pre-event meeting with the applicants and all applicable city departments to review the Special Event Application, site plan and timelines.

#### **Point of Contact**

It shall be the responsibility of the applicant to designate a specific location on the premises as its headquarters and to have staff available at that location. At all times the premises, including event set up, at least one person who has the knowledge and authority to represent applicant concerning all activities conducted under the terms of any permit must be present.

Applicant or designee will attend any meeting required by the City that concerns or relates to the conduct of activities permitted by the Special Event Permit.

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### TYPES OF EVENTS

#### EVENTS NEEDING PERMITS:

##### Special Events

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored, expected to draw 100 or more people at any one time as participants or spectators, which is proposed to be held on public property, including, but not limited to parks, streets, parking lots and/or sidewalks. All special events require a Special Event Permit issued by the City of Mt. Pleasant Special Event Team. Special events include, but are not limited to:

##### Procession/Parade

**Procession** means a public or private march, run, walk, parade of any kind, other gathering of persons that occurs upon public right-of-way or, park or both that is used for vehicular traffic.

##### Public Assembly

**Public Assembly** means any public gathering, demonstration, picket, rally, gala, ceremony, celebration, or other gathering of persons upon right-of-way or park space.

##### Organized Competitive Event

**Organized Competitive Event** means any planned race, walk, derby, or event, whether human powered or otherwise, that involves a contest of skill(s) and/or strength and takes place upon public right-of-way, park, or river.

##### Block Party

**Block Party** means an organized neighborhood or public gathering on a public right-of-way (street, sidewalk or alley) on a specified date at a specified time and place.

#### EVENTS/GATHERINGS NOT NEEDING SPECIAL EVENTS PERMITS:

General park shelter rentals for such activities as family reunions, weddings, club/business meetings, and picnics do not need to fill out a special event application; however, a park facility rental application is needed.

Weddings or family reunions are held in many of our parks and we are happy to accommodate these requests as space permits. We urge parties to book in advance to avoid disappointment caused by conflicts with other large groups and special events. Please consult the City of Mt. Pleasant Parks and Recreation Department at (989) 779-5331 for more information. While the use of City parks is free to the general public, there may be associated fees for weddings or larger gatherings should city staff be needed to assist in some manner or a shelter rental is needed.

If you have questions on park facility rentals, please call the Mt. Pleasant Parks and Recreation office at (989) 779-5331 or visit our web site at: <http://www.mt-pleasant.org/parks>

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### DATES TO REMEMBER

The following dates provide you with a schedule to guide you through the special event process. Please remember the following dates for complying with all requirements prior to the event or post-event.

#### Minimum 8 months before the event

- Special Event Application – **Special Hazard Level**

#### Minimum 5 months before the event

- Special Event Application – **High Hazard Level**

#### Minimum 90 days before the event

- Special Event Application – **Low and Medium Hazard Levels**
- Street Closure Application and Dept. of Public Works Fees
- Shelter Rental Fees – if applicable
- Site Plan
- Pre-planning meeting with City of Mt. Pleasant staff
- IRS non-profit letter of determination and Michigan Tax Exemption Certificate – if applicable

#### Minimum 45 days before the event

- City of Mt. Pleasant Special Event Committee Approval
- Mt. Pleasant City Commission Approval – if applicable
- Mt. Pleasant Parks and Recreation Commission Approval – if applicable
- Parking Requirements
- Waste Management Arrangements
- Staffing Requirements:
  - Police Department
  - Fire Department
  - Emergency Medical Service
  - Public Works
  - Parks and Public Grounds

#### Minimum 30 days before the event

- Insurance (for all events other than parades and runs)
- Utility Permits Obtained
- Final Site Plan
- Event Timeline and On-Site Contacts
- Payment of Estimated Costs

#### Minimum 14 days before the event

- Insurance (for parades and runs)

#### Post-Event

- Final Payment
- After Event Meeting with Special Event Committee Staff Contact
- Secure Future Dates – if applicable

# CITY OF MT. PLEASANT, MICHIGAN

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### CITY SERVICES PROVIDED FOR SPECIAL EVENTS

#### **City Operated Events:**

The City of Mt. Pleasant will operate certain special events directly. The City will fund the full cost of these events.

#### **Co-Sponsored Events:**

The City of Mt. Pleasant may co-sponsor certain events with other organizations, if it is determined that the event is of general interest to the public and enhances the City's public image. The City may provide limited financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the *Guide to Special Events*, and may be required to reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.

In the promotion and publicity of the event, the City of Mt. Pleasant must be identified as an event co-sponsor.

#### **Non-Profit Events**

The City of Mt. Pleasant may provide in-kind assistance to community events organized by non-profit organizations. Assistance will not be given to those events that are not of general interest to the public, enhance the City's public image, open to the public, or mainly serve political, religious, or commercial interests. These events must meet the other requirements in the *Guide to Special Events*, and may be required to reimburse the City for any City costs.

#### **For-Profit Events**

The City of Mt. Pleasant will allow other community events operated by for-profit organizations that are determined to be of general interest to the public and enhance the City's public image. The organizers of these events will be required to pay 100% of all City costs related to the event.

### USE OF CITY LOGO

Use of the City's logo requires approval from the City Manager's Office. To request use of the City logo, please include the request in your Special Event Application at least 90 days in advance of the first day of the event.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### INSURANCE AND INDEMNITY

All applicants will 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 \_\_\_\_\_ (organization name) agree(s) to defend, indemnify, and hold harmless the City of Mt. Pleasant, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the \_\_\_\_\_ (event name) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Mt. Pleasant or by third parties, or by the agents, servants, employees or factors of any of them.

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.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### CLASSIFICATION OF EVENTS AND INSURANCE REQUIREMENTS

The Special Event Team will review each Special Event application received with the City's Risk Manager and assess the potential liability risk of the City of Mt. Pleasant. Based on event parameters found below the City's Risk Manager may waive, lower, or raise insurance requirements.

**Low Hazard:** Involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, small theatrical performances, and auctions.

**Moderate Hazard:** Involves limited physical activity by participants and no severe exposure to spectators. Examples in this category include, but are not limited to: amateur team or individual sports, dances, races, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics, and parades (with no floats).

*Insurance Requirement:* 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.

**High Hazard:** Involves major participation by participants and/or moderate to severe exposure to spectators. Examples in this category include, but are not limited to: semi-pro team or individual sporting events, circuses, carnivals with rides, parades (with floats), marathons or similar races.

*Insurance Requirement:* General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage.

**Special Hazard:** Involves significant exposure to spectators and/or participants. Examples in this category include, but are not limited to: music concerts, professional or collegiate sporting events, rodeos, all vehicle races, ice or wood carving events, fireworks displays, all functions where alcoholic beverages are served\*, and all events with crowd size over 2,500.

*Insurance Requirement:* General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$3,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury, and property damage. Following review, the Risk Manager for the City may require higher insurance limits.

\*For events with alcoholic beverages will be served a minimum of \$1,000,000 per occurrence aggregate limit of liability is required.

As a result of the review of the event by the Special Event Team the City may place special conditions on the event. A member of the Special Event Team will be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Team or their designee to be on site during the event.



## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### SITE MAP

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map should be submitted along with the Special Event Application and include following elements:

- North, indicated by a directional arrow symbol;
- Name of the area (neighborhood, park, etc.) you intend to use including surrounding streets with one-way streets indicated;
- The overall event area, highlight all streets requested to be closed.
- The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, shelters, and shelter numbers, fireworks shoot site, etc.
- Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
- Indicate address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles) vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services at the event.
- Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
- Any other details you think are helpful in the physical description of your event.

A tool to assist you in creating your site map, the Isabella County Map Viewer, is available online at: <http://www.fetchgis.com/isbellaweb/rma/IsabellaMapView.html#>

This mapping system can show you topographic features, park grounds, street layout, and more, and can be saved as Adobe PDF files.

### COST ESTIMATES

A cost estimate for city services will be prepared by the Special Event Team based on information submitted in the Special Event Application and must be paid a minimum 30 days prior to the event.

A security/damage deposit, depending on the specifics of your event, may be required. The deposit will be refunded upon verification by city staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to city facilities, equipment, furnishings, grounds and right-of-ways, including by not limited to labor, materials and equipment required to complete repairs.

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### MT. PLEASANT PUBLIC SAFETY SERVICES

The Mt. Pleasant Department of Public Safety (DPS) mission is to protect the lives, property, and rights of the public by maintaining and promoting community order and respect for the law. The Mt. Pleasant DPS may provide a supplementary service to special events through uniformed extra duty officers if measures are warranted.

DPS will determine if and how many police and/or fire officers, bike medics, or park rangers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol may be required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Special Event Application. Questions regarding the application or the extra duty process, should contact your Special Event Team contact for further assistance.

#### First Aid and Emergency Medical Services

Mobile Medical Response, Inc. (MMR) is a non-profit ambulance company providing service in 10 counties across mid and northern Michigan. MMR is a full service agency providing BLS, ALS and critical care medical transportation services. MMR provides supplementary service for special events through uniformed extra duty paramedics.

Mt. Pleasant DPS will make the determination if necessary medical personnel is needed for an event based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

#### Fire Department

The Fire Marshal may require the applicant to deploy approved Fire personnel whenever it is essential for public safety in any place of assembly or any other place where people congregate due to the nature of a performance, exhibition, or display. The following are activities that may require Fire Department personnel to be assigned from the Mt. Pleasant DPS:

- Displays involving pyrotechnical devices
- Use of smoke or fog generators
- Open cooking demonstrations without suppression systems
- Open flame activities
- Assembly events with vehicle movements
- Vehicle displays with multiple vehicles
- Events blocking or hampering Mt. Pleasant Fire Department emergency vehicle access to buildings
- Deactivation of any fire protection systems
- Displays exceeding the fire protection system's design criteria
- Displays which involve hazardous materials or processes
- Assembly events warranting crowd control

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### EMERGENCY RISK MANAGEMENT PLAN

Special events often involve activities outside the scope of an organization's normal operations. It is important that these unique risks be considered and addressed. Whether an annual parade, a walk-a-thon or carnival, there are steps that can be taken to ensure the success of the event and safety for all involved, the plan should take into consideration, but should not be limited to:

- Crowd management, electrical & gas safety, responsible alcohol service, adverse weather conditions, security, slip/trip/fall/burn hazards, fire hazards, water hazards, venue specific hazards, evacuation plans, staff/volunteer applications and training records, event site and utility maps, copies or permits, licenses, and certifications, emergency evacuation plans, contractor agreements, safe work procedures, certificates of insurance, and maintenance and repair records.

**403.2 Public safety plan.** Where the fire code official determines that an indoor or outdoor gathering of persons has adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision on an approved level of public safety.

**403.2.1 Contents.** The public safety plan, where required by Section 403.2, shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles) vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services at the event.

### TRAFFIC CONTROL, ROAD CLOSURES AND SAFETY REQUIREMENTS

The Special Event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public.

The closing or limiting access of public streets for special events falls to the authority of the Mt. Pleasant Public Safety Department. Factors considered in requests for closures include access to business and residential areas, disruption to traffic flow and the impact to vehicular and pedestrian traffic and parking, and confusion for visitors and patrons to the area. Additional approvals by Michigan Department of Transportation may be necessary if road closures include parts of Mission, Pickard or High streets.

**503.1.1 Fire apparatus access roads.** Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus road shall comply with the requirement of this section and shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

**503.4. Obstruction of fire apparatus access roads.** Fire access apparatus roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearance established in section 503.2.1 ( 20 feet width, 13 feet 6 inches vertical clearance) shall be maintained at all times.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### VACATION OF PROPERTY

All City property shall be vacated no later than 11:00 p.m., except on Friday and Saturday, at which time City property shall be vacated no later than 12:00 a.m. (midnight) – unless event is located in a City Park (11:00 p.m.) or unless specific extended or overnight use is approved in writing by the City.

### PARKING

Each applicant should arrange for adequate parking at the event and submit as part of the site plan and application the expected number of vehicles, locations of parking areas, traffic control, safety and security for the proposed event. This information will be reviewed by the Special Event Team to determine if the proposed plan meets the needs of the event and provides parking and the orderly ingress and egress of traffic to and from the event area.

### UNENFORCED PARKING FOR SPECIAL EVENTS:

The term "unenforced parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits or permit parking for a particular area. Enforcement of handicapped zones, theater parking zones, and all fire lanes shall be enforced at all times.

Unlimited parking shall only be granted if requested by the event sponsor and approved by the Special Event Team. If the event is being held downtown the Downtown Development Board will also be asked to grant permission for the request.

### TENTS

Tents with a square footage in excess of 200 square feet (10' x 20'), or use of multiple tents equal or larger than 200 square feet, necessitate review by the Fire Marshal and Building Inspector. The following must be provided when using a tent at an event within the city of Mt. Pleasant:

- A site plan showing the property lines and the location of the tent along with measurements.
- A floor plan showing what is under the tent along with measurements.
- A letter from the property owner stating that permission has been granted for the tent to be erected on the property.
- The dates that the tent will be put up/taken down and a contact number to schedule an inspection.
- Proof of the flame resistance for the tent.

Fire extinguishers may be required on-site depending on what is under the tent. Tents greater than 3,000 square feet may necessitate having exits marked with exit signs and the tent shall have emergency lighting.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### **FIREWORKS/PYROTECHNIC PERMITS**

The use of pyrotechnics of any type requires a permit from the Fire Marshal. Applicants shall be qualified and licensed in the use and handling of pyrotechnic devices. In addition, applicants should provide an insurance certificate approved by the City of Mt. Pleasant Risk Manager, and Fire Department personnel will be required to be on-site.

A diagram of the area or stage showing product placement, a list of the product to be used, and the material safety data sheets for each product must be supplied and must be submitted along with the application.

### **WASTE / RECYCLING**

The applicant is responsible for cleaning the public space, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up during and after an event. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the onsite dumpsters, it is the event organizer's responsibility to remove the excess waste from the site and may require additional dumpsters to be secured by the event organizer.

The City of Mt. Pleasant has a limited number of trash receptacles that may be used for special events for a charge. Please indicate on the special event application if you wish to utilize these trash receptacles. There may be a cost for their use.

It is the event organizers responsibility to clean up the event area after an event. Any trash left or damage incurred will be cleaned or repaired by City staff and charged to the event organizers.

### **CLEAN-UP AND DAMAGE**

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: Medium Hazard \$100; High Hazard \$250; and Special Hazard \$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 approved. The bond shall be returned to applicant, without interest, within seven (7) days after the expiration of the 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.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### FOOD & BEVERAGE

Food items should be served and prepared in a sanitary manner consistent with Central Michigan District Health Department. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Central Michigan District Health Department and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Additionally, all food vendors must comply with applicable City ordinances and policies.

Inspectors from the State of Michigan may be in attendance at any event held within the City of Mt. Pleasant. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

All food vendors must supply a valid certificate of insurance naming the City of Mt. Pleasant as an additional insured 30 days prior to the opening of the event.

It is recommended the applicant apply with the Central Michigan District Health Department no less than 30 days prior to the scheduled event.

Applicants can contact the Central Michigan District Health Department at (989) 773-5921 or in person at 2012 E. Preston, Mt. Pleasant. For more information, please visit:

[http://www.cmdhd.org/eh/food/eh\\_food\\_temporary\\_foods.htm](http://www.cmdhd.org/eh/food/eh_food_temporary_foods.htm)

### ALCOHOL AND TEMPORARY ALCOHOL SALES

Alcoholic beverages cannot be sold, distributed or consumed on City property, including park facilities unless appropriate zoning is followed.

A Special Liquor License is required for all events involving the sale of alcohol. Michigan Liquor Control Commission (MLCC) rules. A link to the MLCC Special Liquor License application can be found at:

[http://www.michigan.gov/documents/dleg/LC510\\_0109\\_264221\\_7.pdf](http://www.michigan.gov/documents/dleg/LC510_0109_264221_7.pdf)

Mt. Pleasant City Code states:

- No alcoholic liquors shall be consumed on any public highway, street, alley, public place, or place of amusement or recreation open to the public not licensed by the state to sell alcoholic liquors. (132.01)
- No person shall transport or possess any alcoholic liquor in a container which is open, uncapped, or upon which the seal is broken, on the public streets, sidewalks, or rights-of-ways of the city. (132.01)
- It shall be unlawful for any person to consume alcoholic liquor on the public highways, street and alleys, vehicle parking lots, or any public place within the city where the consumption of alcoholic liquor is prohibited by the laws of the state. (132.01)
- City park ordinance expressly prohibits a person from being under the influence of intoxicating beverages or controlled substances in all parks. (97.19)
- Possession or consumption of alcohol is prohibited in Mill Pond Park. (97.19)

If you intend to have alcohol at your event, please contact Special Event Team immediately so additional requirements can be discussed.

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### VIDEO OR FILM PRODUCTION:

Organizations which request any location in the City of Mt. Pleasant as a location for a commercial video or film production shall be required to coordinate the production with the City Manager's Office. The City Manager's Office shall have the authority to grant permission for commercial video or film production in the City and to allow use of City facilities for this purpose. Commercial video or film productions may be required to pay the actual costs of all straight time and overtime for all City employees, equipment, and purchased or rented materials (plus 5%). Further there may be a 25% administrative fee placed on the final billing for such productions. In addition, a rent may be charged for the use of public areas such as parks and streets. The rent shall be set by the City Manager based on the overall impact of the production on the public areas being used. The minimum rental fee or site fee shall be \$250.00.

### ELECTRICAL SERVICES

The existing electrical service at a park or in the city right-of-way may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant.

For any event requiring the modification of an existing electrical source or utility service, applicant agrees to utilize a licensed contractor and secure the appropriate permit(s) in compliance with current code. Application for the electrical permit shall be obtained 30 days prior to the event and a copy provided to City. Inspections shall be requested by the electrical contractor prior to the opening of the event or use of the electrical service.

### LAVATORIES / PORTABLE RESTROOMS

The City of Mt. Pleasant Building Safety and Code Enforcement Department has detailed requirements specifying the number of lavatories and/or portable restroom units needed at special events based on the number anticipated number of attendees and type of event.

Additionally, it is recommended that a minimum of one hand washing station be available for every 10 portable restroom units. Portable restrooms at special events should be serviced at least daily and waste receptacles should be present for trash.

For outdoor events with no larger than 3,000 spectators:

Males:           1 per 125 attendees\*  
Females:        1 per 150 attendees\*

*Should the event be for a short duration and/or if sufficient restrooms are available this may be waived.*

*\*The Americans with Disabilities Act (ADA) requires that at least five percent of a single user portable toilet cluster at a single location be wheelchair-accessible (this equates to roughly 1 wheelchair-accessible unit for every 20 regular restrooms for public events). However, it is suggested that you utilize a greater number of ADA accessible portable toilets as they can provide greater convenience for parents with young children who need assistance using the facilities.*

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### MUSIC AND FILM RIGHTS

Applicant shall be solely responsible for obtaining the appropriate license(s) to present music and films covered by copyright, whether by live performance, recorded music, or retransmission of any radio and/or television broadcast.

### AMPLIFIED SOUND / NOISE

Events can create noise levels much higher than normal. Music amplifiers, refrigerators, generators, and crowds are all contributing factors. It is important to monitor the level of noise produced by the event to minimize disruption to local residents and businesses. Noise issues are typically the majority of complaints to authorities from the surrounding community regarding events.

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Mt. Pleasant. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices. Amplified noise must end at 10:00 p.m.

Mt. Pleasant City Code 96.03 states: *It shall be unlawful for any person to make, continue, or cause to be made or continued any excessive, unnecessary or unusually loud noise or any noise which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others, within the limits of the city.*

### SIGNAGE

The special event application should include a description and location of all signage that will be used before and/or during the event and comply with Mt. Pleasant City Codes 154.135 – 154.150

Depending on the type of signage or location a Portable Sign Permit may be required by the Building Official. A copy of Portable Sign application can be found at:

<http://www.mt-pleasant.org/docs/dept/buildingsafety/Portablesignapp.pdf>

### CHIPPEWA RIVER

Events taking place on or near the Chippewa River may require additional coordination through the Michigan Department Natural Resources or other governing agency and additional fees may apply. Please contact your contact within the Special Events Team as soon as possible to inform them if you intend on using the Chippewa River in any way.

### PARK FACILITIES

Use of all park facilities is subject to the City of Mt. Pleasant ordinance (*Chapter 97 of the City of Mt. Pleasant City Code*) and all other City ordinances.

Parks and facilities are open to the public daily between 8:00 a.m. and 11:00 p.m., subject to winter hours between October 1 and April 30. Shelters can be reserved and rented between the hours of 9:00 a.m. and 11:00 p.m.

For details on Mt. Pleasant parks and available facilities please visit: <http://www.mt-pleasant.org/parks>



## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### **BANNERS**

The Downtown Development Office coordinates the banners throughout downtown and at the entryways to the city. The banners may provide a unique opportunity to promote certain special events taking place in downtown Mt. Pleasant. The banners encompass more than 200 poles throughout downtown and 20 at the entryways creating a unique and dynamic messaging opportunity for events. Banners may be installed for a minimum of 30 days and a maximum of 60 days and cannot occur during Art Reach's Festival of Banners activity held annually from June 1 to October 1.

Additionally, on Main Street and Lincoln there are two banner poles that can accommodate a banner to hang across Main Street. This banner could be no greater than 40' x 8' and must have grommets and have slits for wind shear that limit damage to the poles. These banners should not be hung more than ten days in advance of the event and must be removed three days after the conclusion of the event.

All costs associated with hanging the banners will be incurred by the applicant.

### **EVENT CANCELLATION OR POSTPONEMENT**

If an applicant cancels or postpones a scheduled event prior to the commencement, they will be entitled to a complete refund if notice of the cancellation or postponement is provided a minimum of 30 days prior to the first scheduled day (including move-in). No refunds will be issued for cancellations or postponements made 29 days prior to the first scheduled day except if the event is cancelled by the City of Mt. Pleasant due to a declaration of a state of emergency, issuance of a tropical storm, hurricane warning, or warning of severe inclement weather by the county.

The City of Mt. Pleasant may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the City or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. The City of Mt. Pleasant will not confirm a future date until the application is completed in full.

### **POWER TO ACT, MODIFY, OR REVOKE**

The City Manager, or designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit that may be issued. The City, through its City Manager, Director of Public Safety, Fire Chief, Director of Public Works, Parks Director (if the event is occurring in a park), 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.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### PERMIT APPROVAL

If the request is a new or materially revised request from a previously approved event, the completed Special Event Permit will be reviewed by the Special Events Team. Upon review of the application, the Special Events Team will recommend, recommend with conditions, or deny the request with cause. Recommended permits will be forward to the Director of Public Safety for final approval and issuance of permit.

If the request is an annual request and was previously approved by the Special Event Team, the application will be forwarded to the Director of Public Safety for final approval and issuance of permit without delay.

If no City services are required and participants are utilizing City property for short time periods, such as a walk or run, only a Walk/Run/Parade permit may be required. The application will be forwarded to the Director of Public Safety for final approval and issuance of permit.

Applicant will be notified in writing of the approval or denial of their request.

All permits will have an effective and expiration date and time frame.

### DENIAL OR REJECTION OF A SPECIAL EVENT PERMIT APPLICATION

The City of Mt. Pleasant may reject or deny a permit application on one or more of the following grounds:

- Failure to submit an application within the time periods outlined in the Guide to Special Events.
- The application is not executed properly or is incomplete.
- The application contains material misrepresentation or fraudulent information.
- The applicant owes the City of Mt. Pleasant money from another event, services provided or damages to city property.
- A completed application and given preliminary approval for the same date and or space has occurred.
- If the use or the event would conflict with previously planned programs organized and conducted by the city or non-governmental agencies previously scheduled for the same time and place.
- Weather-related hazards.
- If the City determines it has insufficient resources to address needs generated by the event
- The applicant does not comply with all applicable city ordinances, insurance requirement, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.
- The use or event proposed by the applicant would present an unreasonable danger to health or safety of the public or applicant.
- If the applicant cannot comply with applicable local, state and federal license requirements for all or part of the planned event.
- If the use or event is prohibited by law.

## **CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS**

### **TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE**

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City of Mt. Pleasant will determine the order of preference. Once a Special Event Permit has been granted, it will be the strategy of the Special Event Team to not award further permits for the same date, time and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, the City Administration shall attempt to resolve date and time conflicts with the sponsors of each application.

### **RESERVATION OF ANNUAL EVENT DATES**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application should include the following year's requested dates. Approval of the current year's application will include reservation of the next year's-proposed dates; however, it will not constitute approval of next year's event, which must have its own timely application submitted for approval. In general, the Special Event Team will not approve special event dates more than one year in advance.

In all cases preference for scheduling shall be given in the following order:

1. City Sponsored Events
2. City Co-Sponsored Events
3. Non-Profit Events
4. For Profit Events
5. Weddings
6. Political or Ballot Issue Events

### **WRITTEN CONFIRMATION OF CITY APPROVAL**

Upon approval of the Special Event application a written confirmation as to the action of the Special Event Team will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Mt. Pleasant Special Event application must be completed for all special events that take place on public lands or lands that are controlled by the City of Mt. Pleasant.

## CITY OF MT. PLEASANT, MICHIGAN GUIDE TO SPECIAL EVENTS

### APPENDIX

City of Mt. Pleasant Parks Ordinances:

<http://www.mt-pleasant.org/docs/dept/parks/ParksOrdinance.pdf>

Skate Park Overview including Rules and Regulations, Design, Ramp Specs, and Measurements:

[http://www.mt-pleasant.org/departments/division\\_of\\_community\\_services/parks\\_and\\_recreation/island\\_park/skate\\_park.asp](http://www.mt-pleasant.org/departments/division_of_community_services/parks_and_recreation/island_park/skate_park.asp)

Splash Park Overview:

[http://www.mt-pleasant.org/departments/division\\_of\\_community\\_services/parks\\_and\\_recreation/island\\_park/spray\\_park.asp](http://www.mt-pleasant.org/departments/division_of_community_services/parks_and_recreation/island_park/spray_park.asp)

Restroom Winterization and Closures:

<http://www.mt-pleasant.org/docs/dept/parks/winterclosure.pdf>

River Access, Rules and Etiquette:

<http://www.mt-pleasant.org/docs/dept/parks/River%20Access%20Rules.pdf>