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The City of Traverse City

GOVERNMENTAL CENTER

400 Boardman Avenue  
Traverse City, MI 49684

(231) 922-4480

[tcclerk@traverscitymi.gov](mailto:tcclerk@traverscitymi.gov)



Office of the City Clerk

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Dear Prospective Event Holder:

Subject: Low Impact Park and Public Land Use Permit

Thank you for your interest in having your event here in Traverse City! Traverse City is a vibrant community that welcomes events in our parks! The City looks forward to working with you.

### **Park Use**

Low Impact and High Impact Park and Public Land usage requests are processed differently and have different requirements, as outlined in the City's Park and Public Land Use Policy. By answering the questions below, you will be able to determine if your event is considered Low Impact or High Impact. Low Impact uses are approved by the Parks and Recreation Division. High Impact uses are approved by the City Clerk's Office. In some cases, the City Commission must approve high impact event permits; and the Parks and Recreation Commission may also be required to review your application.

#### **Determining if the event is "Low Impact" or High Impact"**

1. Is the event 3 days or more in duration excluding set up and take down? Yes \_\_\_ No \_\_\_
2. Will a for-profit or commercial entity receive direct financial benefit from your event, such as directly selling goods or services? Yes \_\_\_ No \_\_\_
3. Will you be requesting, or is it likely the City will require, that you utilize City personnel during the course of your event? Yes \_\_\_ No \_\_\_
4. Will you be selling alcohol in connection with your event? Yes \_\_\_ No \_\_\_
5. Will the total square footage of your tent(s) exceed 1000 square feet? Yes \_\_\_ No \_\_\_

If you answered yes to any question, you are considered **high impact**, otherwise you are low impact and you should complete the attached low impact application.

Again, thank you for choosing Traverse City! We look forward to working with you very soon.

**City of Traverse City Application for  
Park and Public Land Use Permit – Low Impact Events**



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

Address: \_\_\_\_\_  
Street
City
State
Zip

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized co-representative: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Park(s) or Public Land(s) Requested: \_\_\_\_\_

Official Date(s) and Time(s) of Event: \_\_\_\_\_

\_\_\_\_\_

All Date(s) requested, including set up and tear down: \_\_\_\_\_

\_\_\_\_\_

Brief description of event: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_

**All applicants should answer/acknowledge the following questions/statements:**

1. Are you setting up any equipment such as tables, chairs, portable toilets, public address systems, bounce house, or tents? (circle all that apply)
  - Yes
  - No

2. List any additional equipment/items, if any, being set up in the park: \_\_\_\_\_

\_\_\_\_\_

3. How many tents will you be setting up and list their dimensions: \_\_\_\_\_

\_\_\_\_\_

*The total square footage of any tent or combination of tents should not exceed 1000 square feet. If it does, you will need to complete a Parks and Public Land Use –High Impact Event form located at [www.traversecitymi.gov/permits\\_and\\_form.asp](http://www.traversecitymi.gov/permits_and_form.asp).*

4. Are you staking or driving anything into the ground such as tent stakes?
- Yes – *you will need to contact MISS DIG and the Parks and Recreation Supervisor at 231-922-4900 ext. 122 five days prior to such staking. It is the applicant's responsibility to ensure this is done and that all staking is removed immediately following the event.*
  - No
5. Will you be utilizing any signs at the event?
- Yes – approval must be provided by the Zoning Administrator. Please contact the Zoning Administrator at 231-922-4464.
  - No
6. Will alcohol be served?
- Yes
  - No
- NOTE: some parks do not allow alcohol. In all cases, glass is not permitted on City beaches.***
7. Will there be any water events?
- Yes – *the Michigan Department of Natural Resources permits may need to be obtained. Contact their local office at 231-775-9727 and provide a copy of permits with this application.*
  - No
8. Are any City barricades needed?
- Yes – *the City rents barricades for \$25/barricade for events that are conducted solely by and for the financial benefit of a non-project organization and \$55/barricade to all others. Please contact the Streets Division for details at 231-922-4900 ext. 122.*
  - No
9. Are electrical services needed?
- Yes – *note that some parks do not offer electricity. If using an extension cord, you **must** use a UL Listed Commercial Grade Extension Cord.*
  - No
10. Will there be any food served or Mobile Food Vendors?
- Yes, mobile food vendors – *you may need a permit from the Grand Traverse County Environmental Health Department Office, contact them at 231-995-6051. For Mobile Food Vendor a permit is required. Please note that if food is being sold, your event is considered a High Impact Event and you should submit a High Impact Event Application form rather than this one. . \*Note: Mobile Food Vendors are not permitted in City Parks unless the City Park is listed on the Map of City Property where Mobile Food Vending is Generally Allowed. Visit [www.traversecitymi.gov/permits\\_and\\_form.asp](http://www.traversecitymi.gov/permits_and_form.asp) to view this map.*
  - Yes, bringing my own food.

No

11. Will there be entertainment or amplified music?

Yes – *you must comply with the City’s noise ordinance. For questions, contact the Traverse City Police Department at 231-995-5151.*

No

12. **A site plan is required.** Please attached a site plan depicting the location of all of the following, including any other relevant information: **A)** tents, **B)** tables and chairs, **C)** public address systems, **D)** stage, **E)** vending, **F)** barricades, **G)** portable toilets, **H)** signage.

**Did you attach a site plan to this application?**

Yes

No

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***ALL EVENTS - Please also note the following requirements:***

- a) If alcohol is being served, the applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence policy naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.
- b) The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
- c) The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
- d) The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the Michigan Building Code. On-site inspection will be done by the Fire Marshal. You must contact the Fire Marshal at least 7 days before the event at (231) 922-4930.
- e) The applicant is responsible for any clean-up following this event and any damage done to City property and will be billed accordingly.
- f) The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
- g) If issued, a permit may not be transferred or assigned.

*A fee is required for most permits, please attach the necessary fee.*

If no City services are needed and only minimal equipment is set up in park:	No Fee
All other Low Impact Event Permits – City resident:	\$15.00
All other Low Impact Event Permits – non-City resident:	\$25.00

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**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, he/she will comply with all provisions of the ordinances of the City of Traverse City (hereafter "City") relative to the operation, service or act for which the permit is requested, and agrees to hold the City free and harmless from all liability which may be imposed upon it, to reimburse the City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued. The undersigned acknowledges that the City may revoke a permit if the city determines information regarding the event was not accurately conveyed to the City on this application document or if the City's ordinances or policies are violated; and by signing, waives any claims of liability, financial or otherwise, against the City should a permit be revoked. The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

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

Authorized Applicant Representative:

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
(Signature)

**Please submit your application; and if applicable, the application fee to:**

**City of Traverse City Parks and Recreation Division  
c/o Sheila Dodge  
625 Woodmere Avenue  
Traverse City, MI 49686  
(231) 922-4900, extension 144  
sdodge@traversecitymi.gov**