

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



Name of Applicant: _____

Address: _____
Street City State Zip

Phone No: _____ E-Mail: _____

Authorized co-representative: _____

Phone No: _____ E-Mail: _____

Actual date(s) of event: _____ Day(s) of the week _____

Time(s) of actual event: Begin: _____ End: _____

All date(s) requested, including set up and tear down: _____

Start time for set up: _____ End time for tear down: _____

Name of Park(s) or Public Land(s) Requested: _____

Brief description of use: _____

Expected number of participants: _____

All applicants, please answer the following questions:

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

What other equipment, if any, are you setting up in the park? _____

- 2. Are you staking any tents, or driving anything into the ground? _____ Yes _____ No
If yes, how many tents? _____ Size of tent(s) (actual dimensions)? _____

If yes, you must provide a map of the park (maps available from the Parks and Recreation Office) showing where these items will be located, and contact MISS DIG (1-800-482-7171) and the City's Parks and Recreation Supervisor (231) 922-4900, extension 122) at least five (5) days prior to such staking. It is the applicant's sole responsibility to ensure this is done and that all staking is removed immediately following the event.

3. Will you be utilizing any signs at the event? Yes No
If yes, approval must be provided by the Zoning Administrator. Please contact the Zoning Administrator at (231) 922-4464. If yes, please note the location of the signs on the park map.

4. Will alcohol be served? Yes No *If yes, the entity serving the liquor is required to provide a Certificate of Host Liquor Liability Insurance in the amount of \$1M per occurrence, naming the City of Traverse City as additional insured. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684 (tcclerk@traversecitymi.gov)*

Note: some parks do not allow alcohol. In all cases, no glass is permitted on beaches. Please check with the City's Parks and Recreation Division for any clarification (231) 922-4900, extension 144. Additionally, if the entity that will be serving the alcohol is different from the applicant, please provide the following information:

Contact person's name: _____
Contact person's e-mail address: _____
Organization name: _____
Organization mailing address: _____
Contact telephone number: _____

5. Will there be any water events? Yes No
If yes, DNR (Michigan Department of Natural Resources) Permits may need to be obtained; please contact the local DNR Office at (231) 775-9727 and provide a copy to the City of Traverse City Parks and Recreation Division.

6. Are any City barricades needed? Yes No
If yes, for what purpose? _____
How many are needed? _____
If yes, all barricades must be retrieved from, and returned to, the City Streets Division at 625 Woodmere Avenue. Please contact the Streets Division Superintendent at (231) 922-4900, extension 112 for information on renting barricades.

7. Is electrical service needed? Yes No For how many days? _____
If yes, please note that some parks do not offer electricity. If using an extension cord, you must use a UL Listed Commercial Grade Extension Cord.

8. Will there be any food served? Yes No
If yes, what type of food ie: picnic or catered: _____
If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office. Please contact them at (231) 995-6051.

9. Will there be any vendors present? Yes No
If yes, will they be selling to the public? Yes No

10. Will there be any entertainment or amplified music? _____ Yes _____ No

If yes, what type of entertainment ie: DJ or live band: _____

If yes, you must comply with the City's Noise Ordinance. For questions, please contact the City's Noise Control Officer at (231) 995-5151

11. Please attach the necessary application fee. The following outlines the fees:

Low Impact Event Permit:

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

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 cleanup 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.

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**

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) _____