



# APPLICATION FOR PERMIT/RESERVATION LARGE EVENT APPLICATION (More than 100 People)

City of Alpena  
208 N. First Avenue, Alpena, MI 49707  
(989) 354-1720 – fax (989) 354-1709

Facility Needed: \_\_\_\_\_ Beginning Time \_\_\_\_\_ am/pm  
Day \_\_\_\_\_ Date \_\_\_\_\_

Approximate Number of People in Party \_\_\_\_\_ Ending Time \_\_\_\_\_ am/pm

Event Description \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address  
Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Reservation of a facility does not guarantee full use of other park facilities.*

Mark ALL facilities you are requesting the use of

### Parks Available for Reservation

Bay View Park		Mich-e-ke-wis Park	
	Four Tennis Courts - \$5/court/hr		Building - \$125 plus \$100 deposit (includes 8 tables & refuse receptacles)
	Three Basketball Courts - \$5/court/hr		
	Band Shell - \$200 deposit		
McRae Park		Starlite Beach	
	Building – Fees/Rentals through McRae Park Association		Pavilion - \$50 plus \$100 deposit (includes 20 picnic tables & 4 refuse receptacles)
	Two Tennis Courts - \$5/court/hr		
Culligan Plaza			
	Two Basketball Courts - \$5/court/hr		Open gathering area - \$50 per max 4 hour event

Return completed form with fee (by check) to City of Alpena Clerk's Office, 208 N. First Avenue, Alpena, MI, 49707. All questions can be directed to the City Clerk at (989) 354-1720, Monday through Friday, from 8 a.m. to 5 p.m.

**I. The purpose and character of the proposed Event is as follows:**

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**II. The proposed Event is to be conducted at (address):**

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**III. The dates and hours during which the proposed Event is to be conducted are as follows:**

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**IV. Applicant estimates that the maximum number of persons expected at the Event for each day it is conducted is:**

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**V. The applicant hereby agrees to observe and obey the minimum requirements contained in this policy and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.**

**VI. HOLD HARMLESS CLAUSE: The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.**

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

\_\_\_\_\_  
Applicant's Signature

Received by City Clerk's Office:

By: \_\_\_\_\_

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

Approved

By: \_\_\_\_\_

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

**Contact DPW at (989) 354-1780 to make arrangements to pick up the key (Bandshell and Mich-e-ke-wis rentals). Office hours for DPW are Monday – Friday, 7 a.m. to 3:30 p.m.**

**IF YOU DO NOT PICK UP THE KEY PRIOR TO YOUR RENTAL DATE, THERE WILL BE A CHARGE FOR A CITY EMPLOYEE TO BE CALLED OUT TO GET YOU A KEY. THE AMOUNT CHARGED WILL BE APPROXIMATELY \$70.00, AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.**

# LARGE EVENT STAFF REVIEW AND COMMENT

(STAFF USE ONLY)

## CITY STAFF SHALL MARK THE APPROPRIATE ITEMS TO BE PROVIDED BY THE APPLICANT

- Police and fire protection
- Food and water supply and facilities
- Health and sanitation facilities
- Medical facilities and services, including emergency vehicles and equipment
- Vehicle access and parking
- Camping and trailer facilities
- Illumination facilities
- Communication facilities
- Noise control and abatement
- Facilities for clean-up and waste control
- Barrier locations and type
- Insurance and bonding agreement
- Attach a detailed map or maps of the overall site of the proposed assembly
- Waiver of Liability
- Emergency contact information including name, telephone number, address, and email address

**Attach a detailed explanation, including drawings and diagrams where applicable, of the applicants plan to provide for all of the above checked items.**

## LARGE EVENT MINIMUM REQUIREMENTS

Applications for large events are subject to subsections A through L, and such additional requirements as may be imposed. The information for all those items checked must be submitted to the City Clerk's Office four (4) weeks prior to the event.

- **A. SECURITY PERSONNEL** – The sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the City of Alpena Police Department is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.
  
- **B. RESTROOM FACILITIES** – The sponsor shall provide additional restroom facilities as needed beyond those regularly provided by the City of Alpena. The numbers and types of facilities required shall be determined, on the basis of the number of persons to attend the event, in the following manner:

<u>Facilities</u>	<u>Male</u>	<u>Female</u>
Toilets	1:200	1:75
Urinals	1:150	N/A

If Unisex facilities are to be provided, the following ratio is to be followed: 1:75

The sponsor shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto by the Alpena County Health Department. An executed agreement shall be provided to the City between the sponsor and a licensed pumper or hauler, which agreement will assure proper, effective, and frequent removal of liquid waste from the premises so as to neither create a nuisance nor menace to the public health.

- **C. FOOD SERVICE:** If food service is made available on the premises, it shall be delivered only through caterers or vendors licensed and in accordance with provisions of the local health department being District Health Department #4, (989) 356-4507.
  
- **D. MEDICAL PERSONNEL/FACILITIES:** The sponsor shall provide for medical personnel and facilities. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be approved by the Fire Chief for the City of Alpena. An ambulance may be required for events including, but not limited to, running races and triathlons. Such ambulance will be located with unencumbered access to the persons in attendance at the event and a clear route of egress from the event conducive to rapid travel shall be maintained at all times.

- **E. GARBAGE & TRASH DISPOSAL:** The sponsor shall provide for solid waste storage on, and disposal from, the premises. Storage shall be in covered, fly tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of persons attending the event. An executed agreement shall be provided to the City between the sponsor and a licensed solid waste collector, which agreement will assure proper, effective, and frequent removal of solid waste from the premises so as to neither create a nuisance nor menace to the public health.
- **F. ACCESS AND TRAFFIC CONTROL:** The sponsor shall provide for ingress and egress from the premises so as to ensure an orderly flow of traffic onto and off from the premises. Traffic lanes and other space shall be provided and kept open for access by ambulance, fire equipment, and other emergency services as required by the City of Alpena Fire Chief and Police Chief.
- **G. PARKING:** At each park either on-street or off-street parking is provided. Parking shall only be allowed in designated and maintained parking areas. The sponsor shall provide for and ensure orderly parking and shall maintain such parking and traffic patterns within the parking area as to assure that each vehicle shall have a clear route by which to leave the parking area at all times.
- **H. ILLUMINATION:** The sponsor shall provide additional electrical illumination of all occupied areas to ensure the safety and comfort of all event attendees if required by the Police Chief.
- **I. INSURANCE:** Any sponsor, individual, applicant, or entity holding an event in the City of Alpena's Parks shall be required to have liability insurance in the amount of at minimum one million dollars (\$1,000,000) and shall name the City of Alpena as an additional insured.
- **J. BARRIER:** The sponsor may be required to erect a barrier completely enclosing the site. Such barrier shall have sufficient height and strength as will preclude persons in excess of the maximum permissible persons from gaining access and such barrier shall have sufficient gates, properly located, so as to provide ready and safe ingress and egress. The sponsor shall insure that public sidewalks, streets, alleys, and rights-of-way are not blocked or obstructed by the participants at the event, their vehicles, or their activities. The City reserves the right to establish a capacity for the area requested to be utilized by an event.
- **K. MISCELLANEOUS:** Prior to issuance of a permit, the City of Alpena may impose any other condition(s) reasonably calculated to protect the health, safety, welfare, and property of persons attending the event, persons visiting the park, or citizens of the City of Alpena.
- **L. COST RECOVERY:** The City reserves the right to recover costs from the applicant for any and all work incurred by the City resultant from the event and failure on the part of the applicant to comply with this policy. If warranted by City staff, a bond may be required in advance of the event.

## **CITY OF ALPENA EVENT RULES AND REGULATIONS**

1. Reservations for use of the parks and facilities may be taken for the current calendar year or the following calendar year.
2. Reservations may be made by mail or in person at the City Clerk's Office, City Hall, 208 N. First Avenue, Alpena, MI 49707, (989) 354-1720.
3. Reservations are not confirmed nor considered until payment and deposit is received with reservation application or confirming letter is sent.
4. All applications will be considered on a first received basis, per the appropriate tier.
5. Persons must be 18 years old or older to reserve a facility.
6. Patrons are responsible for keeping the parks clean by leaving the surrounding grounds free of litter after the event. Trash generated by the event at the pavilion or Mich-e-ke-wis warming shelter may be deposited in the dumpster located near the warming shelter. Additional bags are located in the bottom of the trash receptacle. Further fees may be assessed and/or future access to park facilities through reservations may be prohibited. Any deposit collected is to be returned if patrons have cleaned their area and taken additional refuse with them and no damages are evident.
7. If picnic tables are relocated for the event, they must be returned to their original location.
8. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other material is prohibited unless allowed by permit.
9. Use of the parks or facilities for profit by any individual, entity, or organization shall be prohibited or allowed by permit only.
10. The permit holder further agrees to pay the City of Alpena for damages to the property caused by any person during the permitted event.
11. The City of Alpena Parks are open from 8 AM to 11 PM, unless otherwise posted at the main vehicle entrance to the park. Variance to this shall be authorized as outlined in the permit.

## **GENERAL PARK RULES**

1. Alcohol is not permitted in City Parks unless the City Manager promulgates rules to the contrary.
2. Glass is prohibited in City Parks.
3. Owners must ensure that their pets are controlled per City of Alpena ordinances and the owners shall be responsible for cleaning up any droppings.
4. All motorized vehicles must remain in designated parking areas unless expressly approved in the application.
5. Park Hours are from 8:00 AM until 11:00 PM each day unless amended by the City Manager.