

Received by \_\_\_\_\_

Date: \_\_\_\_\_

## City of Eastpointe Special Event Application

Return to:                   City Manager's Office  
                                  23200 Gratiot Avenue  
                                  Eastpointe, MI 48021  
                                  586-445-5016

Special Events and activities permitted in the City of Eastpointe require approval of the City Council, in accordance with section 6-84 of the ordinance. Application must be made to the City Manager's office 30 days in advance of the proposed event. (This application is not for a Temporary outdoor sales permit – which you can obtain from the building department in accordance with ordinance 50-401). The application fee is set forth in the City's fee schedule.

### I.     **EVENT INFORMATION**

1.	Event Name _____
2.	Event type: Describe event: _____ _____ _____
3.	Event Date(s): _____                   Day(s) of the week: _____ Event Start Time : _____
4.	Location of Event: _____
5.	Facilities to be used (circle):                   Park    Street    Sidewalk                   Private Property
6.	Set-up Times: Begin: _____ am/pm    Dismantle: _____ am/pm
7.	Estimated Crowd: _____                   Number of Participants: _____

**II. APPLICANT INFORMATION**

8. Organization Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address & Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Numbers: Home: \_\_\_\_\_ Office: \_\_\_\_\_  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

9. Event On-Site Contact Person: \_\_\_\_\_  
Phone Numbers: Cellular: \_\_\_\_\_ Office: \_\_\_\_\_ Home: \_\_\_\_\_

**III. PUBLIC SAFETY REQUIREMENTS**

**NOTE: The City of Eastpointe may require certain public safety standards to be met by the event organizer.**

**All services for Police, EMS & Fire are at an additional cost and not included in the application fee.**

10. **Eastpointe Police:** If your event is taking place on roadways – Police are required  
What services are requested from the Police? \_\_\_\_\_  
\_\_\_\_\_  
Location(s) & Time(s) Police are requested:  
\_\_\_\_\_  
\_\_\_\_\_

11. What are your security plans for the event? (Ex. Hiring Eastpointe Police or Private Security Firm)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are you setting up tents at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, what size are the tents? \_\_\_\_\_

NOTE: Certificate of flammability is required for all tents over 10 X 10 – the building department has additional information on tent requirements.

**ALL TENTS REQUIRE PERMITS – UPON APPROVAL OF YOUR EVENT, OBTAIN A PERMIT FOR THE TENT FROM THE BUILDING DEPARTMENT.**

13. If you are requesting approval for a tent, show a site plan layout with the location of the tent and the dimensions.

#### IV. DEPARTMENT OF PUBLIC WORKS

14. **Department of Public Works: SHOWMOBILE, BARRICADES, CONES, BARRELS, PORTABLE ARROW SIGNS AND/OR FENCING & OTHER SERVICES**

\_\_\_\_\_

\_\_\_\_\_

**Clean Up Plan:** Please list your clean up plans.

\_\_\_\_\_

\_\_\_\_\_

#### V. ACCESSABILITY INFORMATION

Please check Yes, No, or N/A next to each question. If you check NO to a question but feel that you have reasonable grounds as to why you cannot provide that particular service, please explain on a separate sheet of paper and attach it to the application. Check N/A only if a question truly does not apply to your event (i.e. an event that is held only outdoors would not have an answer to a question asking about doorway widths.) Please see Regulations for further explanation of terms and for specific dimensions.

<u>Accessible Areas</u>	YES	NO	N/A
Are all sections of the event accessible, or if they are not, are there separate sections providing the same function serving people with and without disabilities?	_____	_____	_____
<u>Entrance</u>			
Is the route of travel to the entrance firm, stable, and slip resistant?	_____	_____	_____
If portions of this event are held indoors, are there accessible entrances?	_____	_____	_____
<u>Paths of Travel</u>			
Are pedestrian pathways of proper width?	_____	_____	_____
Are all curb cuts clear of obstructions?	_____	_____	_____
Are all pedestrian pathways free from barriers or if there are barriers are they detectible to white cane users?	_____	_____	_____

	YES	NO	N/A
Is all wiring that crosses pedestrian paths properly anchored?	___	___	___
<b><u>Parking and Transportation</u></b>			
Are the proper amount of handicapped parking spaces available?	___	___	___
<b><u>Restrooms</u></b>			
If permanent or portable restrooms are available to the participants, are the proper number of restrooms accessible?	___	___	___
<b><u>Tables and Concessions</u></b>			
Are the proper number of tables in eating areas accessible?	___	___	___
Are concession stands and/or vendors accessible?	___	___	___
<b><u>Seating</u></b>			
Are there enough accessible seating spaces provided?	___	___	___
Are accessible seats with companion seats dispersed throughout seating area?	___	___	___
<b><u>Signage</u></b>			
Is directional signage using proper format provided?	___	___	___
If an entrance is not accessible, are signs placed near it directing participants to the nearest accessible entrance?	___	___	___
Are accessible restrooms marked?	___	___	___
Are all signs placed in proper areas?	___	___	___

## VI. ENTERTAINMENT

15.	Sound System (circle one)	Acoustic	Amplified
16.	Times of entertainment:		
	Describe Entertainment:	List of entertainers/bands to perform at event:	
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	

## VII. MISCELLANEOUS INFORMATION

17.	Restrooms:	Location of Restrooms you are using:
		_____
		_____
		_____
		_____

Port-A –Johns: Number you are ordering (There must be at least one handicap accessible restroom); One (1) Port-a-John per 250 people is recommended.

18. Parking: Describe parking areas available

19. Signs: Describe all signs/banners you propose for this event: (size, location, type)

### VIII. VENDING & SALES

20. Any Vending or Sales? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the proposed sales to be conducted outside of the building? \_\_\_\_\_

Are the proposed sales related to the business? \_\_\_\_\_

Circle all that apply:

Food  
Buttons

Beverage

Books

T-Shirts/Hats  
Balloons

Other: \_\_\_\_\_

Beer/Liquor/Wine: Extension of premises permit is required through the Michigan Liquor Control Commission. Contact the MLCC for their requirements so you have enough time to obtain approval: LLC Phone # 866-813-0011;

Outdoor food sales/services: Contact the Macomb County Health Department at 586-469-5235.

### IX. COMMUNICATIONS & PROMOTIONS

21. Is there any other information you feel is important regarding your event?

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**X. SUMMARY OF CITY SERVICES REQUESTED**

Any services deemed necessary by the City will be charged to the applicant.

<u>CITY ENTITY</u>	<u>SERVICES REQUESTED</u>	
POLICE	YES _____	NO _____
FIRE	YES _____	NO _____
EMS	YES _____	NO _____
DPW	YES _____	NO _____
PARKS AND REC	YES _____	NO _____
CLERK	YES _____	NO _____
BUILDING DEPARTMENT	YES _____	NO _____

**XI. AFFIDAVIT OF APPLICANT**

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the City's ordinances and regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to the City of Eastpointe that are incurred by the City or on behalf of the event.

If I cancel my event, I will notify the City as early as possible so as to cut down on any cost recovery. I understand that I will be charged for City services provided in advance of the event up through the time of notification.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

(PRINT NAME: \_\_\_\_\_)

\* This Application MUST be signed prior to submission or it will not be considered completed.

**XII. Indemnification statement  
Please turn in with application if applicable.**

The undersigned represents, stipulates, contracts and agrees that the sponsor of the event permitted pursuant to this Application will jointly and severally indemnify and hold the City harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Special Event permit.

\_\_\_\_\_  
Applicant as authorized representative/  
Agent for the sponsor/organization  
of the Event.

\_\_\_\_\_  
Date:

## **860.03 LIABILITY INSURANCE AND HOLD HARMLESS PROVISIONS.**

(a) (1) An application for a license required by this chapter shall be accompanied by policies of insurance to protect the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City from any liability or damage whatsoever, for injury, including death, to any person or property. Said insurance shall be in amounts established by resolution of the City Council. An applicant shall during the duration of its license maintain:

A. Workers compensation and public liability insurance in an amount sufficient to protect itself from any liability or damages for injury, including death, to any of its employees including liability or damage which may arise by virtue of any statute or law in force or which may hereafter be enacted.

B. Public liability insurance in an amount sufficient to protect itself and the City, its elected and appointed officials, employees and volunteers and others working on behalf of the City against all risks of damage or injury, including death, to property or persons wherever located, resulting from any action or operation in connection with the license.

C. Automobile liability insurance, including property damage, covering all owned or rented equipment used in connection with the business.

(2) All insurance policies shall be issued by companies authorized to do business under the laws of the State. Such policies shall contain appropriate endorsements to save and hold the City, and licensee harmless from any liability or damage whatsoever. Certificates of insurance evidencing such insurance and endorsements shall accompany the application for license. The City shall at all times maintain a copy of each certificate of insurance.

(b) The applicant shall sign a hold harmless agreement whereby it agrees to the fullest extent permitted by law to defend, pay on behalf of, indemnify and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, or any matter which arises out of or is in any way connected or associated with the sale of goods and services for which a license was issued.

(Ord. 934. Passed 12-16-03.)