

## Application Process

Community-wide, profit and nonprofit events using City property and/or services will require submittal of a Special Event Application request at least 30 days in advance of the scheduled activity. For large events, significant coordination is required to make sure each event is safe and enjoyable for everyone from beginning to end, therefore it is our recommendation that all applications for large events be submitted 90 days in advance.

Below is an example of some events that require a Special Event Permit:

- \*Parade/March
- \*Run/Walk
- \*Festival/Event on a street or in a City park or parking lot
- \*Street Closure
- \*Concert

Applications can be obtained from the City Clerk's Office or online at:

[www.battlecreekmi.gov/168/  
Special-Events-Permits](http://www.battlecreekmi.gov/168/Special-Events-Permits)

**\*No applications will be accepted less than 30 days from the date of the event.**

# City of Battle Creek

## Special Events Guidelines and Services



Contact Us  
City Clerk's Office  
10 N. Division Street  
Room 111  
Battle Creek, MI 49014  
(269) 966-3348  
City-clerk@battlecreekmi.gov  
www.battlecreekmi.gov



## Guidelines and Services

- **Alcoholic Beverages** - Consumption of alcoholic beverages on any public property including streets and parks **is prohibited**. Provisions are made for special events when appropriate permits and licenses are obtained from the Michigan Liquor Control Commission (MLCC). NOTE: only non-profit organizations can apply for and receive special liquor licenses from the MLCC.
- **Concessions/Vendors** - Vendor Permits are not required for vendors who have written permission from the event organizer to be a part of the event. On-site preparation of food and drink requires both State and County Health Department approval. Permits must be available for review on event day.
- **Picnic Tables** - If available, picnic tables are for community-wide or city-sponsored events and will be invoiced.
- **Route Markings** - Only a removable medium such as chalk and/or tape can be used to mark event areas or route. **No paint of any kind is permitted**. Tape must be removed once event is over.
- **Vehicles in the Park** - Vehicles are allowed only on public access roads within the City Parks.
- **Street Closings**- If event organizers plan to close a street, the event organizer should survey the surrounding businesses or residents to obtain initial permission. Every attempt should be made to host an event in an area that does not require a street closing. If street closings are required, a written request outlining specific streets and intersections, times of closing and reasons must be included with the Special Event Application. Once a route has been selected and approved, changes cannot be made.
- **Barricades** - Placement of barricades, if requested, will be done by Field Services personnel alongside the road at the point of the road closure. Installation of the barricades near the time of the special event will be required to be completed by the event coordinator. Posting of the permit will be required on the barricades. (fees, if applicable, will be invoiced)
- **Insurance** - The City requires the organizers to carry liability insurance coverage naming the City as an "additional insured" with a minimum CSL (Combined Single Limit) of at least \$1,000,000 for any activities or events involving the following:
  - ✓ Animal exhibits
  - ✓ Fireworks
  - ✓ Motor vehicles used in any fashion
  - ✓ Serving of food (except pre-packaged items or soft drinks)
  - ✓ Use of City owned vehicles, equipment or facilities
  - ✓ Serving of alcoholic beverages\*If alcohol will be served, Liquor Liability coverage will also be required
- (The City's Risk Management Department may increase, reduce or waive these requirements or apply them to other unspecified activities.)
- **Use of Tents and Shelters** - Tents larger than 120 square feet will require a building permit and approved inspection from the City of Battle Creek's Inspections Department
- **Sanitary Facilities** – Restroom facilities may be required by the County Health Department depending upon the size and type of event. Location of restroom facilities is determined by City personnel. Special event organizers are expected to provide their own receptacles, dumpsters and portable toilets. All portable restroom facilities must be removed before the beginning of the next business day. The organizer is responsible for making arrangements for additional facilities, if required. Restrooms are available at Binder Park Golf Course; Claude Evans Park; Fell Park and Willard Beach. Contact should be made with the Parks and Recreation Department regarding the opening of restrooms at Fell Park and Claude Evans Park (a deposit may be required).
- **Clean Up and Trash Receptacles** – All organizers are responsible for the removal of trash and debris. If event area is not returned to the original condition, the City will provide the cleanup services and assess cost to the organization.
- **Damages** – The City retains the right to assess for damages. It is important that each special event/festival have volunteers assigned to the duty of monitoring the park and/or City property used.
- **All fees and charges will be invoiced following your event.**