

## **SPECIAL EVENTS INFORMATION AND PERMIT**

Due to the volume of request the City receives and the complexity of differing special events within the City, the Ludington City Council has authorized the City Manager to establish a procedure in handling requests for special events. The procedure is as follows:

1. At least 45 days prior to the date of the event, a request form to hold a special event must be submitted to the City Manager.
2. The City Manager will review the request, estimate to amount of City involvement and determine the cost to the City.
3. By City Ordinance, the City Manager can authorize the use of parks by groups. If the request is for other than park property or involves the use of alcoholic beverages, the request will be forwarded to the City Council for their action.
4. Individuals submitting requests will be contacted as to the date in which the City Council will be acting on their request and it is recommended that a representative of the organization be present to answer any questions.

**INSURANCE:** The City of Ludington requires \$1,000,000 / \$3,000,000 Liability Insurance for events held on City Property. In addition, the City of Ludington must also be named as an “Additional Insured” on the certificate. The City must have a copy of the necessary insurance certificate no later than two weeks prior to the event to make sure the appropriate insurance has been obtained.

**CITY OF LUDINGTON  
REQUEST TO HOLD SPECIAL EVENT**

Please fill in the information below.

DESCRIBE THE EVENT (DATE (S), PLACE, ETC.): \_\_\_\_\_  
\_\_\_\_\_

WILL ALCOHOL BE CONSUMED/SOLD AS PART OF THE EVENT? IF SO, DOES YOUR ORGANIZATION AGREE TO OBTAIN A LIQUOR PERMIT FROM THE MICHIGAN LIQUOR CONTROL COMMISSION? :

\_\_\_\_\_

LIST NAME AND ADDRESS OF SPONSORING ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST NAME, TITLE, ADDRESS AND PHONE NUMBER OF TWO MEMBERS WHO HAVE RESPONSIBILITY OF THIS EVENT:

_____	_____
_____	_____
_____	_____

PLEASE DESCRIBE THE AREA(S) TO BE USED FOR THE EVENT (USE BACK OF PAGE TO DESCRIBE IF APPROPRIATE). WILL THE AREA (S) BE SECURED? IF SO, PLEASE DESCRIBE:

\_\_\_\_\_  
\_\_\_\_\_

PLEASE OUTLINE THE WORK SCHEDULE AND NUMBER OF PEOPLE AVAILABLE TO WORK. WILL WORKERS BE IDENTIFIABLE? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IS YOUR ORGANIZATION NON-PROFIT AND IS THE EVENT FOR A SPECIAL CAUSE?

\_\_\_\_\_  
\_\_\_\_\_

ARE THERE EXHIBITORS AND/OR CONCESSIONS ASSOCIATED WITH YOUR SPECIAL EVENT? IF SO, PLEASE DESCRIBE:

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WHAT IS THE APPROXIMATE ATTENDANCE EXPECTED AT THE EVENT? IS THERE ADEQUATE PARKING FOR THOSE ATTENDING?

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ARE THE RESTROOMS IN THE AREA ADEQUATE? AND, IF REQUIRED, WHO WILL MAINTAIN THEM DURING THE EVENT? WILL YOUR EVENT COMPLY WITH ALL LOCAL, STATE, AND FEDERAL LAWS INCLUDING ZONING?

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ARE THERE ANY AMUSEMENT TYPE RIDES INVOLVED IN THE EVENT? \_\_\_\_\_

HOW MUCH REFUSE WILL BE GENERATED BY YOUR EVENT AND WHAT MEASURES HAVE BEEN TAKEN TO KEEP THE AREA CLEAN?

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WHO WITHIN YOUR ORGANIZATION IS RESPONSIBLE FOR CLEANUP AND BY WHAT TIME WILL THE AREA BE CLEANED UP?

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WHAT UTILITIES ARE REQUIRED FOR YOUR EVENT AND DOES THE AREA HAVE THEM AVAILABLE? IF NOT, HOW WILL THEY BE PROVIDED?

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WILL ASSISTANCE FROM CITY OF LUDINGTON EMPLOYEES BE REQUIRED? PLEASE DESCRIBE.

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**TO BE COMPLETED BY CITY PERSONNEL**

1. WHAT IS THE NUMBER OF MANHOURS REQUIRED BY CITY PERSONNEL FOR THIS EVENT?
  
2. IDENTIFY CITY VEHICLES REQUIRED:
  
3. WILL THE CITY BE REQUIRED TO PAY OVERTIME FOR THIS EVENT?
  
4. WHAT IS THE TOTAL COST TO THE CITY FOR THIS EVENT?
  
5. WILL CITY COUNCIL ACTION BE REQUIRED?
  
6. WHAT IS THE CLASSIFICATION OF THIS EVENT FOR INSURANCE PURPOSES?
  
7. DISPOSITION OF REQUEST:

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
CITY OFFICIAL

\_\_\_\_\_  
DATE