



# CITY OF BAY CITY, MICHIGAN

## APPLICATION FOR SPECIAL EVENTS PERMIT

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Applicant's Affiliation with Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ Day Phone \_\_\_\_\_

\_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Event Information Contact Number/Website for Public \_\_\_\_\_

Name of additional contact person (who will contact Applicant) in case of emergency:

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Site of the proposed event (Please list all proposed facilities, including use of any pavilions or park buildings): \_\_\_\_\_  
\_\_\_\_\_

Detailed description of the proposed event and all activities during event (include if event is a fundraiser and for whom, proposed activities, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Times and dates the proposed event will be open to the public: \_\_\_\_\_  
\_\_\_\_\_

Times and dates of setup and tear-down (if different): \_\_\_\_\_  
\_\_\_\_\_

Is this a new or returning event? \_\_\_\_\_

If returning, are there any changes to the event from the previous year? Please describe?  
\_\_\_\_\_  
\_\_\_\_\_

Estimated maximum number of persons expected at the event each day: \_\_\_\_\_  
(please note - we will require confirmation or an update of this number closer to the event)

Number of event volunteers \_\_\_\_\_

Will an admission fee to the Special Events be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Will music be played or performed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Please note location of stage on map if applicable.

If there is a concert, will a separate admission fee be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcohol beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_

Will alcoholic beverages be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, name of licensee: \_\_\_\_\_

b. Dates and times of temporary liquor license: \_\_\_\_\_  
\_\_\_\_\_

A legible map **must** to be included as part of the application showing the location of the event, location of electric and water hook-ups, roads that need to be closed or a specific route that will be used for the event. Please include an updated map, even if this is a repeat event. If possible please e-mail electronic files of the maps to [jmcfarland@baycitymi.org](mailto:jmcfarland@baycitymi.org) . Park maps are available on our website, [www.baycitymi.org](http://www.baycitymi.org). Please contact the City Clerk’s Office for any assistance with maps.

Submit a detailed explanation, on a separate sheet of paper, including drawings and diagrams where applicable, of your plans for the following. Please include updated answers, even if this is a repeat event.

1. Electrical Service  
Will you need electrical service? What types of equipment will be plugged in? Where are you proposing to connect?
2. Water Service  
Will you need a water connection? Where are you proposing to connect?
3. Signs and banners along the premises  
Please describe the size and placement of any signs and banners. Please be aware signs cannot be placed on City property before the start of the event.
4. Facilities for clean-up (trash removal, etc.)

Are trash barrels needed? How many? Will you supply a dumpster and where will it be located? Do you wish to have the city Sanitation Department provide a trailer for removal of trash for a fee? Plans for clean-up during the event? Plans for final clean-up of area? Plans for removal of trash for city property following event? (Please note: City of Bay City does not provide trash liners for barrels).

5. Fencing  
What type? 8' metal barricade fencing or snow fencing and posts are available. What are your arrangements for installation? Please show on map where it will be placed.
6. Sanitation facilities (wash stations, port-a-johns, etc.)  
How many will you be providing? Please show on map where they will be located.
7. Whether any tents will be used (**No tent stakes to be driven into asphalt surfaces**)  
How many tents? Sizes? For what use? Please show on map.
8. Camping & trailer facilities, if overnight stays are anticipated
9. Vehicle access, parking facilities, barricading, traffic plan and detour?  
Are you requesting a street closure and/or detour? Please describe and **list exact time of requested closure and re-opening of street**? Do you require street barricades? How many? Where? Are you requesting any signs, including no parking signs? Where will those be located? Where will event attendees park? Please show on a map.
10. Concessions  
Has health department approval been acquired? If food trucks will be involved in your event, please list them here and be aware that any food truck will need to obtain a City Food Truck License per ordinance. Please be aware of Fire Department ordinances and regulations regarding cooking.
11. List of permits to be secured from other jurisdictions  
Does any part of your event leave the City limits? Do any of your activities require approval from any other government body, such as US Coast Guard approval for water events?
12. List any other specific City equipment and/or services requested (**give as much detail as possible**)  
Do you need use of park pavilion? Picnic Tables? Any other city equipment or services not requested elsewhere in the permit?
13. Noise control and abatement  
Will there be activities that create loud noises? What times will the proposed activity happen? Will there be a band or DJ?
14. Security  
If this involves the sale of alcoholic beverages and perimeter security, this will be the responsibility of the Applicant. Are you requesting Public Safety services? When and where will officers be needed? (Please note that event information will be reviewed by the Public Safety Department and they may determine that extra services will be required).

15. Fire protection needs
16. List of contractors and sub-contractors
17. Illumination facilities
18. Communication facilities
19. Insurance arrangements  
Insurance certificates can be mailed, e-mailed, or faxed to (989) 894-0704
20. Medical facilities & services, including emergency vehicles & equipment

In the event that a Special Events Permit is issued, Applicant shall supply to the City at the time it receives the Special Events Permit, the name, address and telephone number of the individual who is in charge of and/or responsible for the Applicant's activities which are subject to the Special Events Permit. Applicant shall be responsible for communicating all permit requirements and directions of the City to all vendors, concessionaires, workers, volunteers, attendees, invitees, and all others on City property pursuant to the permit. Applicant also covenants and agrees to fully cooperate with the City's officers and employees concerning or relating to any activity or use of City property conducted under the Special Events Permit.

Applicant covenants and agrees to indemnify, protect, defend and save the City, its officers and employees harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or the City, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action or suit. In the event of any incident occurring on the premises resulting in any personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Special Events Permit which may be issued for the event covered by this application, and further understands and agrees that the City in its sole and absolute discretion may approve, deny, or set any conditions or limitations on any permit which may be issued, or may at any time alter, amend, modify, rescind or revoke any permit for the use of City property by the Applicant, all without recourse or remedy by the Applicant, or liability of the City.

For any event, carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City Clerk's office. Inspections shall be requested by the electrical contractor prior to the opening of the event, or use of the electrical service.

If the application is made on behalf of a partnership, corporation or other association, information must be provided for all partners, officers and directors, or members. If the Applicant is a corporation, a copy of the articles of incorporation may be required.

Applicant shall deposit with the City Clerk a clean-up and damage bond in the form of a check payable to the City, as follows: low hazard \$100; medium hazard \$150; high hazard \$500; and special hazard \$750. 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 presented to the City Commission for approval. The bond shall be returned to Applicant, without interest, within seven (7) days after the expiration of this 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.

Applicant, on behalf of the organization, agrees to reimburse the City of Bay City for its "out-of-pocket" expenses which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All City of Bay City invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.

Applicant shall not advertise their event by placing any type of flier/sign etc. within the City Right of Way (area located between the sidewalk and the street). Violations shall be considered a failure to follow the terms of the City Special Event Permit and could lead to revoking the City issued permit.

The undersigned states he/she has full authority to execute this application on behalf of the Applicant and acknowledges receipt of a copy of the City's Special Events Policy and Procedures.

**\*\*Applicant agrees to follow all COVID-19 precautions and all current health orders shall be followed on the date of the event.\*\***

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

Non-refundable application fee due at time of submission: More than 75 days before event \$100  
60-74 days before the event \$150

Per the Special Events Policies and Procedures, applications will not be accepted less than 60 days before the beginning of a proposed event.

Please return completed application to: City of Bay City  
City Clerk's Office  
301 Washington Avenue  
Bay City, MI 48708