



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:

- **Friday, July 31, 2026 (6pm – 11:59pm)**
- **Saturday, August 1, 2026 (12 midnight to 6pm)**

Public Land:

- **Lots C & D**
- **Boardman River Boardwalk and Slips west of Park Street**

Event Name: **39th Annual Boats on the Boardwalk Vintage Boat Show**

Event Organizer: **Jeff Rogers (Applicant)**

Water Wonderland Chapter of the Antique & Classic Boat Society

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,

February 15, 2013

Drafted by: Benjamin Marentette

parking, 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.

Date: 7/21/26

Issued by: 
Sarah Lutz, City Clerk

Attached:

X Application
X Site Plan
X Narrative

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: 39th annual "Boats on the Boardwalk" vintage boat show

General Nature of your Event Display of vintage boats (in-water and on land), as well as nautical history / history of northern Michigan.

Name of For-Profit Organization, if any: None

Name of Non-Profit Organization, if any (a non-profit organization is required for Street Use applications): water wonderland Chapter of the ACBS (Antique & Classic Boat Society) - a 501c3 non-profit organization.

Expected Number of Participants: 50-60 vintage boats / owners - plus spectators (free to the public).

Authorized Representative (Applicant): Jeff Rogers

Business Address: HOME ADDRESS: 2416 Oakwood Dr SE - Grand Rapids, MI - 49506

Email: jeffreyarogers@sbcglobal.net Phone Number: CELL: 616-450-5117

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Additional Contact Person(s) during Event (name & phone): _____

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), excluding streets:

Name of Park(s) or Public Land(s) Requested: Parking Lots C & D - along Boardman River / Grandview Parkway, as well as in-water dockage along Boardman River -

Official Date(s) and Time(s) of Event: _____

Saturday, 8/1/26 - launching beginning at 7AM - show concluding / boats retrieved by 5PM.

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

Friday evening, 7/31/26 at 6PM through Saturday evening, 8/1/26 at 6PM

For Streets:

Street(s) section(s) requested to be closed: _____

No streets needed to be closed. However, parking lots C and D will need to be closed, as usual, for the duration of the event timeframe (Friday night through Saturday night).

Official Date(s) and Time(s) of Event: _____

Saturday, 8/1/26 - launching beginning at 7AM - show concluding / boats retrieved by 5PM.

All Date(s) and Time(s) requested, including set up and tear down: _____

Friday evening, 7/31/26 at 6PM through Saturday evening, 8/1/26 at 6PM.

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): 20' x 30' - open sides 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) 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 Remail 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: 4-5 (TBD), *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/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: _____

Organization name: _____

Organization mailing address: _____

Contact telephone number: _____

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; | (I) Vehicle/Trailer Parking at event site – include the purpose of the vehicles/trailers; |
| (B) Table and Chairs; | (J) Portable Toilets - to the greatest extent possible, they shall be located so that they cannot be seen by outside spectators; |
| (C) Public Address system; | |
| (D) Stages; | |
| (E) Flames/fires/pyrotechnics; | |
| (F) Vending; | |
| (G) Barricades; | |
| (H) Police; | |
- 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: 4/7/2026 | 8:57 AM EDT

Authorized Applicant Representative:

Jeff Rogers (on behalf of the water wonderland Chapter/ACBS)

(Please print name)

DocuSigned by:

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(Signature)

Street Use Application Fees

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 Application 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 toward permit fee.)	

Parking Lot & Parking Garage Permit Fees

	2019-2020	2021	2022	2023-2024
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 Fees

One Day

Each Additional Day

TIER ONE		
Open Space	\$1,000	\$500
TIER TWO		
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
TIER THREE		
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 \$500 that alcohol is sold per event, shall be paid.

For all High Impact events, the city will invoice you for its out-of-pocket costs, such as Police Department overtime expenses, as well as the appropriate permit fees, following the event.

Barricade rental is \$55 each (\$25 each for events conducted solely by and for non-profit organizations.

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:
<https://www.traversecitymi.gov/government/city-departments/public-parking/where-to-park/parking-maps.html>
- To request in-street cones and coordinate cone pick-up and drop off, email parkinginfo@traversecitymi.gov.

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



TO: City of Traverse City

FROM: Water Wonderland Chapter of the Antique & Classic Boat Society, Inc.
Jeff Rogers – chairman, Boats on the Boardwalk

RE: ***Boats on the Boardwalk '26 – downtown Traverse City – August 1, 2026***

Dear City of TC-

It's hard to believe that 2026 will mark our 39th year of exhibiting vintage boats along that scenic stretch of the Boardman River in downtown Traverse. Of all the vintage boat shows I've attended across North America, not many come close to such a perfect and natural venue – and at no charge to anyone enjoying the show.

So, while this is not a new event – and many or most of you reading this will be well-familiar with the our annual event – I wanted to take a moment to give a brief overview / update.

▪ **OVERVIEW**

- Boats on the Boardwalk is an in-the-water vintage boat show – along the banks / boardwalk of the Boardman River – which has taken place annually since 1987, always on the first Saturday of August.
- Organized by the Water Wonderland Chapter of the Antique & Classic Boat Society, Inc. (ACBS), the Chapter was itself founded in Traverse City in 1987 as well
- Volunteer members of the WWC/ACBS have – throughout its' history – organized and staffed the show.
- There are no gates / restricted access to the show – and never has been / will be – so all residents and visitors to TC can take part in this stellar exhibit of classic watercraft at no charge and without any tickets or registration.

▪ **DAY OF EVENT**

- The morning of the show will include the launching of boats – whether at the Boardman ramp, at Clinch Park, or at Elmwood Township marina.
- For boats that launch at the Boardman ramp, those related trucks / trailers will be parked in that Boardman ramp parking lot.
- Boats will be docked along the boardwalk – from the Chamber of Commerce building on the west to the Boardman ramp on the east.

▪ **HIGHLIGHTS / ADDITIONAL ASPECTS**

- We have a dry land display of boats and related nautical items – which takes place in the chamber of commerce parking lot.
- In the event of high water in the past – which should not be a factor this year – we've used parking lots C & D for displaying boats.
- As mentioned above, Boats on the Boardwalk is free to all spectators. We know that this is one of many busy summertime weekends in downtown TC – and we love the fact

that we can share this time with the film festival, the farmers market, and all other great things going on downtown. Boats on the Boardwalk simply adds more richness and options for anyone in town that weekend.

▪ YOUTH BOAT BUILDING

- Within our chapter, we have a youth boat building program that begins early in the year (during the winter season) – with youth and families building their own wooden boat through the spring.
- We then use Boats on the Boardwalk in TC in August as the time/place to “premiere” these boats – and they’re on display at the pavilion just below the chamber of commerce offices along the Boardman River.

▪ IMPROVEMENTS / LOGISTICS

- CANOPY: As for additional improvements or items onsite during the Boats on the Boardwalk, we keep it very minimal. We contract with GJ’s Rentals to set up a 20’ x 20’ canopy in the northwest corner of the chamber parking lot. This canopy is for our use – as “boat show headquarters” throughout the day. Canopy will be removed by GJ’s either later Saturday night – or early Sunday morning.
- VENDORS: We have traditionally had a few vendors / sponsors set up in the chamber parking lot. One of those who has been with us all 36 years is Hagerty Insurance. Along with them is the U.S. Coast Guard Auxiliary – which provides boating safety information and courses. We would like to continue the growth of our show by having more vendors that sell and promote nautical-related memorabilia, services, and activities.

▪ JUDGING / AWARDS

- Throughout the day, we have volunteer judges (from the WWC/ACBS) who will be judging all boats for our various awards.
- We also have a special youth judging program – involving children from 5-15 years old – in conjunction with Big Brothers Big Sisters of TC.
- Our annual award ceremony is held at 3:30 PM – in front of the chamber / our canopy tent.

▪ SHOW CONCLUSION

- Once the award ceremony has concluded, boat exhibitors are released from their docks by our chapter volunteers and boats are retrieved.
- Parking lots will be vacated shortly thereafter, and all events / activities onsite should be completed by 6PM.

As always, if you’d like any additional information and / or have any questions, feel free to reach out to me anytime.

Thanks again for making this annual summertime TC tradition possible!

Best regards,
Jeff Rogers

616-450-5117 (mobile)
jeffreyarogers@sbcglobal.net

Boats on the Boardwalk Site Plan

