

1. NAME, DESCRIPTION, DATE(S) & TIME(S) OF EVENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Sponsor Organization

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Event Chair/Point of Contact

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

4. Attach boundary map for event. For multi-day events, include map with dates & times for each event. Note location(s) of sanitation facilities.
5. Attach a Safety & Security Plan. Note ingress and egress points, proposed traffic controls & road closures. Note how site(s) will be secured so unauthorized vehicles cannot access the event(s).
6. Who will ensure the event site is clean & restored back to original condition immediately after event? \_\_\_\_\_
7. Explain any rate, fee, or charge to be paid or any donation made by anyone participating in or attending the event(s), i.e., entry fees, ticket fees, vendor fees. \_\_\_\_\_

8. Provide a statement of the benefit of this activity to the public, and the reasons for the activity. \_\_\_\_\_

9. CITY COUNCIL AND/OR LIQUOR CONTROL COMMISSION MUST APPROVE CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY. WILL THERE BY ALCOHOLIC BEVERAGES? \_\_\_\_\_

10. Sponsor Requirements (initial each box)

- ☐ Contact MISSDIG at least one (1) week prior to event at 800-482-7171 or [www.missdig.org](http://www.missdig.org) if stakes will be installed on city property.
- ☐ Coordinate placement of portable toilets with DPW at 810-794-5451 or [dpw@cityofalgonac.org](mailto:dpw@cityofalgonac.org).
- ☐ I have reviewed City Ordinance Chapter 4 "Amusement and Entertainments", Article III "Special Events".

11. REQUIRED DOCUMENTS

- ☐ The application for a permit shall be filed *not less than 90 days prior* to the starting date of the event.
- ☐ *If requested by city*, a surety bond or letter of credit.
- ☐ Safety & Security Plan(s).
- ☐ Boundary Map(s).
- ☐ Certificate of Insurance (*provided no later than forty-five (45) days before the starting date of the event*), which includes the following language: **"The City of Algonac, including all elected and appointed officials, all employees and volunteers, boards, commissions, and/or authorities and their board members, against any and all liability for damage to property and insuring the city against any and all liability for personal injury or death as a result of the activity, event or use, or participation in or attendance at the activity, event or use. Certification will indemnify the city for, hold it harmless from and defend it against all claims, lawsuits or other liability arising from or because of the activity, event or use; additional insured applies only with written contract".**

- ☐ List of Vendors. A list of all vendors participating in the event shall be submitted to the city for review no later than seven days before the event. If requested, the permit holder shall provide to the city the original application for each vendor as required in Chapter 40. Upon final review by law enforcement, a blanket permit may be issued covering the vendors in compliance with the provisions of Chapter 40. It shall be the responsibility of the applicant to ensure any of its preferred vendors have applied for and been issued temporary business license pursuant to Chapter 40.

**\*\*Special Events permits are issued to foster a sense of community, boost local economy by attracting tourism, enhance the city's identity and image, provide entertainment and cultural experience for residents, and generally create a more vibrant community atmosphere. Any concerns or issues that the event organizer has should be discussed with the city of Algonac. The City expects that the event organizer and all event staff members will display respect and civility when posting event-related comments or information on social media. Failure to do so may cause the special event permit to be revoked.**

## 12. SIGNATURE REQUIRED

I understand the city shall be reimbursed for city expenses incurred for the special event and agree to pay the appropriate fees. ***I understand that if the city needs to clean up after the event, I will reimburse the city for the costs of city employees plus administrative fee of 15 percent.*** I further understand that the City may revoke this permit at any time in the event of an emergency or violation of the Special Event ordinance or permit conditions, undue burden on public services, or concern that the health and safety of the public and/or property is at risk or that it appears that continuation of the event is unlawful. I certify that I am authorized on behalf of the sponsor organization to make application to the city for this Special Event.

Event Chair/Point of Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR CITY USE ONLY

Date Application Received: \_\_\_\_\_ 30-Day Deadline to Respond: \_\_\_\_\_

Conflicting Event on Date of Proposed Event? \_\_\_\_\_

Permits Required: \_\_\_\_\_

## APPROVALS

### 1. Safety & Security Plan(s) Approval:

	Signature	Date
St. Clair County Sheriff		
Fire Department		
Department of Public Works		
City Manager		

### 2. Boundary Map (s)

### 3. Insurance Certificate

### 4. City Council Date of Approval for Event(s) & Liquor, if applicable: \_\_\_\_\_

☐ Ready to issue.

*A comprehensive list of all peddlers, transient merchants and vendors participating in the event shall be submitted to the city for review no later than seven days before the event.*

*Due Date:* \_\_\_\_\_

CITY USE ONLY: Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_