



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 4th & 11th, 2023 from 4:30 PM to 10:30 PM.**

Streets: **E. Front St. between Park St. and Union St. and Cass St. between the alley 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: April 28, 2023

Issued by: 
Sarah Lutz
Deputy City Clerk

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

City of Traverse City

Office of the City Clerk

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
tcclerk@traverscitymi.gov



Dear Prospective Event Holder:

Thank you for your interest in adding to our community by putting together an event in Traverse City! Traverse City is fortunate to be a vibrant community complete with many festivals and events. The City of Traverse City looks forward to working with you.

Street Use

All Street Use requests are handled by the City Clerk's Office. Street Uses where the street closure is greater than 24 hours require City Commission approval.

Park Use

Low Impact and High Impact Park and Public Land usage requests are processed differently and have different requirements, as outlined in the City's Park and Public Land Use Policy. By answering the questions below, you will be able to determine if your event is considered Low Impact or High Impact. Low Impact uses are approved by the Parks and Recreation Division. High Impact uses are approved by the City Clerk's Office. In some cases, the City Commission must approve high impact event permits; and the Parks and Recreation Commission may also be required to review your application. While event organizers may charge a fee for people to participate in certain aspects of their event, the park must remain open to the general public. However, if your event is held in a parking lot, an event holder has the option of their event being a ticket only event.

Determining if the event is "Low Impact" or High Impact"

1. Is the event 3 days or more in duration excluding set up and take down? Yes ___ No
2. Will a for-profit or commercial entity receive direct financial benefit from your event, such as directly selling goods or services, or displaying their goods/products/promotional materials? Yes No ___
3. Will you be requesting, or is it likely the City will require, that you utilize City personnel during the course of your event? Yes ___ No
4. Will you be setting up significant infrastructure, such as stages or amusements? Yes No ___
5. Will the total square footage of *ALL* of your tent(s) exceed 1,000 square feet? Yes ___ No N/A ___
6. Will you be utilizing a parking lot or structure for a purpose other than parking, for example - such as setting up tents? Yes No ___
7. Will you be selling alcohol in connection with your event? Yes ___ No

If you answered yes to any question, you are considered **high impact**, otherwise you are low impact and you should complete a Low Impact Event application.

Again, thank you for choosing Traverse City! We look forward to working with you very soon.

Benjamin Marentette, CMC
City Clerk

The City of Traverse City Special Event Process Overview

These guidelines are not intended to substitute the ordinances and policies, and may not contain all provisions as noted in the ordinances and policies. All applicants should familiarize themselves and adhere to the Traverse City Code of Ordinances and Policies as outlined below.

Parks & Public Land Policy:

<https://www.traversecitymi.gov/userfiles/filemanager/qz9zoh08uthjltmtebh0/>

Street Use Policy for Community Events:

<https://www.traversecitymi.gov/userfiles/filemanager/0svf2frxmmv9h0qi9lrz/>

Step 1: Provide the City Clerk's Office with your application, all required documents and the appropriate application fee.

Step 2: The City Clerk's Office will determine if an event planning meeting is necessary. If it is determined that an event planning meeting is necessary, the applicant's attendance will be required.

Step 3: The City Clerk's Office will obtain approvals from City departments. City staff will be in touch with you as appropriate. For your convenience, in the back of this packet you will find the contact information for the departments and individuals reference throughout the application. In some cases, City Commission and/or Parks and Recreation Commission approval is required.

Step 4: The City Clerk's Office will provide you with the final permit(s).

Step 5: Following your event, if necessary/requested, the City Clerk's Office will arrange a formal debrief. The City will provide you with a final invoice for any permit fees and out-of-pocket costs.

Please contact the City Clerk's Office with any questions – tcclerk@traversecitymi.gov or (231) 922-4480.

**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 Block party

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: 5,000

Authorized Representative (Applicant): Abby Taylor

Business Address: 303 E State Street Ste. C

Email: abby@downtowntc.com Phone Number: 231-922-2050

Authorized Co-Representative (If applicable): _____

Business Address: _____

Email: _____ Phone Number: _____

Additional Contact Person(s) during Event – name & phone: Harry Burkholder,

Arianna Bowman, Molly Norville 231-922-2050

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: E Front Street (Park to Union) Cass Street (to alley of n/s of E Front

Official Date(s) and Time(s) of Event: Friday, August 4th, 2023
5pm-9pm

All Date(s) and Time(s) requested, including set up and tear down: Friday, August
4th, 2023 4:30pm-10:30pm

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 10x10 (List tent size here) stage for performances
 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.*
 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. Multiple banners*
 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; | (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; | |

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 Matt Richmond at (231) 995-5159, and work with them to develop an acceptable barricade plan. Did you do so?

- Yes
 No

Not Applicable

Will need to hold a meeting with both departments

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

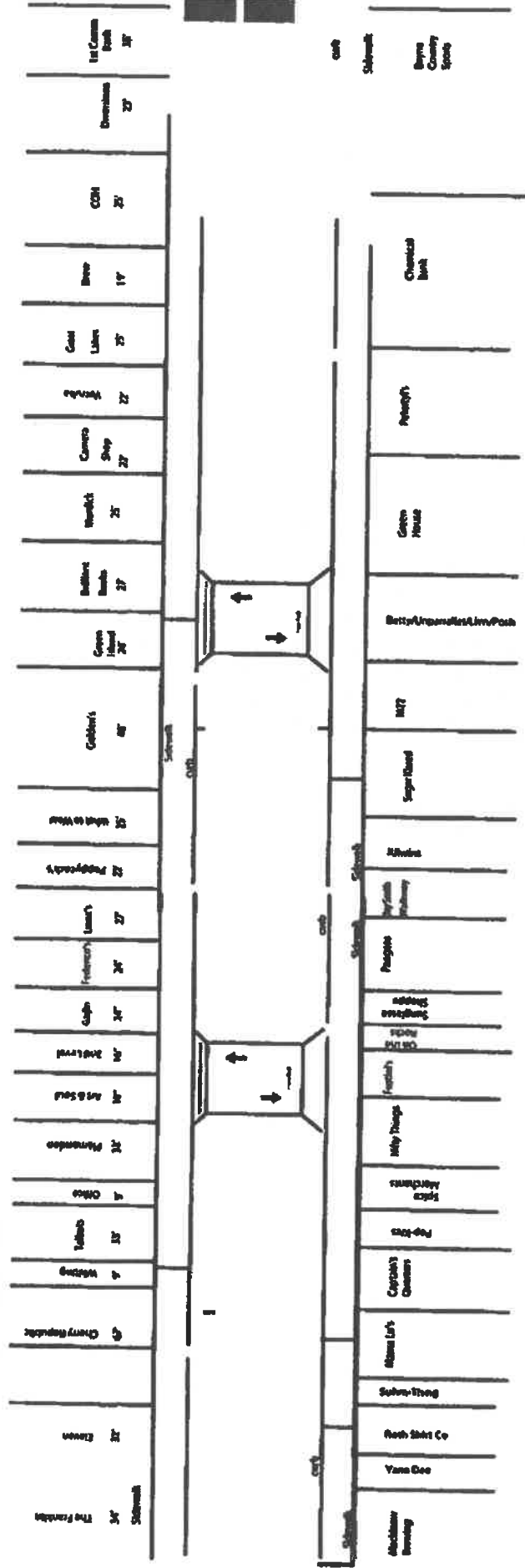
- (a) With the exception of Low Impact Events where nothing is being set up in the park, the Applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse 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.

100 E. FRONT STREET



Street Sale & Friday Night Live

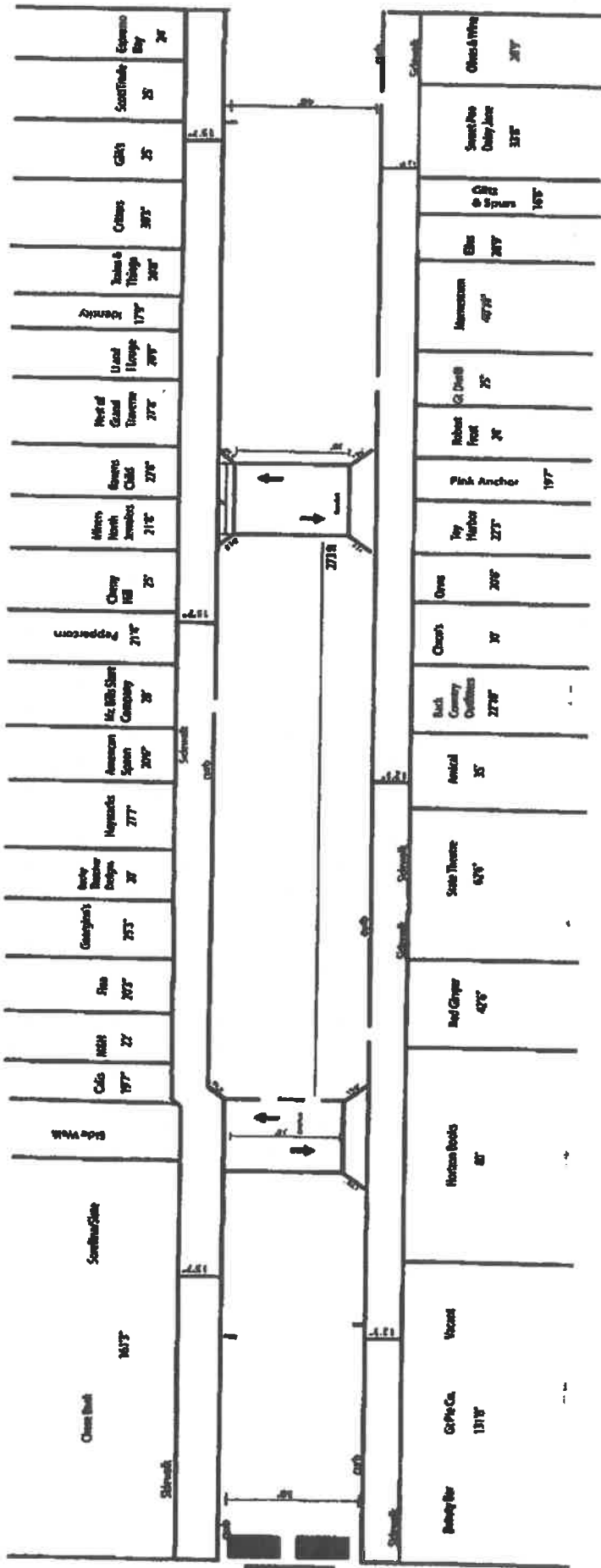
Wood Barricade

Car

100 E. FRONT STREET

Cass Street

200 E. Front St.



Wood Barricade

Car

Street Sale & Friday Night Live

1000 2000 3000 4000 5000 6000 7000 8000 9000 10000

Friday Night Live and Street Sale

Fridays, August 4 and 11, 2023

5pm - 9pm

Street Sale & Friday Night Live

Friday, August 4, 2023

8am-9pm

Street Closing: 6am-10pm

100 & 200 block of E. Front St./Cass St. to alley north and south of E. Front St.

- DTCA merchants to set up product along route for the annual Street Sale event
- Merchants on side streets may opt to set up product on the sidewalk
 - Sidewalk display permit enclosed
 - A walkway will be maintained
- Friday Night Live begins at 5pm
- Entertainment and food vendors
- Bands to be placed at the corners of Union, Cass and Park St.
- Lot "O" will be used for placement of porta johns as well as the bathroom signs

Friday Night Live

Friday, August 11, 2023

5pm-9pm

Street Closing: 5pm-10pm

100 & 200 block of E. Front St./Cass St. to alley north and south of E. Front St.

- Entertainment, face painters, food vendors, and non-profit organizations will be placed along the route
- Bands to be placed at the corners of Union, Cass and Park St.
- Lot "O" will be used for placement of porta johns