



# Special Event Activity Application

Application MUST be submitted 30 days PRIOR to event and no more than 6 months in advance.

## **\*\*NO EXCEPTIONS\*\***

Applications can be submitted along with all required attachments to:

City of Battle Creek Clerk's Office, 10 N. Division St., Room 111, Battle Creek, MI 49014 or [cityclerk@battlecreekmi.gov](mailto:cityclerk@battlecreekmi.gov)

**All Special Events are considered community events and must be open for the public to attend and/or participate**

### Office Use Only

Application # \_\_\_\_\_

Date Rec'd \_\_\_\_\_

## Applicant Information (Binding Party)

Name:		Title:	
Address:			
City:		State:	ZIP Code:
Phone:		E-mail:	
Sponsoring Company/Organization/Group:		Organization Type: (Please check one) <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Individual	

## Event Coordinator

Name:		<input type="checkbox"/> Check here if same as above	
Address:		Would you prefer to have your permit emailed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
City:		State:	ZIP Code:
Phone:		E-mail:	

## Event Information

Event Name:

Date(s) of event:	Event start time:	Event end time:	Event set-up time:	Event tear down time:

Type of Event (please check all that applies):

<input type="checkbox"/> Walk/Run: City streets/sidewalk	<input type="checkbox"/> Festival: City streets/sidewalk	<input type="checkbox"/> March: City streets/sidewalk
<input type="checkbox"/> Walk/Run: Linear Trail	<input type="checkbox"/> Festival: City owned parks	<input type="checkbox"/> Parade
<input type="checkbox"/> Other: (Please specify: Concert, Vigil, etc.) _____		

Event Description and Purpose: (this description will be posted on the "Special Events Calendar" on our website - attach an additional sheet if necessary)

Event/Route Location Requested: (detailed site map and/or route map must be submitted with application)

**An additional agreement is required for Festival Market Square events. Please contact Cereal City Development Corporation @ (269) 963-4800 for more information.**

Are street closures requested? ☐ Yes ☐ No      If yes, list streets:

**The exact placement of barricades for road closures MUST be clearly demarcated on the site/route map.**

<b>Event Name:</b>	<b>Application #:</b>
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<b>Event Information - Continued</b>
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Please describe your parking plan to accommodate attendance:

<b>Parking MUST be clearly demarcated on the site/route map. If you plan to use private property for event parking, you are required to obtain a written agreement signed by the property owner. A copy of the agreement MUST be submitted with this application.</b>
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Expected attendance:

Will inflatables (bouncy houses, slides, obstacle courses, etc.) be used during this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Placement of inflatables MUST be clearly demarcated on the site/route map. The <i>Indemnification Agreement for Use of Inflatables on City Property</i> MUST be completed and signed by the inflatable supplier/owner. Additional insurance may be required.</b>
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Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you plan to serve/sell alcohol at your event, you will need a Liquor License issued by the MLCC as well as Liquor Liability Insurance.
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Will food be cooked/prepared on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you plan to serve/sell prepared food you must contact the Calhoun County Health Department (269-969-6341) to determine if a Temporary Food Service License is needed.
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Will a tent be used during this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many tents will be on site?	Tent size:
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<b>Placement of tent(s) MUST be clearly demarcated on the site/route map. Tents larger than 100 square feet will require a <a href="#">building permit</a> and approved inspection from the City of Battle Creek Inspections Department (269-966-3382).</b>
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Is the event information online? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide website: _____	Has this event occurred in Battle Creek before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____
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<b>City Services Requested</b>
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<input type="checkbox"/> *Banner Installation: <input type="checkbox"/> Downtown   (\$100 Downtown) <input type="checkbox"/> Street Closings <input type="checkbox"/> Clean up by the City (\$50.00 per hour) <input type="checkbox"/> Police Security (current overtime rate per Officer)	<input type="checkbox"/> Barricades Type III   # requested _____ <input type="checkbox"/> Parking Spaces in City owned lots (\$.50 per space/day) <input type="checkbox"/> Electricity (\$25 per day) <input type="checkbox"/> Wagner Drive Pavilion in Bailey Park (\$25)
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*If Banner Installation is requested, please provide the size, shape, material and a description of the banner:
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<b>Fees will be invoiced and are payable at the City Treasurer's Office. Fees are in accordance with the "Fee, Bond and Insurance Schedule" and other established charges.</b> <b>Only a removable medium, such as chalk and/or tape, can be used to mark event areas or routes. <u>No paint of any kind is permitted.</u> Tape must be removed once event is over.</b>
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<b>Attachment Checklist</b>
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<input type="checkbox"/> Detailed Site Plan with clear demarcation of all areas being used and for what purpose <input type="checkbox"/> Run/Walk/Parade/March Route Map with turn by turn directions. Barricade placement must be clearly demarcated on the map including the number that will be used at each closure <input type="checkbox"/> Copy of Liquor License (if applicable) <input type="checkbox"/> Articles of Incorporation, Partnership Agreement, Charter or other organization documents (if applicable) <input type="checkbox"/> Insurance binder (if applicable) <input type="checkbox"/> Licensing Agreement prepared by the City Attorney's Office
Applications missing required attachments will not be accepted!

<b>Event Name:</b>		<b>Application #:</b>	
<b>The following Indemnification Agreement and the Special Event Application Submission Agreement MUST be signed</b>			
<b>Indemnification Agreement</b>			
The undersigned agrees and promises, as a condition of approval of this request for use of public property, to defend, indemnify and save harmless the City of Battle Creek, its agents, officials and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said public property.			
Signature of Applicant:		Date:	
Signature of Witness:		Date:	
<b>Special Event Application Submission Agreement</b>			
By signing, I am stating that I have read through and completed all sections of the application that pertain to my event, I have included all required attachments and that all my statements are true. I understand that submittal of this application does not guarantee approval of my event. I understand that I may be asked to make some adjustments to my plans based on the availability of staff, equipment, construction, and the scheduling of other events. I also understand that I am responsible for all fees invoiced for any requested City services and/or equipment.			
Signature of Applicant:		Date:	
Signature of Witness		Date:	
<b>Indemnification Agreement for Use of Inflatable's On City Property</b>			
Must be completed by inflatable supplier if your special event will include use of inflatables on City property.			
Name of Company/Supplier:			
Address:		Phone:	
Name of Owner:			
Address:		Phone:	
Email Address:			
In consideration for permitting the business owner ("OWNER") to rent, supply and place a bounce house or similar inflatable on the City of Battle Creek's ("CITY") grounds and/or facilities and to the furthest extent allowed by law, OWNER does hereby agree to indemnify, hold harmless and defend the CITY and each of its officers, officials, employees, agents and authorized volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CITY, OWNER, PERMITTEE (Renter) or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fee and litigation expenses), arising or alleged to have arisen directly or indirectly out of the operation and use of the inflatable. OWNER'S obligations under the preceding sentence shall apply regardless of whether City or any of its officers, officials, employees, agents or authorized volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of CITY or any of its officers, officials, employees, agents or authorized volunteers.			
Signature of Owner:		Date:	
Signature of Witness		Date:	
<b>Certificate of Insurance</b>			
A Certificate of Insurance in the amount of at least \$500,000 which shall include the description, date and location of the event may be required by Risk Management and must be provided no less than 30 days prior to the event. <u>If you are serving or selling alcohol</u> , an additional \$1,000,000 Liquor Liability Certificate of Insurance is required in addition to your General Liability Insurance. <b>The City of Battle Creek must be listed as the Certificate Holder and shall be named as an "Additional Insured"</b> . The City reserves the right to require higher levels of insurance based on the risk factors and past experience. Please contact Risk Management at (269) 966-3377 with any questions regarding insurance requirements.			

## Guidelines and Rules

- **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.
- **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
  - ✓ Attendance of over 200
- 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 100 square feet will require a [building permit](#) and approved inspection from the City of Battle Creek's Inspections Department (269) 966-3382. **Staking of tents is not permitted in McCamly Park, Monument Park or Friendship Park.**
- **Sanitary Facilities** – Restroom facilities may be required depending upon the size and type of event. If there are no permanent toilet facilities, event organizers should provide one toilet (porta potty) for every 200 people expected to attend the event. 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 Department of Public Works 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.**