

PROCEDURE TO RECEIVE NON-COMPETITIVE SPECIAL EVENT PERMIT
(Permit Required for More Than 25 Participants Using City Streets
OR More Than 50 Participants Using City Parks or Sidewalks)

1. Applications to hold any form of Non-Competitive Event, including demonstrations, marches, parades, carnivals, festivals, rallies, non-competitive and fundraising events, where 25 or more people or vehicles are in city streets OR where 50 or more people or vehicles are using City parks or sidewalks, must be submitted to the Special Events Coordinator a **minimum of 60 WORKING days (12 weeks)** prior to the proposed event. If the proposed event requires the use of a State trunkline street, an application must be made to the City Public Services, Project Management Unit (734-794-6410). The Michigan Department of Transportation must also approve the proposed event before it goes to City Council. This procedure takes approximately 5 weeks. Therefore, applicants for events involving State trunkline streets (Huron/Washtenaw/Jackson/Main) should submit applications well in advance of the proposed event.
2. A Special Event Permit is required when more than 50 people are expected to attend an event to be held in a City park. [Ord. 3:6]
3. If the event will take place in a City park, contact Parks Customer Service at 734-794-6230 to check availability before submitting the special event application.
4. A detailed map showing the exact location or route of the event must be attached to the application. The detailed map must indicate a traffic control plan for intersections. [Ord. 10:152(7)]
5. If the closing of any street is necessary, approval by City Council resolution is required.
6. If the event will require the closing of a street, the applicant must make access arrangements for businesses and residences on the street. [Ord. 10:152(7)]
7. The application must indicate any streets, portions of streets, Park areas, or Park facilities that will be closed and the number and types of barricades that will be used to close the streets. [Ord. 10:152(7)]
8. If substantial traffic or park disruption is anticipated, the City Administrator may require the applicant to submit and pay for a newspaper notice indicating the streets to be closed and indicating alternative traffic routes. [Ord. 10:152(7)]
9. Applicant shall be responsible for obtaining, installing, and removing all necessary barricades. Contact Signs, Signals, & Communications Services at 734-794-6361 for more information. [Ord. 10:152(7)]
10. Applicant must provide a parking plan for participants.
11. Applicant must provide a plan for restroom facilities on-site.
12. Application must show the location and arrangements for water and other refreshments for participants.
13. If any part of an event takes place in a City park, all signage and trash must be removed from the site. Contact Recycling Coordinator at 734 794-6320 x43707 for trash/recycling boxes.
14. If the event will not take place in a City park and will generate significant additional refuse, contact the City's Recycling Coordinator at 734-794-6320 x43707.
15. For non-competitive events expected to have 20 or more participants, the applicant must provide evidence of insurance sufficient to provide a source for recovery of damages by persons injured as a result of the event. If portions of the event will occur in a street area open for vehicular traffic, the public liability shall be at least \$500,000. The City must be named as an insured party. (See the attached Special Events Insurance page)
16. Applicant must agree in writing to hold the City harmless from all damage claims arising from event.

17. If the applicant fails to pay for City services, future permits will be withheld until the City is reimbursed for all outstanding invoices. [Ord. 10:152(5)]
18. Banners require a Banner Permit. This permit is handled by the Clerk's Office. Please contact the Clerk at 734-794-6140 for additional information and procedures. [Ord. 5:510]
19. Tents may require an inspection and permit from the Fire Department. Please contact the Fire Marshal's office at 734-794-6961 for additional information and procedures.
20. Fireworks require a permit from the Fire Department. Please contact the Fire Marshal's office at 734-794-6961 for additional information and procedures.
21. \$34.00 non-refundable special event permit application fee must be submitted with the application. Additional fees may be charged for use of City services, including administrative review fees. (Project Management administrative review fee is \$110/hour, minimum review fee of \$25.00).
22. The proposed advertising announcement(s), detailed itinerary and application form for the event must be submitted with the application.
23. With the assistance of Public Services Project Management, Parks & Recreation Services, Park Operations, Fire, Police and the City Attorney's office, the Special Events Coordinator will review all applications to determine whether the plans for the event will adequately protect participants and the public.



PLEASE RETURN TO:
Community Services
City of Ann Arbor, City Hall
100 N Fifth Avenue, PO Box 8647
Ann Arbor, MI 48107-8647
Phone: (734) 794-6000 x42199
Fax: (734) 994-8312

Date Received: _____

NOTE:
Applications must be submitted a *minimum* of
60 WORKING days (12 weeks)
in advance of the event.

(Some Special Event Permits will
Require City Council approval.)

APPLICATION FOR NON-COMPETITIVE SPECIAL EVENT PERMIT

(Permit Required for More Than 25 Participants Using City Streets
OR More Than 50 Participants Using City Parks or Sidewalks)

Please print legibly in ink:

1. Event Name _____
2. **Event Day(s) and Date(s)** _____
3. **Setup** Date and Time _____ **Cleanup** Date and Time _____
4. Event **Start** Time _____ **Event End** Time _____
5. Street Closings Date and Time _____
6. Applicant Name/Organization _____
7. Address: _____ State _____ Zip _____
8. Phone No(s) Office _____ Cell _____ Home _____
9. Fax No _____ Email _____
10. Alternate Contact Name _____
11. Address _____ State _____ Zip _____
12. Phone No(s) Office _____ Cell _____ Home _____
13. Fax No _____ Email _____
14. Sponsor Names _____

15. Event Web Page _____
16. Estimated Number of Participants _____ Is there a limit on the number of participants? Yes No
17. Deadline for Entry _____
18. Will any part of the event (including staging) take place in a City park? Yes No
If yes, name of park _____
19. Locations and quantity of refreshments for participants _____

20. Will this event generate significant additional refuse? Yes No If yes, attach plans for handling refuse.
21. Will this event generate loud noise such as PA announcing, band or amplified music? Yes No
If yes, attach description and details including time and duration.

22. Name and date of previous events staged by applicant in Ann Arbor. _____

23. Do you plan to use City **sidewalks**? Yes No If yes, attach a description and map showing desired route to be taken.

24. Do you plan to use City **streets**? Yes No If yes, attach a description and map showing desired route to be taken.

25. Identify plans for protecting participants from vehicle traffic _____

26. Number of marshals available to assist with traffic related to the event. _____

Note: Competitive events must have official traffic enforcement personnel – the number will be determined by the Ann Arbor Police – costs to be charged to the applicant.

27. Estimated number of police officers needed. _____

28. Do you need electrical service? Yes No

29. Do you need water service? Yes No

30. Will food be served? Yes No

31. Will food be sold? Yes No

32. Will alcoholic beverages be served? Yes No

33. Will alcoholic beverages be sold? Yes No

34. Will you require a temporary liquor license for your event? Yes No

35. Will your event include a tent or canopy? Yes No

If yes, please indicate the size(s) and location(s): _____

36. Will your event include fire or open flame? Yes No

If yes, please provide location and description: _____

37. The following **MUST** be attached to this Application

\$34.00 non-refundable special event permit application fee.

A detailed map showing the event location, aid stations, tent locations, streets to be closed, and intersections where traffic must be stopped. Street names must be visible.

The proposed advertising announcement, detailed itinerary and application form for the event..

➤ An insurance certificate indicating coverage complying with the Administrator's regulations must be submitted and approved before the Special Event Permit can be issued.

The applicant hereby applies for a Competitive/Special Event Permit for the event described above and on the attachment(s). The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability that may arise out of the event. The applicant agrees to require all participants to execute a form approved by the City Attorney acknowledging the hazards of the event and assuming responsibility for injury caused by such hazards. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its costs in connection with the staging of the event.

Applicant's Name (Print Full Legal Name) _____

Signature _____

Date _____

SPECIAL EVENT PERMIT
INSURANCE REQUIREMENTS FACT SHEET

The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain this permit. Your insurance company must submit a valid certificate of insurance with the following information:

- The City of Ann Arbor must be listed as the Certificate Holder:
 - ❖ City of Ann Arbor
Community Services Area
100 N Fifth Avenue
PO Box 8647
Ann Arbor, MI 48107-8647
- The City of Ann Arbor must be named as additionally insured.
 - ❖ Event name and dates of event should be listed.
- The insurance must be valid throughout the entire period of time for which the event is scheduled.
 - ❖ If policy dates do not cover all event dates, renewal certificate must be provided to maintain permit approval status for event.
- The policy must be signed and dated by the authorized agent. Please have your agent email to Jan Barber at jbarber@a2gov.org or fax to the attention of Jan Barber at (734) 994-8312. We will only accept a faxed copy from the agency, **NOT** from the permit applicant.
 - ❖ If either of the statements listed below appear on the Certificate of Insurance submitted, the policy must be endorsed and a copy of the endorsement naming the City of Ann Arbor as additional insured provided.
 - ✦ "If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed."
 - ✦ "If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement."
- The cancellation clause must be amended to meet the City Attorney's office requirements including:
 - ❖ Remove all language beginning with "but failure to mail..." to the end of the clause ending with "agents or representatives".
- The required level of insurance is prescribed by City Code. (Chapter 126)
 - ❖ Liability amount required is \$250,000 per occurrence; \$500,000 total aggregate

Failure to comply with the City's insurance requirements may result in denial of your permit.

If you have questions, please contact Jan Barber at jbarber@a2gov.org or (734) 794-6000 x42199.

NOTICE TO APPLICANTS FOR SPECIAL EVENT PERMITS

In April 2002, the Ann Arbor City Council transferred control of all parking operations in the downtown area to the Downtown Development Authority (DDA). As part of this agreement, operations of parking meters are now under the jurisdiction of the DDA and its parking operator, Republic Parking.

In the past, requests for use of meter bags and the waiving of fees were handled through the permit review process and by council resolution. **As a result of this transfer of authority, City Council no longer has the ability to waive the cost of meter bags fees for special events.**

If you are requesting use of meter bags for your special event, please complete the attached form and return it to:

**Downtown Development Authority
150 S Fifth Avenue, Suite 30
Ann Arbor, MI 48104
Fax: (734) 997-1491**

Also note that fee waiver requests should be submitted at least 90 days in advance of the event.

If you have any questions, please contact Joe Morehouse at (734) 997-1309 or at

jmorehouse@a2DDA.org

**REQUEST TO THE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
FOR USE OF METER BAGS FOR SPECIAL EVENTS
(DDA meter bag guidelines on back page)**

Name of event: _____

Beginning Date of event: _____

End Date of event: _____

End Time of event: _____ AM / PM

Sponsoring organization: _____

Address: _____

Phone number: _____ E-mail: _____

Total number of spaces: _____

Post number and location by block: (i.e. 14 on 300 & 400 block of W. Liberty, etc.)

Event description: _____

Estimated audience: _____

Event history: _____

Other comments: _____

Meter bags cost \$15 each per day and require up to the first 5 days to be prepaid. The DDA requests meter bag requests 90 days in advance of the event and reserves the right to change the meter bag request.

When completed please fax form to Republic Parking at (734) 668-6479.

DDA Meter Bag Issuing Guidelines

Statement:

Downtown vitality is dependent on the availability of convenient hourly parking spaces, and for this reason the DDA discourages the use of meter bags except when absolutely necessary. The provision of meter bags will be provided in support of those activities that complement the DDA's mission to strengthen the downtown and attract new private investment.

Commercial meter bag criteria:

1. The meter bag rental will provide a direct tangible service to the property owner and tenants.
2. Only commercially licensed vehicles may utilize spaces reserved with these bags, unless a barricade or lane closure permit has been obtained from the City of Ann Arbor Building Department for the purposes of placing equipment such as a dumpster, or to provide traffic capacity such as for student move-in.
3. Any space left unoccupied for more than 48 hours may lead to the meter bag being revoked.
4. The meters occupied should be the closest to the premises where the work is being performed.
5. The DDA, through its contractor, reserves the right in its sole and absolute discretion to make the final determination of which meters will be rented in any situation.

Special event meter bag criteria:

1. The event will draw significant numbers of people to, or will significantly enhance the downtown economically.
2. The space will be used for an operational motor vehicle or the space is located within an area covered by a special events or street closure permit from the City of Ann Arbor Building Department.
3. Special events may also be defined to include weddings, funerals and holiday parties. Valet parking uses are to be discouraged on an ongoing regular basis.
4. All special event permits are limited to 5 days or less unless a special extension is granted by the DDA.
5. The DDA through its contractor reserves the right in its sole and absolute discretion to make the final determination of which meters will be rented in any situation.