



CITY OF WYOMING Special Event Ordinance FAQ's



What is the special event ordinance?

The special event ordinance applies to any entity/individual that desires to hold any event within the City of Wyoming with two exceptions: 1) the event is conducted or sponsored by a governmental unit or agency on public owned land or 2) the event is held entirely within the confines of a privately owned, permanently enclosed and covered structure (*pursuant to compliance with existing codes and ordinances addressing the use of said structure*).

A special event will be classified as either major or minor. A major special event is an event attended daily by 300 or more participants, or an event that is conducted over a period of greater than five (5) days, even if the attendance does not exceed 300 participants daily. A minor special event is an event attended daily by less than 300 participants.

What is the process for requesting to hold a special event?

The entity/individual must complete a special event application which can be obtained from the City of Wyoming web site (www.wyomingmi.gov) or by contacting the Parks and Recreation Department at 616-530-3164 or parks_info@wyomingmi.gov. An application for a major special event must be submitted at least 120 days prior to the event. An application for a minor special event must be submitted at least 60 days prior to the event. The application must be accompanied by the appropriate application fee. For major special events, the application fee is \$60.00. For minor special events, the application fee is \$30.00. Checks should be made payable to the **City of Wyoming**. (*NOTE: The only special event that is excluded from paying the application fee are neighborhood block parties.*) Once received, the application will be reviewed and, within 30 days of receipt of the application, a recommendation will be made to the City Manager or designee regarding approval or denial.

What information is required on the special event application?

The special event application must include the event name, date(s), location, description, expected attendance, contact information, sketch plan and application signature. In addition, the appropriate application fee must accompany the application.

What happens if the special event application is approved?

If the special event application is tentatively approved, the entity/individual will receive an agreement and permit pursuant to the special event. The agreement will note all additional permits required (*tents, electrical, signage, road closures, etc.*) and necessary fees related to the additional permits or City service provision. The agreement must be signed, all additional permits completed and/or all fees must be paid, before the event will be considered officially approved.

What happens if the special event application is denied?

If the special event application is denied, the entity/individual may request an appeal for reconsideration to the City Manager or designee within 10 days of the entity/individual's receiving notification of the denial.