



## **City of Traverse City Street Closing Permit - Community Event/Major Event**

Pursuant to Section 1020.05 of the Codified Ordinances of the City of Traverse City, Michigan, the following streets are hereby permitted to have a rolling closure on: **Sunday December 22, 2024 from 5:30 PM until 7:30 PM.**

Streets: **Park Street, Front Street, Maple Street, 6<sup>th</sup> Street, Union Street, Cass Street, Washington Street, Barlow Street, E. State Street** (see site map)

Event Organizer: **Traverse City Track Club** (applicant Jason Whittaker)

Event Title: **Traverse City Track Club Jingle Bell Run**

Shall have exclusive use and supervisory and control authority over said streets on the date and during the time period above indicated subject to the following terms and conditions:

1. The Applicant shall furnish to the City Clerk's office a certificate of insurance for Comprehensive General Liability Certificate in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City Clerk's office a Certificate of Insurance for liquor liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured.
2. 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.

3. 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.
4. The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
5. The Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
6. The Applicant shall notify in writing all affected property owners and occupants at least two (2) weeks before the event. This may include an area surrounding the event. The Notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
7. If located within the Central Business District / boundaries of the Downtown Development Authority and not an event which continuously moves and closes a segment of street(s) for no greater than one (1) hour, the applicant shall submit a supporting petition signed by at least 50 percent of the occupiers of the footage fronting on the public street on both sides of the street by block. For buildings with more than one (1) business, this calculation will be determined by counting the number of ground floor units, or the building owner may sign on behalf of the entire building.
8. The application is attached hereto and made a part of this permit.
9. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. On-site inspection will be done by the Fire Marshal; it is the responsibility of the Permit Holder to arrange such inspection at least seven (7) days prior to the event.
10. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.

11. 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.
12. This permit may not be transferred or assigned.

Date: Nov 7, 2024

Issued by: \_\_\_\_\_



Benjamin Marentette  
City Clerk

If necessary, date Approved by City Commission: N/A

**City of Traverse City**  
**Application for High Impact Community Events**  
**In Parks and Public Land,**  
**and/or City Streets**



(For events in streets that are conducted for a residential purpose or where a street closure is not needed, a Non-Major Street Use Permit Application should be completed instead of this application)

*Please submit 90 days prior to event (application must be submitted sooner for reservation requests – see Parks and Public Land Use Policy and Street Use Policy for Community Events).*

Title of Event: Traverse City Track Club Jingle Bell Run

General Nature of your Event Non-competitive 5k run through the city (not timed)

Name of For Profit Organization, if any: NA

Name of Non-Profit Organization, if any (a non-profit organization is required for Street Use applications): Traverse City Track Club

Expected Number of Participants: 500

Authorized Representative (Applicant): Jason Whittaker

Business Address: P.O. Box 4026, Traverse City, MI 49685

Email: jason@tctrackclub.com Phone Number: 231-392-9583

Authorized Co-Representative (If applicable): Lindsay McLaughlin, ED

Business Address: P.O. Box 4026, Traverse City, MI 49685

Email: execdir@tctrackclub.com Phone Number: 248-505-5810

Additional Contact Person(s) during Event – **name & phone:** Arianne Whittaker 231-499-5129

**Restriction regarding number of High Impact Events:**

Below are the major restrictions regarding the number of High Impact Events allowed in City Parks/Public Land according to city policy:

- High Impact Events are prohibited in all city parks on Memorial Day and Labor Day and the preceding Friday, Saturday and Sunday and on July 3, July 4 and July 5 of each year.
- For Clinch Park and the Open Space, other than the National Cherry Festival and Traverse City Film Festival, High Impact Events are prohibited in July.

***For Parks/Public Land (such as parking lots), excluding streets:***

Name of Park(s) or Public Land(s) Requested: \_\_\_\_\_ None \_\_\_\_\_

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

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

***For Streets:***

Street(s) section(s) requested to be closed: \_\_\_\_\_ None \_\_\_\_\_

Official Date(s) and Time(s) of Event: \_\_\_\_\_ Sunday, December 22nd, 2024 \_\_\_\_\_

All Date(s) and Time(s) requested, including set up and tear down: \_\_\_\_\_ Event is staged at the Park Place Hotel. It will start at the corner of Park/State. Event begins at 4:30pm (run starts at 5:30 - 7pm) \_\_\_\_\_

1. Will you be setting up significant infrastructure, such as tents, large structures, stages, or amusements? *If setting up tents or large structures, the structure's material shall be non-combustible, flame resistant or treated in an approved manner in accordance with the Michigan Building Code. If a tent or structure has an area in excess of 200 square feet or a canopy is used that is in excess of 400 square feet, it may not be erected before first obtaining a permit from the Fire Marshal. You must contact the Fire Marshal to obtain information regarding a site plan that meets regulatory requirements as well as to schedule an on-site inspection, **at least 7 days before your event.***  
☐ Yes \_\_\_\_\_ (List tent size here)  
☒ No
2. Will you be staking or driving anything into the ground such as tents?  
☐ As of September 2019, for safety reasons, as a result in the procedures for marking underground utilities, the city prohibits driving anything into the ground within any city park (e.g. staking) until we have identified exactly where all underground utilities are located.  
☒ No

3. Do you have any tents or other structures that need to be held down?  
☐ 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
4. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?  
☐ Yes  
☒ No
5. Will there be any water events?  
☐ Yes, *DNR Permits may need to be obtained; please contact the local DNR Office.*  
☒ No
6. Are you using Flames/Fires/Pyrotechnics?  
☐ Yes, *additional insurance may be required as well as a hold harmless waiver. Please contact the City Clerk's Office to obtain specific requirements in advance. You shall also contact the Fire Marshal to obtain information regarding regulatory requirements.*  
☒ No
7. Do you need electricity services?  
☐ Yes, *some parks do not offer electricity; please confirm with Parks and Recreation. \*\*Open Space electrical panels contact National Cherry Festival at (231) 947-4230*  
☒ No
8. Will there be any entertainment or amplified music?  
☐ Yes, *Compliance with the City's Noise Ordinance is required. For questions, please contact the Noise Control Officer.*  
☒ No
9. Will you be utilizing a generator?  
☐ Yes, *Contact Bruce Remai at Grand Traverse County Construction Code. 231-995-6047 or [bremai@grandtraverse.org](mailto:bremai@grandtraverse.org).*  
☒ No
10. Will you need to rent barricades from the City?  
☐ Yes, indicate quantity: \_\_\_\_\_, *Please contact the Streets Division Superintendent to rent your barricades. All barricades must be picked up and returned to Streets Division at 625 Woodmere Avenue. **Please indicate placement on the site plan.***  
☒ No
11. Will you be utilizing signs for your event?  
☐ Yes, *approval must be provided by Zoning Administrator.*  
☒ No
12. Will you be selling any merchandise/food/drink on sidewalk?  
☐ Yes, *a Sidewalk Display of Merchandise Permit is required – contact City Clerk's office*  
☒ No

13. Will there be any food served, sold, or will there be Mobile Food Vendors?
- ☐ Yes, served, NOT sold. *You may need a permit from the Grand Traverse County Environmental Health Department Office.*
- ☐ Yes, sold utilizing a Mobile Food Vendor. *For Mobile Food Vendors a permit is required. \*Note: Mobile Food Vendors are not permitted in City Parks or on City property unless the City Park or Property is listed on the Map of City Property where Mobile Food Vending is Generally Allowed. Visit <https://www.traversecitymi.gov/userfiles/filemanager/8yij3n088tzzdvzem0x8/> to view this map.*

☒ No

14. Are you closing street(s) within the boundaries of the Downtown Development Authority/Central Business District?
- ☐ Yes, ***the city requires that you submit a petition of support; the City Clerk's Office will provide you with a database and instructions on what is required. This requirement does not apply to events which close the street for less than one hour or events conducted/sponsored by the Downtown Traverse City Association.***

☒ No

15. Will there be alcohol? *Please note that some parks do not allow alcohol and that glass is not permitted on beaches; See attached regulation summary.*

☐ Yes, served and/or sold.

☒ No

**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: \_\_\_\_\_

**Insurance Requirements for Alcohol:**

*Alcohol being served and/or sold: a Certificate of Liquor Liability Insurance in the amount of \$1 million per occurrence, naming the City of Traverse City as additional insured is required. The certificate must list the following as certificate holder: City of Traverse City, c/o City Clerk, 400 Boardman Avenue, Traverse City, MI 49684.*

16. Will you be providing shuttle bus services?
- ☐ Yes, *please contact Parking Administration to coordinate services and also describe pick up and drop off points in narrative.*
- ☒ No

17. Is this a free event to the public? *\*Note: An event is not granted exclusive right to a City Park and shall be open to the general public without charge. A participant fee may be charged – for example, a person may walk through a vendor showcase, but would be charged a fee to participate in activities associated with the vendors.*

☐ Yes

☒ No, ***please include an outline of ticketed events and prices in the narrative.***

18. If charging a fee for activities associated with your event within a park, do you acknowledge that the park cannot be completely closed to the general public?  
☐ Yes  
☒ N/A
19. ***For Open Space Only:*** No High Impact Event in the Open Space may use more than two quadrants. Please refer to the attached map *Open Space Quadrant Layout*. Please indicate which quadrant(s) your event will be utilizing (maximum of 2):  
 North \_\_\_\_\_ Y/N  
 South \_\_\_\_\_ Y/N  
 East \_\_\_\_\_ Y/N  
 West \_\_\_\_\_ Y/N
20. A detailed narrative which fully describes **all activities** of your event **is required**. Did you attach the detailed narrative that fully describes all activities of your event?  
☒ Yes  
☐ No
21. **A site plan is required.** Please attach a site plan depicting the location of all of the following, including any other relevant information:  
 (A) Tents;  
 (B) Table and Chairs;  
 (C) Public Address system;  
 (D) Stages;  
 (E) Flames/fires/pyrotechnics;  
 (F) Vending;  
 (G) Barricades;  
 (H) Police;  
 (I) Vehicle/Trailer Parking at event site – ***include the purpose of the vehicles/trailers;***  
 (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators;
22. Will you be closing any sections of streets?  
☐ Yes  
☒ No  
 If yes, you will need to contact Fire Chief Jim Tuller at (231) 922-4930 x 2, and Police Department Captain Adam Gray at (231) 995-5159, and work with them to develop an acceptable barricade plan. Did you do so?  
☐ Yes  
☐ No  
☒ Not Applicable

**ALL HIGH IMPACT EVENT HOLDERS – Please read and adhere to the following requirements:**

- (a) With the exception of Low Impact Events where nothing is being set up in the park, the Applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served or sold, 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) For winter events, the Applicant shall contact the Street Division Superintendent to address removal of snow
- (d) For Street Use Permits, at least two weeks before the event, the Applicant shall notify in writing all affected property owners and occupants along the route of the closure. The notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
- (e) The Applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.
- (f) 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. The Applicant must contact the Fire Marshal at least 7 days before the event.
- (g) If displaying pyrotechnics, a unique site plan which meets regulatory requirements as well as an on-site inspection by the Fire Marshal is required.
- (h) For Street Use Permits, the Applicant shall provide watchmen and flagmen as may be necessary for the safety and convenience of the public and shall furnish all barricades, signs and lights necessary to protect the public and/or such additional barricades, signs and lights as required per part VI of the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD).
- (i) The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant; the Applicant will be billed accordingly.
- (j) The Applicant is responsible for any cleanup needed following the event and any damage done to City property will be billed accordingly.
- (k) 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.
- (l) If issued, a permit may not be transferred or assigned.
- (m) Unless otherwise waived in writing by the City Clerk, the applicant shall not place anything on the sides of non-motorized pathways that would create less than a 2' clear zone on both sides.

**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 and policies 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: 10/7/2024

Authorized Applicant Representative:

Jason Whittaker

(Please print)

  
(Signature)

**Street Use Application Fee (the City will also invoice for incremental costs, such as overtime from the Police Department):**

Events which are solely conducted by a non-profit organization for its financial benefit     \$ 50.00  
 All other events     \$500.00

**Parks and Public Land (excluding streets) High Impact Event Application & Reservation Fees:**

High Impact Event Application Fee     \$600.00  
 High Impact Event Future Year Reservation Fee     \$200.00  
 (If a permit is issued for the reserved date(s), the reservation fee will act as a credit against the permit fee.)

Parks and Public Land High Impact Event Permit Fees:  
 All City Parking Lots and Parking Garages  
 Permit Fee:

	2019-2020	2021	2022	2023
For-Profit fee per space	\$3.00	\$4.50	\$6.25	\$7.50
Non-Profit fee per space	\$2.50	\$2.75	\$3.00	\$3.25

**Park**

**Permit Fee – first day**

**Permit Fee – each additional day:**

<b>TIER ONE</b>		
Open Space	\$1,000	\$500
<b>TIER TWO</b>		
Clinch Park	\$200	\$50
F & M Park	\$200	\$50
Hull Park	\$200	\$50
Sunset Park	\$200	\$50
Volleyball Court Area	\$200	\$50
Lay Park	\$200	\$50
<b>TIER THREE</b>		
Bryant Park	\$100	\$25
Clancy Park	\$100	\$25
East Bay Park	\$100	\$25
Grand Traverse Commons	\$100	\$25
Hannah Park	\$100	\$25
Senior Center	\$100	\$25
Slabtown Corner Park aka Dog Park	\$100	\$25
West End Beach	\$100	\$25

*If alcohol is being sold at an event, for the Open Space and public parking lots, an additional permit fee of \$350 per day that alcohol is sold shall be paid; and for all other parks, an additional permit fee of*

## Event Organizer's Checklist

This checklist is intended to assist Event Organizers. If you have any questions, please contact the City Clerk's office at (231) 922-4480.

When submitting your completed application and narrative, please be sure to include the **required site map** showing the following:

<input type="checkbox"/> Tent and stake placement	<input type="checkbox"/> Portable toilets	<input type="checkbox"/> Flames/Fires/Pyrotechnics
<input type="checkbox"/> Barricades	<input type="checkbox"/> Public address systems	<input type="checkbox"/> Where parking is provided
<input type="checkbox"/> Location of signs	<input type="checkbox"/> Vending	<input type="checkbox"/> Placement of tables, chairs, and/or trash receptacles
<input type="checkbox"/> Vehicle/Trailer Parking	<input type="checkbox"/> Stages	

Below is a list of various departments and the scope of assistance that department would offer you. Please contact these departments directly to discuss the needs of your event.

### **City Clerk's Office:**

(231) 922-4480 [tcclerk@traversecitymi.gov](mailto:tcclerk@traversecitymi.gov)

- General questions regarding overall application process
- Insurance

### **Parks Supervisor:**

Matt Bright (231) 922-4910 ext. 122 [mbright@traversecitymi.gov](mailto:mbright@traversecitymi.gov)

- Tents – Prior to staking or driving anything into the ground (underground utilities)
- Electricity – not all parks offer electricity
- Alcohol – not all parks allow alcohol

### **Fire Marshal:**

Keith Fritz (231) 922-4930 [kfritz@tcfire.org](mailto:kfritz@tcfire.org)

- Tents or large structures
- Pyrotechnics or flame

### **Street Division Supt:**

Chris Weber (231) 922-4900 ext. 119 [cweber2@traversecitymi.gov](mailto:cweber2@traversecitymi.gov)

- Barricade rental
- Snow Removal

### **Zoning Administration:**

David Weston (231) 922-4464 [dweston@traversecitymi.gov](mailto:dweston@traversecitymi.gov)

- Signage

### **Parking Administration:**

Nicole VanNess (231) 922-0241 [nicole@downtowntc.com](mailto:nicole@downtowntc.com)

- Shuttle bus service (for coordination purposes)

### **Alcohol – Serving and/or Selling:**

Andrea Langer, Assistant to Chief of Police  
(231) 995-5151

**Street Closure – Developing Acceptable Barricade Plan**

Traverse City Fire Chief Jim Tuller  
(231) 922-4930 x 2

Traverse City Police Captain Adam Gray  
(231) 995-5159

**City's Noise Ordinance Information:**

Traverse City Police Department  
(231) 995-5151

- Entertainment or amplified music

**Grand Traverse County Environmental Health Department:**

(231) 995-6051

- Food Service or vendors

**Michigan Department of Natural Resources:**

(231) 775-9727

- Water events

Traverse City Track Club  
Jingle Bell Run  
December 22<sup>nd</sup>, 2024 5:30 pm  
Permit Application Narrative

**Event Overview:**

We are requesting a permit to hold the Traverse City Jingle Bell Run, a non-competitive 5K event aimed at promoting health, fitness, and wellness. The walk/run will be held on December 22nd, 2024, from 5:30pm to approximately 7pm with participants of all ages and fitness levels.

This family-friendly event is expected to attract approximately 500 walkers and runners, along with spectators and volunteers. Proceeds from the event will benefit the Traverse City Track Club Golden Shoe Fund and local scholarships.

The event is free to club members of the Traverse City Track Club and \$20 for all other participants. Children 12 & under are free.

**Event Route:**

The event will be staged at the intersection of State Street and Park Street. All the registration post-race activities will be held at the Park Place Hotel at 300 E. State Street. The 5K will begin at 5:30pm, with participants gathering at 5:15pm. The run will head north on Park Street, left on Front Street, left on Maple Street, left on Union Street, right into the alley, right on Cass Street, left on Washington Street, left on Barlow Street, left on E. State St., and finish back at the Park Place Hotel. (Please see attached maps)

**Safety and Logistics:**

No roads will be blocked or closed. To ensure the safety of participants, volunteers, and spectators, we will have a detailed safety plan that includes:

- Course Marshals: Volunteers will be stationed at key intersections and turns to guide participants and ensure safe crossings.
- City Police: We will request City Police to patrol the event.

**Clean-Up Plan:**

Our team of volunteers will be responsible for cleaning the racecourse immediately following the event. This will include picking up trash, removing signage, and ensuring that all public spaces are returned to their original condition.

## Start & Finish at the Park Place Hotel



## Course Map



- North on Park St.
- Left on Front St.
- Left on Maple St.
- Left on 6<sup>th</sup> St.
- Left on Union St.
- Right on to Alley
- Right on Cass St.
- Left on Washington St.
- Left on Barlow St.
- Left on E. State St.
- Finish At Park Place