



Preliminary Information Needed to Open Event Spaces in City of Eastpointe

Some zoning districts in the city require Planning Commission and City Council approval for Event Space businesses. It is recommended that you answer this list of questions and contact the city's Zoning Administrator before you lease or purchase a building. If approval is needed from the Planning Commission and City Council, additional time will be added before you are able to open your business.

1. What is the maximum number of guests that will attend events? Will food be prepared and served? And alcohol?
2. What is the total floor area? What is the social floor area? Social floor area is the space that the guests will use. Social floor area does not include any storage, toilets, kitchen, or laundry area.
3. How many employees will be in the building during events?
4. What are the hours of operation? Will amplified music be played inside? If yes, until what time?
5. Details are needed on how will trash be collected and disposed. If a dumpster is needed, it must be in a permanent enclosure.
6. Details are needed on loading activities.
7. Screening devices: A permanent wall may be needed between the proposed event space and the adjacent residential property. Is there an existing wall protecting neighboring residential property from the commercial property? If not, you may need to determine whether the property owner or you, as the tenant, will add that wall. Is there a screening device between the parking lot and sidewalk? If not, a screening device must be added.
8. The parking available for the use must be shown in detail on a dimensional site plan. If there is shared parking, that also must be detailed. Barrier free parking must be provided for as well.