

## PROCEDURE TO RECEIVE COMPETITIVE SPECIAL EVENT PERMIT

1. Applications to hold any form of Competitive Event, including races, 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 Engineering Department (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. [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.
14. For competitive foot races over 3 miles, there must be a least one aid station with refreshments every 3 miles of the course.
15. For competitive foot races exceeding 10 miles in length, arrangements must be made for a physician equipped to provide medical assistance in the finish area.
16. For 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. For foot races, the public liability shall be at least \$1,000,000. The City must be named as an insured party. (See the attached Special Events Insurance page)

18. For competitive events, applicants must require all participants to execute a form approved by the City Attorney that adequately advises the participants of possible hazards and which indicates that the participant assumes the full risk for such hazards.
19. Applicant must agree in writing to hold the City harmless from all damage claims arising from event.
20. 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)]
21. 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]
22. 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.
23. Fireworks require a permit from the Fire Department. Please contact the Fire Marshal's office at 734-794-6961 for additional information and procedures.
24. \$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).
25. The proposed advertising announcement(s), detailed itinerary and application form for the event must be submitted with the application.
26. With the assistance of Public Services Engineering, 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  
 301 E Huron Street, PO Box 8647  
 Ann Arbor, MI 48107-8647  
 Phone: (734) 794-6000 x42198  
 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 COMPETITIVE SPECIAL EVENT PERMIT

(Permit Required for More Than 50 Participants)

*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: \_\_\_\_\_ City \_\_\_\_\_ 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. Length of Course \_\_\_\_\_
19. Will any part of the event (including staging) take place in a City park? Yes  No   
 If yes, name of park \_\_\_\_\_
20. Description of medical assistance plan \_\_\_\_\_  
 \_\_\_\_\_
21. Locations and quantity of refreshments for participants \_\_\_\_\_  
 \_\_\_\_\_

22. Will this event generate significant additional refuse? Yes  No  If yes, attach plans for handling refuse.
23. 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.
24. Name and date of previous events staged by applicant in Ann Arbor. \_\_\_\_\_  
\_\_\_\_\_
25. Do you plan to use City **sidewalks**? Yes  No  If yes, attach a description and map showing desired route to be taken.
26. Do you plan to use City **streets**? Yes  No  If yes, attach a description and map showing desired route to be taken.
27. Identify plans for protecting participants from vehicle traffic \_\_\_\_\_  
\_\_\_\_\_
28. 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.

29. Estimated number of police officers needed. \_\_\_\_\_
30. Do you need electrical service? Yes  No
31. Do you need water service? Yes  No
32. A. Will food be served? Yes  No  B. Will food be sold? Yes  No
33. A. Will alcoholic beverages be served? Yes  No  B. 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: \_\_\_\_\_

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  
301 E Huron Street  
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 Debra Williams at [DeWilliams@a2gov.org](mailto:DeWilliams@a2gov.org) or fax to the attention of Debra Williams 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 \$1,000,000 per occurrence; \$2,000,000 total aggregate

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

If you have questions, please contact Debra Williams at [DeWilliams@a2gov.org](mailto:DeWilliams@a2gov.org) or (734) 794-6000 x42198.



# Meter Bag Parking Agreement "S" Special Event

Issued by / Contract #:

Company Name: \_\_\_\_\_ Authorized Rep: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street Name(s): \_\_\_\_\_ To Be Used For: \_\_\_\_\_

Meter Number(s): \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ Same Day Fee's Apply:  **Paid Amount: \$** \_\_\_\_\_

### Terms of the Agreement:

The authorized signature hereby affirms their authority, to enter into an agreement for use of meter bags with PCI Municipal Services. The company agrees to comply with the program requirements stated below, which may change under the direction of the Ann Arbor Downtown Development Authority (DDA). PCI Municipal Services uses the DDA guidelines for issuance of any meter bags and requires forty-eight (48) hour notice. Those named above, agree to pay PCI according to the Terms of Payment program. Any space unoccupied for more than 48 hours may lead to the meter bag being revoked. Any prohibited use of meter bag covers may result in ticketing, impoundment of vehicle(s) and revocation of use determined at the discretion of PCI and the City. The DDA, through its contractor, reserves the right in its sole and absolute discretion to make the final determination of which the meters will be rented in any situation.

### Submissions and Same Day Requests:

Requests should be emailed to the email provided below. Fulfillment of all meter bag requests will depend upon meter and staff availability. Please be advised a request for meter bag service is not guaranteed and you must receive written approval of your request. Meter bag contracts must be submitted with payment information and must be received by PCI by 3pm on the weekday prior to the meter bag contract start date. Contracts received after 3pm will be considered same day requests. Same-day meter bag requests will be subject to an additional \$20 fee per space and contingent on availability of staff to process your contract. You must be parked in the space(s) prior to requesting the space(s); towing from same-day spaces is prohibited.

### Program Requirements:

1. The event will draw significant numbers of people to or will significantly enhance the downtown economically
2. The space(s) will be used for an operational motor vehicle or the space is located within an area covered by a special event or street closure permit from the City
3. The request for meter bags must be made by the event coordinator/organizer.
4. All spaces requested due to a City of Ann Arbor Street closure permit must be within the boundaries of that permit.
5. Special Event meter bag leases will be limited to five (5) days unless approved by the DDA.
6. The meters occupied should be the closest to the premises where the work is being performed.
7. Any damages or missing equipment incurred during reservation and present at the time of removal will be charged back to the party named above.
8. City of Ann Arbor on street parking ordinance prohibits any parking between 3 a.m. and 6 a.m. Monday – Saturday, on most streets. Check with City for more details and up to date ordinances.
9. Meter bag extensions must be submitted as a new contract. These are subject to approval based on availability.
10. Meter bag covers may be removed on the end date at the time noted above, but no later than the following day prior to 6 a.m. If meter bag removal is not possible because the space(s) is still in use/obstructed there will be an additional daily meter bag fee for each day until the meter bag can be removed. Daily same day fees are included until updated paperwork is provided to the office.

### Towing:

PCI and the DDA are not responsible for violators of leased parking spaces. It is the leaseholder's responsibility to initiate, perform and authorize removal of unauthorized parking violators during the term of the meter bag lease. Meter covers must have been installed by 6:00a.m. on any given day in which the tow is being performed. To request towing of a vehicle at your meter space(s), contact the City of Ann Arbor Police dispatch at **734-994-2911**. Do not call PCI or the DDA to request towing. The authorized parker must sign and acknowledge the Towing Consent Form provided by the City enforcement staff, indemnifying the DDA and PCI if any vehicle is found to be wrongfully towed or damaged in this process.

### Terms of Payment:

Meter bag leases cost \$25 per space, per day and are paid in advance upon contract execution, for the period of time which is being requested. For extended meter bag leases of more than thirty (30) days, a minimum payment of one month is required. For any unpaid or delinquent account, a \$20 late fee will be assessed per month for each meter space reserved. The firm/person hereby accepts responsibility for any cost associated with the collection of this debt and outstanding fees. Signage on the meter bags that we have to remove at our arrival will be charged \$10 per sign back to the party named above. Parking rates may be changed by issuing not less than seven days advance written notice. Accounts with negative payment history will be denied use of meter bag system and parking. Payments can be mailed to our Maynard office, or by phone using an accepted credit or debit card.

### Cancellations:

PCI may terminate this agreement and take immediate possession of space without liability or notice for failure to comply with payment terms, improper use or compliance with the program requirements, or as required due to changes in facility operation. Authorized party may terminate this agreement by issuing written notice of change to PCI by 3pm the weekday before the contract start date. Refunds may be processed after review of the account status and issued on a prorated basis in conjunction with the date of termination. All cancellations will incur a \$10 service fee per space cancelled. Service fees will be deducted from any refund amount due. Cancellation requests submitted after the 3pm deadline on the weekday prior to the meter bag start date will not be eligible for any refund consideration.

**Exclusion of Liability:** The authorized company has permission to use only the designated space(s) issued on this agreement and assumes all risk of loss or damage to property/contents resulting from theft, vandalism, fire, personal injury, flood, other "acts of God", including death, which is attributable to the negligence/unlawful conduct of a third party, or any other causes whether or not under the control of PCI Municipal Services, the DDA or the City of Ann Arbor.

## **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.

### **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 event or street closure permit from the City of Ann Arbor Building Department.
3. The meters occupied should be the closest to the premises where the work is being performed.
4. The request for meter bags must be made by the event organizer/coordinator.
5. The DDA, through its contractor, reserves the right in its sole and absolute discretion to make the final determination of which the meters will be rented in any situation.