



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, 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, or displaying their goods/products/promotional materials? 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 setting up significant infrastructure, such as stages or amusements? Yes ___ No ___
5. Will the total square footage of ***ALL*** of your infrastructure exceed 1,000 square feet? Yes ___ No ___ N/A ___
6. Will you be utilizing a parking lot or structure for a purpose other than parking, for example - such as setting up tents? Yes ___ No ___
7. Will you be selling alcohol in connection with your event? 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. If your event is **high impact**, please do not complete this application; instead, complete the high impact application with the City Clerk’s Office.

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: _____

Description of all on-site events: _____

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 houses/inflatables, or tents? (circle all that apply)
- Yes
 - No

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

3. Will you be staking or driving anything into the ground such as tents?
- As a result of procedures for marking underground utilities and for safety reasons, the city prohibits driving anything into the ground within any city park (e.g. staking).
 - Yes
 - No

4. Are you staking or driving anything into the ground such as tent stakes?
- Yes – If yes, recognizing that, as outlined in Question 2, staking in city parks is prohibited, how will you weigh down the tents or other structures (i.e. using sand bags or water weights) _____
 - No
5. How many tents will you be setting up and list their dimensions: _____

The total square footage of any tent or combination of tents and additional infrastructure 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 <https://www.traversecitymi.gov/userfiles/filemanager/eg1u2t72q6w4csd7mjwn/>

6. 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
7. Will alcohol be served?
- Yes
 - No
- NOTE: Some parks do not allow alcohol. In all cases, glass is not permitted on City beaches.***
8. 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
9. 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
10. 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. **if held at the Open Space please contact the National Cherry Festival for access to electrical panels (231) 947-4230***
 - No

11. 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 <https://www.traverscitymi.gov/userfiles/filemanager/8yij3n088tzzdvzem0x8/> to view this map.*
- Yes, bringing my own food.
- No

12. 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

13. **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

All Low Impact Park Usage permit applications will be charged a \$30.00 fee for processing. Application fees are due at the time of application submission. Applicants who fail to submit the \$30.00 fee will not be processed and the application will not be considered.

A credit card may be used for payment using the link to White Peaks (below) or attach a check to your application or send a check payable to the City of Traverse City and mail to the Department of Public Services, 625 Woodmere Ave., Traverse City, MI 49686 Attention: Parks Division. Please put the name of the event on the memo line.

[Link for Credit Card Payment](#)

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.

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 to:

**City of Traverse City Parks and Recreation Division
625 Woodmere Avenue
Traverse City, MI 49686
(231) 922-4900, extension 144
colsen@traversecitymi.gov**