

# CITY OF LUDINGTON SPECIAL EVENT APPLICATION AND PERMIT

Please submit this completed Special Event Application to the Ludington City Manager for review at least sixty(60) days prior to the date of your event. All special events require a \$25 application fee (non-refundable) and a \$200 refundable Security Deposit. The Security Deposit is refundable once all requirements are met. Events requiring City Council approval are: New Events, Recurring Events that have major changes, any event where alcohol will be served, or when closure of major streets is requested. Please see event rules and regulations information for specific requirements.

Event Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Organization: \_\_\_\_\_ Email: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 Set up date/time: \_\_\_\_\_ Take-down date/time: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Estimated Number of People Attending: \_\_\_\_\_  
 Event Description: \_\_\_\_\_  
 Does your event include exhibitors and/or concessions? If so, please describe: \_\_\_\_\_

LOCATION REQUEST	(A) APPLICATION FEE \$25.00																																																						
<p>Not on City Property/Items Only (list event location):                      _____                      Stearns Park/Stearns Outer Drive                      West End of Ludington Avenue                      Rotary Park:                          Close Lewis St.                      Yes      No                      Waterfront Park:                          Close Parking Lot:                  Yes      No                      Maritime Heritage Park - Loomis Street                      James Street Plaza:                          North and South Alley Closure                          Area North of Alley Only                          Area South of Alley Only                      Copeyon Park                      Dog Park                      Cartier Park                      Parking Lot Closure (Please list requested lot below):                      _____                      City Street Closure (Please list requested street below):                      _____                      State Highway Closure (US-10 / M-116)                          Ludington Avenue                          Lakeshore Drive                          South James Street</p>	<p style="text-align: center;"><b>(B) ITEMS REQUESTED</b></p> <p><i>Please note: All items will be dropped off at one designated on-site drop-off area. It is the permit holder's responsibility to set up the items for their event and return all items back to the designated drop-off area at the conclusion of the event. Failure to return items to the drop-off area may result in forfeiture of the security deposit. Please indicate desired drop-off location at the event site (ie: to the left of the entrance).</i></p> <p>Please indicate quantity for all items needed:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Items Needed:</u></th> <th style="text-align: center;"><u>Quantity:</u></th> <th style="text-align: center;"><u>Total:</u></th> </tr> </thead> <tbody> <tr> <td>Picnic Tables (seats eight)</td> <td style="text-align: center;">_____ x \$5.00 ea.</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>90 gal. 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<p><b>(C) OTHER SERVICES REQUESTED</b></p> <p>Police Traffic Diversion* (\$50 fee) \$ _____                      Police Crowd Control*^ (\$100 fee) \$ _____  <i>*Please contact Police Chief, Mark Barnett: 231-843-3425                      **Overnight Security not included.</i></p> <p><input type="checkbox"/> Fire Department Assistance (\$25 fee) \$ _____  <i>Please contact Fire Chief, Jerry Funk: 231-843-2611</i>                      Welcome Sign (Non-profit = free, For-profit = \$25)</p> <p>Sound System (Waterfront Park)  <i>Please contact Ron Maluchnick: 231-869-4508</i></p> <p><input type="checkbox"/> Request Use of On-Site Restroom Facility</p> <p><input type="checkbox"/> Water or Electricity  <i>Please contact Department of Public Works: 231-843-2873</i></p> <p><input type="checkbox"/> Keys (if needed) may be picked up at City Hall 4pm one day prior to the event, or Friday before 5pm.  <i>Please contact Karen Haldeman: 231-845-6237</i></p>	<p><b>This area for office use only - (costs will be calculated and an invoice will be sent to you)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>(A) APPLICATION FEE: (non-refundable for on-site events only)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>(B) TOTAL COST OF ITEMS REQUESTED: (non-refundable)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>(C) OTHER SERVICES REQUESTED: (non-refundable)</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><b>SUBTOTAL: Non-Profit Organizations</b></td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td><b>REFUNDABLE SECURITY DEPOSIT:</b></td> <td style="text-align: right;">\$ <u>200.00</u></td> </tr> <tr> <td><b>TOTAL AMOUNT DUE: (fees are doubled for For-Profit events)</b></td> <td style="text-align: right;">\$ _____</td> </tr> </tbody> </table> <p><b>Application fee will be waived for events not held at City Properties. Fees will be doubled for For-Profit Organizations. Final invoice will reflect all changes to balance due once the application has been reviewed.</b></p> <p><i>* Non-profit Organizations or Charity Events are events that are free to the public and the charity will receive ALL net profits. Please provide Non-profit tax ID or charitable explanation to pay nonprofit fee (E): _____</i></p>	(A) APPLICATION FEE: (non-refundable for on-site events only)	\$ _____	(B) TOTAL COST OF ITEMS REQUESTED: (non-refundable)	\$ _____	(C) OTHER SERVICES REQUESTED: (non-refundable)	\$ _____	<b>SUBTOTAL: Non-Profit Organizations</b>	\$ _____	<b>REFUNDABLE SECURITY DEPOSIT:</b>	\$ <u>200.00</u>	<b>TOTAL AMOUNT DUE: (fees are doubled for For-Profit events)</b>	\$ _____																																										
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**ALCOHOL SALES:** Events that include the sale of alcohol (beer, wine, or spirits) at any City Facility must agree to adhere to Section 38-75 of the City Code. This includes obtaining a license from the Liquor Control Commission, approval from City Council, and a permit from the City. Please read Section 38-75 of the City Code included in the complete list of Rules and Regulations provided within this application (page 4). By signing this application below the permit holder indicates that they have read, understand, and will adhere to these regulations.

**ADDITIONAL CHARGES:** Your application will be reviewed and a final invoice with the total for your event will be issued to you. Failure to follow the rules and regulations detailed in this application may result in forfeiture of the event organization's security deposit. Organizations may also be charged for any additional costs incurred by the City to adequately resolve issues caused by the failure to adhere to these guidelines (such as the need for the DPW to clean the park and/or restrooms, trash left behind/failure to properly dispose of refuse, etc.). Failure to comply to these rules and regulations may also negatively affect your organization's ability to gain permission for future use of City Facilities.

**SPECIAL EVENT SIGNS:** Special event signs may be permitted to be placed in the City's rights-of-way, if approved by the City Manager or his/her designee, as part of the special event permit application. Signs shall be placed no sooner than seven (7) days before the event and must be removed within 48 hours after the event. The signs shall be limited to four signs per block, two on each side of the street. No sign shall be placed in the City boulevards, Leaveaux Park, Waterfront Park or the street right-of-way adjacent to Rotary Park or Stearns Park. Any individual sign shall be no larger than two (2) square feet in area (12" x 24" for example). No sign or poster shall be attached to trees, telephone poles, public benches, or street lights. A detailed plan shall be submitted with the special event permit application or a letter shall be submitted detailing location, size and duration of signs. Right-of-way sign guidelines were reviewed and accepted by building and Licensing Committee - effective 10/18/18.

**NONPROFIT AND FOR-PROFIT EVENTS:** Special Event fees are doubled for For-Profit events. In order for your event to be considered Nonprofit your organization must be designated a Nonprofit Organization, (Please provide Nonprofit Tax ID below), or the event must be a Charity Event - which is defined as an event that is free to the public and a designated charity, or charities, will receive all net profits.

Non-profit Tax ID#: \_\_\_\_\_

Is this event being held for a special cause? If so, please describe: \_\_\_\_\_

Designated Charity, or Charities, that will receive all net profits: \_\_\_\_\_

**LIABILITY INSURANCE:** The City of Ludington may require \$1,000,000/\$3,000,000 Liability Insurance for events held on City property. In addition, the City of Ludington must 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. For more information regarding insurance requirements, please contact Assistant City Manager Jackie Steckel: 231-845-6237.

**INDEMNIFICATION AGREEMENT:** By signing these event permit application documents, the Permit Holder agrees to defend, indemnify and hold harmless the City of Ludington from any claim, demand, suit, loss, cost of expense or any damage, which may be asserted, claimed, or recovered against or from the Event by reason or any damage to property, personal injury, including death, sustained by any person whosoever and which damage, injury or death arises out of or incident to or in any way connected with the performance of this contract (Event Permit), and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the Event Organization, or by third parties of the agents, servants, employees or factors of any of them.

I, the Permit Holder representing the organization holding the event, hereby sign that I have read and agree to follow the above-stated Rules and Regulations.

**I understand that checking this box constitutes a legal signature confirming that I acknowledge that I have read, understand, and agree to the City of Ludington Indemnification Agreement.**

Event Organizer/Permit Holder: \_\_\_\_\_ Date: \_\_\_\_\_

*(please type first and last name)*

City of Ludington Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SAVE A COPY OF YOUR COMPLETED FORM AND EMAIL TO ASSISTANT CITY MANAGER JACKIE STECKEL: [jsteckel@ci.ludington.mi.us](mailto:jsteckel@ci.ludington.mi.us)**

**This area for office use only:**

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

City/Department Signatures if Required:

Approved by City Council (if required): \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Public Works Superintendent: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Fire Chief: \_\_\_\_\_

Liability Insurance received (date): \_\_\_\_\_

Keys Issued to Permit Holder (date): \_\_\_\_\_

Keys Returned to City (date): \_\_\_\_\_

Security Deposit Returned: \_\_\_\_\_

## **CITY OF LUDINGTON SPECIAL EVENT/FACILITY USE RULES AND REGULATIONS:**

The following is a list of rules and regulations to be followed by groups and organizations that have been granted permission to use a City facility, or that wish to rent City-owned event items for an off-site event. All rules and fees listed in this application are subject to change without prior notice. It is the permit holders responsibility to confirm that they are compliant to all current rules and fees prior to the scheduled event.

### **EVENT APPLICATION AND PERMIT:**

The City of Ludington allows organizations and groups to use City Facilities for events that are open to the public. The City maintains the parks and facilities and will supply electricity and water where available, trash bags for the permanent park barrels, restroom supplies, and cleaning supplies. Picnic tables, garbage containers, barricades, etc. are available to rent for a fee, for on-site and off-site events. Event organizers must fill out an application and permit form which must be submitted to the City Manager for review at least sixty days (60) prior to the date of the event. Parades, items-only requests, and events held off of city premises require separate application forms (contact Ludington City Hall at 231-845-6237). Within this application the term "City Manager" shall be interpreted as City Manager or designee. The term "Permit Holder" or "Event Organizer" shall refer to the designated contact person on the event application.

### **CITY COUNCIL APPROVAL:**

City Council approval is required for all new events and all events that wish to serve alcohol or are requesting major street closures. Recurring events with major changes may also require City Council approval. If City Council approval is required, the event coordinator will be contacted and informed of the scheduled City Council meeting date for review of their application. It is recommended that a representative of the organization be present to answer any questions that may arise at the City Council meeting. Organizations whose events require City Council approval are encouraged to include a letter to the Council to describe the details of the event.

### **PAYMENT OF FEES:**

Once an event has been approved, the event coordinator will receive an invoice listing all required fees. Fees for every event include a \$25 non-refundable application fee, rental fees for items, and fees for any additional services. A \$200 refundable security deposit is also required for every event (see below for security deposit reimbursement requirements). All application fees and the security deposit are payable upon receipt and must be paid in full at least 30 days prior to the event. Payments may be made by cash, check, or by credit card. (credit card payments include a 3% processing fee). Please make checks payable to the City of Ludington. Your payment will be deposited and security deposit may be reimbursed to you once all requirements are met (see below). Please allow 3-4 weeks for reimbursement (a check will be mailed to the address you provide on your application). Please note that after review of your application, the total amount due will be calculated and you will receive an invoice. Should the City determine that your event requires additional items or services you will be contacted regarding any required changes. Fees listed on the application and permit are for Nonprofit events, fees will be doubled for For-Profit events.

### **SECURITY DEPOSIT:**

A \$200 security deposit is required for every special event and is payable upon receipt of invoice. The security deposit is returned after the facility has been inspected, and it is determined that damage has not occurred to the facility, garbage containers are emptied, the area is clean and free of all trash, all items are accounted for and have been returned to the pick-up location. The City of Ludington retains the right to keep any or all of the security deposit to cover costs of repair, replacement, or cleanup. If the costs of repair, replacement, or cleanup are higher than the \$200 Security Deposit, the event organization will be billed accordingly. The \$200 Security Deposit will be returned within 15 working days if all the following requirements are met:

1. If the event is held on City property the park must be clean and left in satisfactory condition immediately after the event.
2. All garbage was taken care of properly (see on-site requirements below for more details).
3. All items were returned for pick-up to the drop-off area as they were delivered.
4. All items requested were returned and nothing is broken or missing.
5. Keys have been returned to City Hall (when applicable).
6. Tent or fencing stakes have not caused damage to the irrigation system. It is the responsibility of the organization to make arrangements with DPW prior to staking tents or fences in City Parks. (Call DPW at 231-845-2873 to set up a time to approve stake locations). Event organization is responsible for the cost to repair any damage to the irrigation system caused by their event organizers or participants. The City will make the necessary repairs and the security deposit will be retained. The organization will be billed for the balance of repairs above security deposit amount.

## ON SITE REQUIREMENTS:

**Requested Items** - All items will be dropped off at one drop-off/pick-up area at the facility you have reserved, or at an agreed-upon drop-off location the off-site venue for your non-city event. It is the responsibility of the organization to move the items from the drop-off area to the needed set-up areas for their event. All items must then be returned to the same drop-off/pick-up location for pick-up immediately after the event has ended. Failure to return all items to the pick-up location at the conclusion of the event may result in forfeiture of the security deposit.

**Refuse Disposal** - It is the responsibility of the permit holder to properly dispose of and remove all refuse from the facility following the event. The City will not pick up or dispose of any refuse. Larger events may be required to rent a dumpster at the event organization's expense, based on number of trash barrels requested and size of the event. Garbage containers rented from the City must be emptied and returned to the drop-off/pick-up area. Please tip trash barrels on their side to discourage people from using them after your event has ended. Garbage containers rented from the City include three extra liners, (if more liners are needed they can be purchased by the case on the event application). All permanent trash barrels in the event area must be emptied and lined with new bags. (Extra garbage bags provided for the permanent park barrels are located in the storage areas). Larger events may require an on-site dumpster. It is the event organizer's responsibility to contract and pay for dumpster rental through the waste service provider of their choosing. Barricades are required to block dumpsters placed in the road (see event application/permit for barricade rental info). Failure to properly dispose of trash from your event may result in forfeiture of your security deposit.

**Restrooms** - On-site restrooms will be cleaned by the City prior to each event. It is the event organizer's responsibility to keep the restrooms cleaned and well-stocked throughout your event. The City provides restroom supplies, toilet paper, paper towels, and cleaning supplies (including mop and bucket) all which are located in the on-site storage area near the restrooms. If it is determined by the City that the on-site restroom facilities will not be adequate for your event the event organizer will be required to rent additional portable restrooms at the expense of the event organization. Failure to adequately stock the restrooms, and clean them at the end of your event may result in forfeiture of your security deposit.

**Sound System** - A sound system is available for use at Waterfront Park. It is the responsibility of the permit holder to contact Ron Maluchnick at 231-869-4508 prior to the event to schedule training. The organization using the audio sound system at Waterfront Park will be held financially responsible for any repair or replacement of damaged or missing items and equipment.

### **Sec. 38-75. - Sale of alcoholic beverages.**

Beer, wine, mixed spirit drinks, mixed wine drinks and those alcoholic liquors that are mixed with non-alcoholic beverages at a city park to produce a drink with the same alcoholic content by volume of a mixed spirit drink or a mixed wine drink may be sold in a city park only by a non-profit organization holding a valid, unexpired license for such activity issued by the Michigan Liquor Control Commission and a permit issued by the city pursuant to this section. The licensed non-profit organization shall sell alcoholic liquor only in accordance with the following conditions and requirements and in compliance with the permit issued pursuant to this section. No alcoholic liquor may be sold without a permit in any city park or upon any city property. In no event shall the city issue a permit that would allow a non-profit organization to sell spirits.

- 1). Such non-profit organization shall obtain all necessary licenses for the sale of such alcoholic liquor, and shall apply for a permit from the city under this section.
- 2). No sale of alcoholic liquor shall be permitted unless food is sold or provided in connection with the sale of such alcoholic liquor.
- 3). Such sale of alcoholic liquor shall be allowed only when done for the purpose of raising funds for or as part of a recognized and regularly conducted or scheduled special events open to the general public in the city, and conducted in the city, such as the Fourth of July Freedom Festival, Lakestride Marathon, fishing tournaments, or similar events.
- 4). Such organizations shall provide general liability insurance in an amount of not less than \$1,000,000.00, naming the city as an additional insured.
- 5). Such sale of alcoholic liquor may take place only between the hours of 7:00 a.m. and 10:00 p.m., except that such sales may take place in that portion of Stearns Park lying between the westerly extensions of the north and south rights-of-way of Ludington Avenue until 12:00 a.m. midnight and in the North James Street Plaza until 2:00am.
- 6). No alcoholic liquor sold pursuant to a permit issued under this Section 38-75 may be consumed, nor may any person be in possession of such alcoholic liquor, whether in an open or closed container, more than one-half hour after the time for sales to end under subsection (5) of this section. For areas outside of the specifically designed area as provided in subsection (8) of this section, hours of consumption and possession of alcoholic beverages shall be governed by section 38-74.
- 7). Such non-profit organizations shall provide the city with assurances of adequate security and adequate regulation of such alcoholic liquor to ensure compliance with all applicable laws.
- 8). Service and consumption of alcoholic liquor shall be done only in a specific area designated in the permit, the boundaries of which shall be marked and defined by a fence or other enclosure as required by the permit. No person shall be allowed to leave such enclosure in possession of such alcoholic liquor.
- 9). All other sections of this article, including, but not limited to, other requirements of obtaining a park permit, shall be complied with by such non-profit organization.
- 10). The city manager may deny a requested permit where, in the reasonable judgment of the city manager, the sale of such alcoholic liquor would be inconsistent with the use of a park by the general public or contrary to the health, safety and welfare of residents or persons using the park under such permit or other persons using the park.

*(Code 1984, § 3.19; Ord. No. 99-04, § 2, 3-8-2004; Ord. No. 257-13; § 4, 5-26-2013)*