



## **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 be closed on:

**Friday August 2<sup>nd</sup> & 9<sup>th</sup>, 2024 from 5:00 PM to 10:00 PM.**

Streets:

- **100 & 200 Blocks of E. Front St. between Park St. and Union St.**
- **Cass St. between the alleys to the North and South of E. Front.**

**Friday Night Live  
DTCA**

(Name of Non-Profit Organization)

**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: May 22, 2024

Issued by:   
Sarah Lutz, Deputy City Clerk

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



Cass Street

## 100 E. FRONT STREET



Union Street

curb  
Sidewalk

Boyne  
Country  
Sports

Food Vendors

Entertainment Vendors

Non-Profit Organizations

Sponsors

Wood Barricade

Car

Friday Night Live: 100 Block Front St.

200 E. Front St.



Friday Night Live: 200 Block of Front Street

- Food Vendors
- Entertainment Vendors
- Non-Profit Organizations
- Sponsors
- Wood Barricade
- Car

**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: Friday Night Live

General Nature of your Event Community Gathering and Summer Celebration

Name of For Profit Organization, if any: \_\_\_\_\_

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

Expected Number of Participants: 4000

Authorized Representative (Applicant): Sara Klebba

Business Address: 103 E State St. Suite C

Email: sara@downtowntc.com Phone Number: 231.360.0234

Authorized Co-Representative (If applicable): Harry Burkholder

Business Address: See above

Email: harry@downtowntc.com Phone Number: 231.922.2050

Additional Contact Person(s) during Event – **name & phone:** Harry Burkholder / 269.303.1979

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

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: \_\_\_\_\_

Front St from Union to Park AND Cass St from the alley north and south of E Front

Official Date(s) and Time(s) of Event: Aug 2 & 9, 2024; 6-9pm

All Date(s) and Time(s) requested, including set up and tear down: Aug 2 & 9, 2024; 5-10pm

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 \_\_\_ planning on 10x10s \_\_\_\_\_ (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) If needed, weighted with water or sand  
☐ 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 -- **NOT SURE YET IF VENDORS HAVE THEIR OWN**
10. Will you need to rent barricades from the City?  
☒ Yes, indicate quantity: 4, *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: 5/13/20

Authorized Applicant Representative:

Sara Klebba  
(Please print)

Sara Beth Klebba  
(Signature)

## Signage Requirements for Metered Streets and Parking Lots

The following are the requirements for any event that will take place on a metered street or in a metered parking lot.

### General:

- Event coordinators are required to prepare meter and in-street cone signage using the signage text format below.
- Event volunteers and staff are responsible for adhering signage to meters and promptly removing the signs after the event.
- Event volunteers and staff are responsible for placing in-street cones in the street and promptly removing the cones after the event.
- Meter signage must be adhered with Command Strips to avoid damage.
- Signage is not required if the event begins before 6:01 AM.
- Signage needs to be in place no less than double the hour limit on the meter. (Ex: 3 hour metered areas must have signage in place at least 6 hours before the event). Meter times vary from block to block. Refer to the interactive map for current meter time information:  
<http://downtowntc.com/maps-parking/parking-map>.
- To request in-street cones and coordinate cone pick-up and drop off, email [parkingevents@downtowntc.com](mailto:parkingevents@downtowntc.com).

### Fees:

- In-street Signage Cone Rental Fee: \$2.50 per cone
- In-street Signage Cone Replacement Fee: \$25 per cone
- Staff time dedicated to removing signage will result in fee.
- Repair costs associated with damaged meters (paint, stickers, etc.) will result in fee.

### Signage Requirements:

- Narrative required for rolling events that will interfere with the entrance or exit of parking garages. Narrative should include how vehicles will be able to maintain access to the facility.
- Map of cones to be included with barricade map.

Signage Type	Description	Signage Text	Size
Meter	Signage placed on individual meters to notify parkers of the event. One sign per parking space.	EVENT NAME TOW AWAY ZONE No Parking After [Time of Event]	4 signs per 8 ½" x 11" sheet
In-street Cones	Signage placed on an in-street cone to notify drivers and parkers of the event. Three cones between each crosswalk and mid-block crosswalk. (ex: 100 E Front = 9 cones)	EVENT NAME TOW AWAY ZONE No Parking After [Time of Event]	1 sign per 8 ½" x 11" sheet

## 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



**Downtown Development Authority**  
**303 E. State Street**  
**Traverse City, MI 49684**  
**sara@downtowntc.com**  
**231-922-2050**

## **Friday Night Live 2024**

### **Event Description**

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**Friday, August 2 & 9**  
**6-9pm**

Street closing: 100 & 200 block of E Front St/Cass St to alley north and south of E Front St

- Street closed 5-10pm
- Entertainment (still TBD, but could include non-profit organizations, food/bev vendors, face painters, etc.) to be spaced out along the closed route
- Musicians to be placed at the corners of Park, Cass, and Union Sts

Minor details are subject to change during the planning process. City Clerk will be notified of any major changes to event details.

A sample diagram on vendors and street use from 2023 has been attached. We are still building out our vendor/partner list.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fitzmaurice-Garvin Insurance Agency 13818 S West Bay Shore Dr  Traverse City MI 49684		<b>CONTACT NAME:</b> Ashley Kocevar <b>PHONE (A/C, No. Ext):</b> 231-947-9532 <b>E-MAIL ADDRESS:</b> ashley@fg-ins.com <b>FAX (A/C, No):</b> 231-947-1521	
		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> WEST BEND	<b>NAIC #</b> 15350
<b>INSURED</b> Downtown Traverse City Association 303 E State Street Ste C Traverse City MI 49685-0042		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 20240322144852974**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	1853944	05/01/2024	05/01/2025	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	1853944	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DED RETENTION \$						EACH OCCURRENCE \$
	OCCUR CLAIMS-MADE						AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE OTH-ER
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**City of Traverse City  
400 Boardman  
Traverse City MI 49684

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

City of Traverse City

400 Boardman Ave, Traverse City, MI 49684-3506

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.