



APPLICATION FOR PERMIT/RESERVATION SMALL EVENT APPLICATION (Less 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		
			Starlite Beach
	McRae Park		Pavilion - \$50 plus \$100 deposit (includes 20 picnic tables & 4 refuse receptacles)
	Building – Fees/Rentals through McRae Park Association		
	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:

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

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

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

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.

SMALL EVENT MINIMUM REQUIREMENTS

Applications for events are subject to subsections A through E, and such additional requirements as may be imposed. This information must be submitted to the City Clerk's Office two (2) weeks prior to the event.

- **A. SOLID WASTE 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.

- **B. 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.

- **C. 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. 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.

- **D. HOLD HARMLESS AGREEMENT:** The applicant must provide a completed and signed indemnification and hold harmless agreement with the application.

- **E. 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.

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. 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.