



700 Broad Street  
St. Joseph, MI 49085  
tel (269) 983-5541  
fax (269) 985-0346

# Special Event Application Form

**Important:** Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to the City Manager’s Office, at the address shown at the left.

Special Events must be approved by the City Commission, which typically meets twice per month. We recommend submitting your application at least two months before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Commission may still see issues that should be addressed before approval.

## Applicant Information

Name of Special Event: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Mailing/billing Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

## Event Information

*\*A separate event schedule and/or description may be attached in response to questions 1 through 4.*

*\*\*For any question, if there is not room to include a complete response, please include the response on a separate attachment and note “see attached”. When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

**1. What is the requested day(s), date(s), and time(s) of the Special Event:** \_\_\_\_\_

**2. Is there a requested alternative date(s)? [YES] [NO]**

- If yes, please provide the alternative date(s): \_\_\_\_\_

**3. Please describe the event(s):** \_\_\_\_\_

**4. What is the requested location(s) of the event(s):** \_\_\_\_\_

**Please complete the following check list regarding your event and special needs:** More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- |   |                |
|---|----------------|
| 5. Is this event expected to occur again in a future calendar year?<br>Normal Annual Date? _____  | Yes ___ No ___ |
| 6. Have you included a map indicating the location of your event?*  | Yes ___ No ___ |
| 7. Does the applicant wish to prohibit vending within the event area?   | Yes ___ No ___ |
| 8. Does the applicant plan to include vending as part of this event? *  | Yes ___ No ___ |
| 9. Will this event include the use of signs?  | Yes ___ No ___ |
| 10. Is the applicant special parking arrangements, such as reserved parking? *  | Yes ___ No ___ |
| 11. Is the applicant requiring utility connections, such as electric or water services?   | Yes ___ No ___ |
| 12. Does the applicant require other public services?   | Yes ___ No ___ |
| • Barricades  | Yes ___ No ___ |
| • Fencing   | Yes ___ No ___ |
| • Street Sweeping   | Yes ___ No ___ |
| • Mowing  | Yes ___ No ___ |
| • Rubbish Containers  | Yes ___ No ___ |
| • Rubbish Removal   | Yes ___ No ___ |
| • Picnic Tables   | Yes ___ No ___ |
| • Cessation of Lawn Sprinkling  | Yes ___ No ___ |
| • Other _____   | Yes ___ No ___ |
| • Map included indicating locations of these services?*   | Yes ___ No ___ |
| 13. Does the applicant have any special security or safety concerns?  | Yes ___ No ___ |
| 14. Are you requesting assistance from the Police Department?   | Yes ___ No ___ |
| 15. Are you requesting assistance from the Fire Department?   | Yes ___ No ___ |
| 16. Are you requesting security/safety assistance from an outside agency?   | Yes ___ No ___ |
| 17. Will the event include loud or unusual sounds?  | Yes ___ No ___ |
| • Musicians   | Yes ___ No ___ |
| • Singers   | Yes ___ No ___ |
| • Amplified Announcers  | Yes ___ No ___ |
| • Carnival Rides  | Yes ___ No ___ |
| • Motor Vehicle Noises  | Yes ___ No ___ |
| • Other _____   | Yes ___ No ___ |
| 18. Will the event include unusual lighting beyond what is normal at that location?   | Yes ___ No ___ |
| 19. Are alcoholic beverages proposed to be served as part of the event?<br>Have all necessary liquor licenses been obtained at the time of this application?  | Yes ___ No ___ |
| 20. Does the applicant have any other requests that are not listed in this form?  | Yes ___ No ___ |
| 21. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of St. Joseph as an additional named insured? | Yes ___ No ___ |

**\* Indicates attachments required**

5. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
6. **An Event Map**—If your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
7. **Does the applicant wish to prohibit vending within the event area?** Vendors with current permits to operate within the event area are allowed to continue vending at their normal location even within the event area, unless alternate arrangements are agreed to by the vendor and by the City Commission as part of this application. Please note these arrangements, if requested. However, if the application is approved, the City Commission would not approve additional vendors.
8. **If vending is not prohibited, does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies. If vending is not prohibited but the applicant does not wish to have the responsibility of controlling vendors, please direct any potential vendors to contact the City Clerk's Office to apply for the appropriate vending permit.
9. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
10. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
11. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a description or map showing the utilities requested.
12. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal of picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant may be charged for these services.
13. **Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Police Department in addressing these concerns?** If yes, you must contact the Chief of Police to determine what assistance from the Police Department is appropriate and available, and provide a description of the services the Police Department has indicated it could provide. The applicant may be charged for these services.

14. **Is the applicant requesting assistance from the Fire Department in addressing these concerns?**

If yes, you must contact the Fire Chief to determine what assistance from the Fire Department is appropriate and available, and provide a description of the services the Fire Department has indicated it could provide. The applicant may be charged for these services.

15. **Is the applicant requesting assistance from an outside agency or contractor in addressing these concerns?**

If yes, you must please attach information indicating all of these contractors on this application.

16. **Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**

If yes, you must please attach information indicating all of these on this application..

17. **Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**

If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

18. **Are alcoholic beverages proposed to be served as part of the event?**

If yes, you must advise the Police Department of your intention to serve alcoholic beverages.

Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

You must have any and all necessary liquor licenses been obtained at the time of this application.

19. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form but of which the City Commission should be aware to make a fully informed decision with regard to approval of the proposed event.

20. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event. A Certificate of Insurance, with the City listed as an additional named insured, must be provided to the City Manager’s Office at least one calendar month before the event. **Is the insurance certificate attached?**

The City of St. Joseph **PROHIBITS** any and all painting of any city property, including sidewalks and streets. Events of those persons violating this policy will be canceled and no future event will be allowed.

**Applicant Signature**

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of St. Joseph, and that the event takes place in accordance with the application as approved by the St. Joseph City Commission, including any conditions placed thereon.

Applicant signature: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Review**

<i>Department</i>	<i>Reviewed— Recommend Approval</i>	<i>Reviewed— Recommend Denial</i>	<i>Reviewed—See Comments</i>
Director of Public Services			
Deputy Director—Police			
Deputy Director—Fire			
Comm. Dev. Director			
Marketing Director			
City Engineer			
City Clerk			
St. Joseph Today			
Other			

Other Comments

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**Post—Approval Follow-Up**

Insurance Policy Received with Application? [YES] [NO]

If no, date by which Insurance Policy must be received (one calendar month before the event) \_\_\_\_\_

Date Insurance Policy Received \_\_\_\_\_ By \_\_\_\_\_

**City Commission Approval/Denial**

City Commission Action: [APPROVED] [DENIED]

Date of City Commission Action: \_\_\_\_\_

**Festival Category:** [1] [2] [3] [4] [NOT APPROVED] [NOT REQUESTED]

**If not a Festival, Incidental In-Kind Support Waived?** [YES] [NO]

**City Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If denied by City Commission, reason for denial: \_\_\_\_\_

\_\_\_\_\_

Conditions or changes from application: \_\_\_\_\_

\_\_\_\_\_

**Copy: Chief of Police, Director of Public Services, Fire Department, City Clerk, Community Development Director, Marketing Director, St. Joseph Today Executive Director**

**Post-Approval Follow-up:**

**Insurance Policy Received With Application?** [YES] [NO]

**If no, date by which Insurance Policy must be received  
(one calendar month before the event):** \_\_\_\_\_

**Date Insurance Policy Received** \_\_\_\_\_ **By** \_\_\_\_\_

**CITY OF ST. JOSEPH**  
**SPECIAL EVENT POLICY**

**May 2008**

**In General**

1. The City of St. Joseph, believing there is a benefit to the community in allowing and encouraging community-oriented special events that may make use of public rights-of-ways, parks, or other properties, may allow the use of such properties for special events under the terms of this policy.
2. Any Special Event making use of City-controlled public rights-of-ways, parks, or other properties, shall be approved in advance by the City Commission. Typically a Special Event involves significant potential inconvenience to nearby residents and properties, through traffic, activity, noise, light, altered traffic routes, or other potentially deleterious factors that are not normally present in the area.
3. Block parties shall not be considered to be Special Events under this policy, but instead shall be considered and approved under the City's Block Party policy.
4. The normal use of City facilities, such as playing baseball on a baseball field, renting a pavilion at Riverview Park, etc., shall not be considered a Special Event under this policy.
5. The determination of whether a Special Event qualifies for in-kind assistance from the City shall continue to be made under the City of St. Joseph Festival Policy of January 1, 1998, or a successor policy.

**Procedures**

6. An applicant desiring to hold a special event requiring the use of City-controlled property shall submit a Special Event Application Form to the City Manager's Office, describing the particulars of the request. All requested information must be provided. There is no specific minimum time before the event that an application must be submitted, but it is to the applicant's benefit to make application well before the event deadline to allow for staff review, correction of any defects, and time for the request to be placed on a City Commission agenda. The City Commission may consider whether a late approval date would provide inadequate notice to affected residents, property owners, and business owners.
7. Relevant City staff members will review the application and recommend changes if appropriate. The applicant may amend the application to address these concerns. Before the application may be taken before the City Commission, relevant staff members will indicate whether they have concerns with the application in its current form. City staff members will also indicate whether they believe their department will incur significant expenses, if in-kind support is not being requested through the Festival policy.
8. The City Commission will consider the application during an open meeting, and by resolution will approve, approve with conditions, or reject the application. In the case of applicants not

granted in-kind support under the Festival policy, the Commission may waive charges if the anticipated support is not substantial or burdensome.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a special event; or if the applicant has supplied false information on the Special Event Application Form. The decision of the City Commission is final.