City of Traverse City
Park or Public Land Use High Impact Permit

Pursuant to the City of Traverse City Park and Public Land Use Policy, the following parks or public land are hereby permitted to be utilized on:

- **Saturday, June 6, 2026**
- **Sunday, June 7, 2026**

Public Land: **Open Space – East Quadrant**

Event Name: **Traverse City Spring Art & Craft Show**

Event Organizer: **Blue Ribbon Events, LLC (Danielle Lynch applicant)**

Exclusive use is not granted. However, the City of Traverse City hereby authorizes the use of the above-named Parks and Public Land during the time period indicated above subject to the following terms and conditions.

1. The Applicant shall furnish to the City Clerk's office a certificate of insurance for submit 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 but not sold, the applicant shall furnish to the City Clerk's Office a Certificate of Insurance for $1 million host liquor liability, naming the City of Traverse City as additional insured. If alcohol is being sold, the applicant shall furnish to the City Clerk's Office a Certificate of Insurance for $1 million liquor liability, naming the City of Traverse City as additional insured. The City Clerk may require additional insurance coverage.

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 application is attached hereto and made a part of this permit. In the event that any term, clause or provision of this Permit conflicts with any term, clause or provision contained in any attachments hereto, this Permit's terms shall prevail.

5. 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.

6. The Applicant shall comply with all federal, state, county and city rules and regulations; nothing in this permit shall be construed to grant a waiver from any such regulations.

7. The Applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.

8. If there is any staking done, the Applicant shall contact MISS DIG (1-800-482-7171) and the City's Parks and Recreation Superintendent (231-922-4910, extension 114) at least five (5) days prior to such staking.

9. 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.

10. This permit may not be transferred or assigned.

Additional Requirements:

a. Load-in/load-out will only be done in the reserved Marina DR Metered parking spaces. The use of the public ROW for temporary loading and unloading only is permitted, but vehicles unattended that are parking may be ticketed.

b. Promotional signs cannot be displayed before or left after the event.
c. There is NO STAKING allowed in the park.
d. There is no parking/driving in the park area, including sidewalks and grass.
e. Mobile Food Trucks are not permitted with this event.
f. Porta Potties may not be placed before or after the permitted dates/times.
g. Tents –
    1. Individual tents having a maximum size of 700 Sq. Ft.
    2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 Sq. Ft.
    3. A minimum clearance of 12 feet to all structures and other tents.

Attached:
__x___Application
__x___Site Plan
__x___Narrative

Date: May 28, 2026 Issued by _____
Sarah Lutz, City Clerk

Permit prepared by: Kristen Messner

February 15, 2013
Drafted by: Benjamin Marentette

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: 5th annual Traverse City Spring Art & Craft Show

General Nature of your Event art & craft show

Name of For-Profit Organization, if any: Blue Ribbon Events

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

_____

Expected Number of Participants: 45-70 artist booths, 1500 shoppers

Authorized Representative (Applicant): Danielle Lynch

Business Address: Po Box 1162, Bellaire, Michigan 49615

Email: blueribboneventsllc@gmail.com Phone Number: 2313508277

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Additional Contact Person(s) during Event (name & phone): Richard Lynch 2317953905

_____

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.
- Aside from the National Cherry Festival, High Impact Events are prohibited in July in Clinch Park and the Open Space.

For Parks/Public Land (such as parking lots), <u>excluding streets</u>:

Name of Park(s) or Public Land(s) Requested: Open Space East quandrant

Official Date(s) and Time(s) of Event: June 6 & 7, 2026 event hours 10am to 5pm

All Date(s) requested, including set up and tear down: June 6 setup begins at 6:30am until 9:30am. Event hours 10am to 5pm June 6 & 7, Event breakdown June 7 from 5pm-8pm

For Streets:

Street(s) section(s) requested to be closed: n/a

Official Date(s) and Time(s) of Event: n/a

All Date(s) and Time(s) requested, including set up and tear down: n/a

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 - Tent Size(s): _____ Other Structures: _____
   - ☒ 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) tents will be weighed with at least 40 pounds weight per tent leg
   - ☐ No

4. Are you setting up equipment such as tables, portable toilets, public address systems, chairs, etc.?
   - ☒ Yes 2 portable bathrooms are delivered
   - ☐ 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, a*dditional 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.*
   - ☐ 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.* please advise what is allowed
    - ☐ 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/h6uqfw5sp5uo000mtrvf/ to view this map.*
    - ☒ No

14. 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: n/a

Organization name: n/a

Organization mailing address: n/a

Contact telephone number: n/a

Insurance Requirements for Alcohol being served 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, 400 Boardman Avenue, Traverse City, MI 49684.

15. 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

16. 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.***

17. 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
    - ☒ Not applicable

18. ***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 circle which quadrant(s) your event will be utilizing (maximum of 2): **North** **South** **East** **West**

19. A detailed Narrative which fully describes all activities of your event, including a timeline from set-up to tear-down, is required. Did you attach the required Narrative?
   - ☒ Yes
   - ☐ Not yet, but I understand the requirements
   - ☐ I need guidance, please

20. **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;*

21a. Will you be closing any sections of streets?
   - ☐ Yes
   - ☐ No

If yes, you will need to work with the City Clerk's Office to submit a barricade plan that is logistically viable, and deemed acceptable by the Police, Fire, and Streets Departments. Did you do so?
   - ☐ Yes, I have verified my barricade plan with the City Clerk's Office
   - ☐ Not yet, but I know exactly what is required for my plan
   - ☐ I need guidance, please
   - ☒ Not applicable

21b. Are you closing street(s) within the boundaries of the Downtown Development Authority (DDA)/Central Business District?
   - ☐ Yes
   - ☒ No

If 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.

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 a separate page 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: 10/1/2025

Authorized Applicant Representative:

Danielle Lynch
(Please print name)

(Signature)

BLUE RIBBON EVENTS

Art Shows Proposal

FOR: TRAVERSE CITY SPRING ART & CRAFT SHOW

Presented to
Kristen Messner

Presented by
Danielle Lynch

Oct 1, 2025

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About Blue Ribbon Events

Blue Ribbon Events, LLC. is your best solution for your art/craft event planning, coordination management needs. We have more than 50 years of combined management experience in retail, marketing, and art/craft show industry. Our team of highly skilled professional event managers will make the proposed events memorable and make sure that shoppers can interact with artists, creators and makers in an intimate, boutique setting while promoting safe social distancing and a hygienic conscious event.

Blue Ribbon Events is familiar with working with the City of Traverse City have had 3 other events in this location and 2 at Sunset in the past.

Today, in this ever-changing world, with over 30 annual events, we understand what makes a successful art/craft show event from all perspectives: a patron, artist and event planner. When we partner with a township, city or municipality; we actively promote "heads in beds" and are constantly looking how we can positively impact the area with economic growth for both local businesses and the artists we feature. We are active in

the local community and belong to many chambers. We believe there should be a symbiosis between shops, restaurants and events to generate & create interest in an art show event.

Event Prospectus

The proposed event will be a boutique style, fine art & craft show at Open Space. The focus will be on handmade, unique creations to include art and fine crafts. We believe that art is subjective and not limited to what's on a price tag.

This is a 4th annual, repeat event with no changes.

We are expecting 45-60 artists but will accommodate up to 75 for this event. Artists from all mediums will be encouraged to apply. Artist booths will be mini galleries for patrons to view works. Artist's applications are chosen by a jury panel who review submitted photos and artist profiles to keep a balanced, diverse art show. Priority is always given to those who handcraft their items. All events are outside and require green space without any support from existing facility staff. Booth spaces are 10 ft by 10 ft. We mark the grounds with water soluble paint. We limit jewelry category to no more than 25% of total applicants to keep a well-rounded art event. There are no flea market, antique or resell booths. We limit our sponsors to 4-6 per event. Sponsors will be selected unique services or products.

We need minimal town/staff support just processing paperwork. We require 2 electric outlets to be working in the far northeast corner. For previous events, we have utilized the electric from the main circuit box by Marina. We are requesting this to be unlocked and available. Blue Ribbon Events will provide and monitor garbage receptacles. We pretty much require just green space. We are not requesting any city services.

Event hours are 10am to 5pm Saturday & Sunday. Setup for artists checking in 6:30am to 9:30 am Saturday of event. We are requesting 6 parking spaces (same 6 as previous years) from the parking department for unloading and staff support vehicles. Artists will be instructed to unload from these spaces quickly and move vehicles to parking areas. Artists will be notified that there is no parking available in designated marina parking area to the east of space. After unloading, artists will self park in available free parking areas. Break down will begin promptly at 5pm Sunday with expected completion to be 7-8pm.

We pay and utilize a licensed artist portal which gives us exposure to more than 10000 artists along with our own in-house application which may be found on our website. Blue Ribbon Events in house database is more than 7200 artists, all of whom receive emails & notifications of upcoming events. Each event is marketed and

promoted through print ads and digital marketing. Some locations, radio ads are utilized. Blue Ribbon Events will coordinate all marketing/promoting materials to maximize exposure. All events have their own dedicated Facebook event created which is boosted for maximum exposure 15-30 days before event date.

Each event we manage carries a 1million/2million insurance policy. This will be submitted at least 30 days before ce policies cover liquor sales for on sight consumption. Please provide exact verbage of additionally insured.

Expected attendance is 2-3000 over two days with peak hours being Saturday 11-2pm. Event is FREE admission to the public. Two portable bathroom units will be placed on the north east side perimeter by marina and electric box, hidden on the outskirts. Garbage receptacle will be provided and maintained by Blue Ribbon Events. Emptied each evening to minimize any potential critter issues.

Music will be provided via bluetooth speakers locked around location. Music will be at a reasonable background level and will be played 9:30am to 5pm Saturday & Sunday

There will be a hospitality tent/home base. This is where artists check-in upon arrival. This location will have bottled water for artists, an emergency first aid kit, and a meeting place for information. This designated area is communicated to all artists to go to if they do not see staff support walking around.

Blue Ribbon Events will be responsible for filing all appropriate city paperwork.

Requested Dates & Location contact details

June 6 & 7, 2026

Asking for 2nd fall date in September or October

Artist setup Saturday 7-9:30am. Event hours Saturday & Sunday 10am to 5pm. Breakdown after event 5pm-7pm. Off park grounds around 8pm.

Proposed staff on location is 2 individuals. There will be at least 2 authorized staff on location during event hours including setup and breakdown.

Emergency Contact on location during event: Danielle Lynch (231)350-8277, director

Mission	Vision
Bring community awareness to local artists, makers and dreamers by providing a boutique gallery experience for shopping for art in public spaces.	By promoting art in communities, we seek to enhance creativity, encourage outdoor art installations and promote demonstrating techniques to the public.

45-75	02	15+	2X YEAR	10AM TO 5PM
Artists	Over 2 days	Mediums	Saturday & Sunday	

Proposed Event Maps

Please see map for Open Space. We expect 45-60 artists this year with a max cap of 75. There are 50 spaces marked on map. There will be clear 15 feet walkways for emergency vehicle access.

Parking for artists is in public city spaces. They will self park.

Open Space

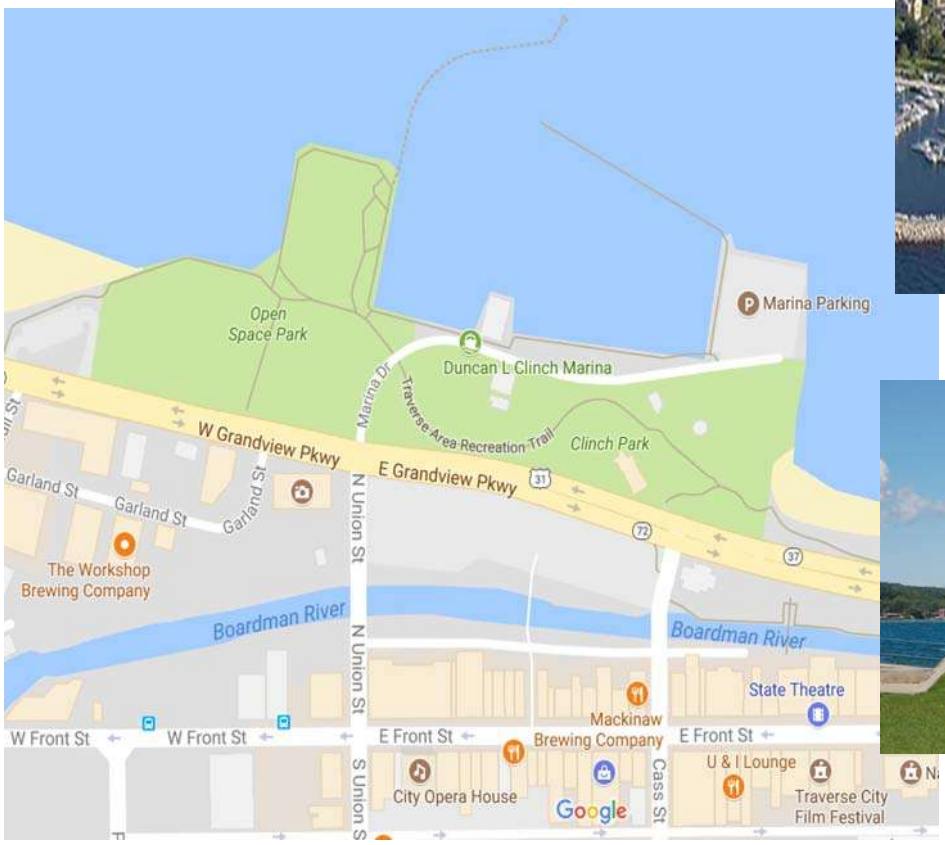
Intersection of Union Street and W. Grandview Parkway, Traverse City, MI

General Info:
Park Type: Neighborhood Park
Overall Size: 5.82 Acres
North Quadrant: 1.34 Acres
South Quadrant: 1.27 Acres
East Quadrant: .86 Acres
West Quadrant: 2.35 Acres

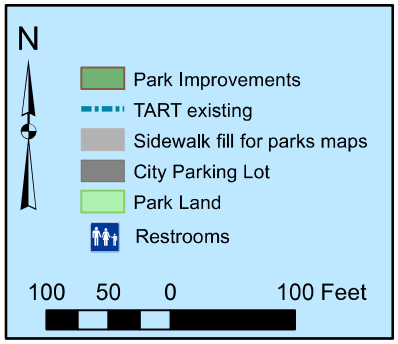
Amenities:
Open Space, Picnic Tables, Water Bottle Filling Station, Paved Walking/ Biking Path

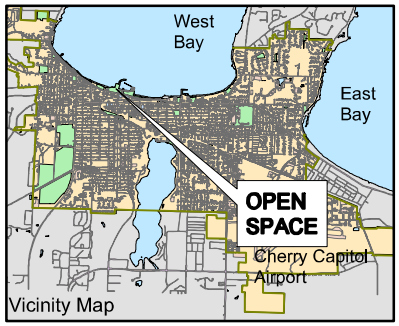
Amenities upon Request and Approval:
Electricity

Staffing & Safety:
Police Patrol



OPEN SPACE QUADRANT LAYOUT





City of TRAVERSE CITY

GROUP NAME: Blue Ribbon Events

CONTACT: Danielle Lynch

PHONE NUMBER: 231 - 350 - 8277

EVENT NAME: Travwrse City Art & Craft

EVENT DATE: June 4/5, 2023

DATE REQUESTED: 10 / 31 / 2022

APPROVED:

COMMENTS:

Document Path: S:\PARKS\Parks_Z_drive_folder\Park_maps_2010\Community Park Usage Request maps\Open_Space_2017_pods.mxd