

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: _____

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

6. Do you need extra trash receptacles? _____ Yes _____ No If yes, how many? _____

Do you need extra picnic tables? _____ Yes _____ No If yes, how many? _____

Please indicate on the park map where the tables and/or barrels should be placed. Extra trash receptacles and picnic tables are not always available upon request; however, the City tries to accommodate requests. Please contact the Parks and Recreation Division with any questions at (231) 922-4900, extension 144.

7. 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.

8. 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.

9. Will there be any food served or vendors present? _____ Yes _____ No

If yes, you may need a permit from the Grand Traverse County Environmental Health Department Office. Please contact them at (231) 995-6051.

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

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 infrastructure 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) _____