



GENESEE COUNTY PARKS

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5045 Stanley Road ~ Flint, Michigan 48506
810-736-7100 or 800-648-PARK
geneseecountyparks.org

Special Event Application Directions

"Quick Check" Criteria for Special Events

You will use this application, if:

You are requesting the use of a County-owned building or park property (except the Genesee Belle)

AND ONE OR MORE OF THE FOLLOWING APPLY:

- You will be selling tickets or charging admission for entrance, participation, **OR**
- The event is open to the public, advertised publicly, and you expect over 50 people to attend, **OR**
- You expect to conduct a commercial enterprise, including the sale of merchandise (except to raise funds for the benefit of an organization which is certified as exempt under Section 501 (c) of the Internal Revenue Code), **OR**
- You are holding a fishing tournament or horse show.

How do you apply for a Special Event?

1. Submit a completed special event application at least **sixty (60) days before** the scheduled date(s) to the office of the Recreation Programs and Grants Officer. It is very important to answer all questions as thoroughly as possible and attach all required information to ensure timely review and approval of the application.
2. Attach the \$40.00 non-refundable application fee. Checks or money orders may be made payable to Genesee County Parks and Recreation Commission.

What is Required at the Time of Application?

- ▶ Application Fee.
- ▶ Event site plan, including but not limited to: event layout, parking accommodations(s), entrance point(s) additional lighting, portable toilets, hand wash stations, booths, tents, fencing, etc.
- ▶ Completed applications for noise permit, peddlers, signs, alcohol waiver, street closing(s), and food vendor(s) as applicable to event.
- ▶ Copies of any proposed promotional material(s).

PLEASE NOTE

ABSOLUTELY NO PROMOTIONS OF THE EVENT MAY TAKE PLACE UNTIL THE GENESEE COUNTY PARKS & RECREATION COMMISSION HAS REVIEWED AND APPROVED SUCH PROMOTIONAL MATERIAL.

What is Required a Minimum of 30 days Before the Event?

- ▶ Approved Special Event Permit.
- ▶ Applicable park reservations/facility fee(s).
- ▶ Liquor Control Permit for alcohol sales (if applicable) including proof of Liquor Liability insurance in the amount of at least \$500,000 naming the County of Genesee and the Genesee County Parks & Recreation Commission as additional insureds.
- ▶ Genesee County Environmental Health Permit for food sales (if applicable), including product liability insurance naming the Parks Commission as additional insured.
- ▶ Genesee County Parks and Recreation Commission noise permit for amplified sound (if applicable).
- ▶ Proof of Public Liability insurance in the amount of at least \$1,000,000 and Property Damage insurance in the amount of at least \$500,000 naming Genesee County and the Genesee County Parks and Recreation Commission as additional insureds. If your event is taking place in a City of Flint park, the City of Flint must also be listed as an additional insured.
- ▶ Larger major events must provide Comprehensive general liability and umbrella insurance in an amount of no less than \$5,000,000 (inclusive of both general and umbrella limits), Workers Compensation Insurance as required by the laws of the State of Michigan, Employers' Liability of \$100,000/accident and \$500,000 policy limit/disease, Products/Completed operations of \$1,000,000 per occurrence with \$2,000,000 aggregate (if applicable) and where necessary Automobile Liability \$1,000,000. Everything must list Genesee County and the Genesee County Parks and Recreation Commission as additional insureds.
- ▶ A damage deposit or surety bond in the required amount to insure cleanup, apparatus removal and return of the location to its original condition, by approved specified clean up date in application. The amount of this deposit is set by the Director and Legal Counsel.
- ▶ Merchant/Vendor permit(s) (if applicable).

- ▶ Waiver form to allow alcohol in County parks(s) (if applicable).
- ▶ Copy of written authorizations to use private property (schools, churches, etc.) (If applicable).
- ▶ Copy of contract/agreement for private security services (if applicable).
- ▶ Signed Application for Special Events Permit and signed License Agreement for Special Use of Park Facilities.

What Fees are Associated with Special Events?

1. Application Fee (non-refundable)

\$40.00

2. Event Deposit (applied to event total)

\$2000.00

3. Damage Deposit (examples follow – the exact amount is set by the Parks Director and Legal Counsel)

- A. \$1,000 for one-day events;
- B. \$1,500 for multiple day events or high-risk events;
- C. \$10,000 surety bond, (terms are subject to approval of the Director and legal Counsel)

4. Ticketed Events or Events Requiring Paid Admission or a Participation Fee

- ▶ A fee of \$2.50 per participant and/or spectator will be paid to the Genesee County Parks & Recreation Commission no more than 30 day post event.

5. Vendors wishing to sell merchandise or food at events are required to submit a Concession/Vendor Application. Please have your vendor contact Hollie Marlett, Marketing Assistant at 810-249-3827 or hmarlett@gcparks.org for more information.

6. Site Restoration Fees (both of the following apply)

- A. \$50 per day following event that park/facility is not cleaned up by organization, and
- B. Actual hourly rate (minimum \$54.00 per hour) for Parks and Recreation Commission employees required if applicant fails to comply with clean up agreement.

7. Other Fees

- ▶ The applicant is responsible for the actual cost of support services necessitated by the event, such as portable toilets, security services and similar ~~not~~ **these fees do not include day use fees for access to Park facilities for event participants.**

Failure to comply with information requirements and deadlines may result in denial of the special event permit. Failure to make proper accounting and payment will result in default status and disqualification of application(s) for eighteen (18) months from the date of final payment.

I have read and understand the above information and have the authority to sign on behalf of the applicant/ organization.

Signature of Applicant/Representative

Date Adopted 8/1/19



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APPLICATION FOR SPECIAL EVENTS PERMIT

This permit shall not be issued until all the information has been submitted, the appropriate fees paid, and the application has been approved by the Director.

Event Title: _____

Exact/Proposed Location: _____

Event Date(s): _____ Setup/Tear Down Date(s): _____

Additional tear down/clean up days requested: ☐ Yes, and how many days _____ ☐ No

Time(s) of Event: _____

Type of Event: ☐ Fundraiser ☐ Musical Concert ☐ Festival ☐ Other _____

1. Legal Name of Applicant: _____

Form of Ownership: ☐ D/B/A ☐ Individual ☐ Partnership ☐ Corporation ☐ Association

2. Applicant/organization is:

- ☐ A resident of Genesee County, or physically located in Genesee County
☐ A non-resident

Applicant/organization is:

- ☐ Non-profit Youth Serving Agency ☐ Non-profit Agency
☐ Non-profit, Non-resident ☐ Profit Oriented

3. Legal Address: _____

(As shown on legal papers, driver's license, voter registration card)

Mailing Address: _____

Phone #: Home () _____ Work () _____

FAX #: () _____ E-mail Address: _____

4. Names and addresses of all officers and directors of the organization (attach a separate sheet if more room is needed):

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Director: _____

5. **Name, address, phone number, fax number, and e-mail address** of the person(s) principally responsible for the planned activity:

6. **Describe the planned event in detail. Include participant fees, and a complete list/itinerary of activities, any support you need the Parks Commission to provide, etc. (attach separate sheet, if necessary):**

7. **Attach event boundaries map and detailed diagram of event site plan.**

8. **State the number of people who are expected to attend the event (per day, if multiple day application).**

9. **Parking plans (Note: If special signage will be used to direct event participants to parking, list under #21):**_____

10. Security for the event will be provided by:
☐ Volunteers ☐ Private Security (attach contract) ☐ Requesting Parks Assistance

11. Who will limit persons attending the event to ticket holders (if applicable)?
☐ Volunteers ☐ Private Security (attach contract) ☐ Requesting Parks Assistance

12. If alcohol event, attach liquor license permit (application initially, with permit to follow, if necessary):
☐ You are providing training to volunteers/event staff selling and monitoring alcohol purchases and consumption during event.
☐ If not, how shall you monitor sales and consumption of alcohol?

13. How will you eject unruly or drunken persons at the event?
☐ Volunteers ☐ Private Security (attach contract) ☐ Requesting Parks Assistance

14. What utilities does the event require? ☐ Electric ☐ Water ☐ Other

15. Are necessary utilities available at the location? ☐ Yes ☐ No ☐ Unsure

16. Are sufficient sanitary facilities available at the location? ☐ Yes ☐ No
If answer is no, how many:

Additional port-a-johns do you propose supplying? _____

Waterless/handwashing stations do you propose supplying? _____

17. What date do you agree to restore the location to the condition in which you found it?

18. Does your event include sound amplification? ☐ Yes ☐ No
If yes, attach noise permit.

19. Will any items be sold at the event? ☐ Yes ☐ No
Will any solicitation take place at the event? ☐ Yes ☐ No
If the answer to either of these questions is yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

20. Will any food be sold at the event? ☐ Yes ☐ No
If yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

21. Will special signage be utilized? ☐ Yes ☐ No
Any property other than County-owned requires property owner permission (attach copies of written authorization).

Sandwich-Type Signs - List # & Locations: _____

Election-Type Signs - List # & Locations: _____

22. Temporary Event Apparatus (check all that apply):

☐ Tent(s) ☐ Portable Stage ☐ Bleachers ☐ Installed Fencing
☐ Other: _____

23. Payment of all fees and use charge(s), including estimated percentage fees, is required upon approval of permit. Any permit is void until fees are paid. Payment of the balance must be made no later than two weeks following the closing of the event. Payment of the balance must be accompanied by appropriate records verifying the amount of the gross profit.

24. Applicant hereby agrees that all activities undertaken by the applicant and those who use Park facilities shall be in conformance with all applicable rules, policies, and procedures of the Commission, and all state statutes and local ordinances (including those ordinances governing noise, disturbances of the peace, and curfew), which are presently in effect or which may be put into effect during the event.

25. Applicant understands and agrees to comply with all reporting requirements and final payment within 30 days from the scheduled event. Failure to comply within 30 days shall place the applicant in default status. Further, it is understood that in the event an applicant is placed in default status, the applicant will be denied any other special event permit(s) for a period of at least 18 months from the date of final payment and/or default resolution.

Applicant/Representative

Park Ranger

Applicant/Representative

Parks & Recreation Director

Date: _____

Date: _____



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SPECIAL EVENTS PERMIT POLICY

The rules of the Genesee County Parks and Recreation Commission allow several activities within its facilities that require a permit. These include private facility rentals (Section I and II of the Rules of the Genesee County Parks and Recreation), noise permits (Section XXVIII), permits for solicitation and distribution of handbills and fliers (Sections XVI), public exhibition permits (Section XXIX) and special event permits (Sections XXIX and XXX). This policy is intended to provide guidelines for applications for these permits, for consideration of these applications and the process to be used for review of permit decisions.

Usually, permits for events or activities on or using Parks Commission facilities or which affect the use of Parks Commission facilities by others are considered on a "first come, first served" availability basis. Permits will be granted administratively unless one or more of the following is apparent:

- Use of the area conflicts with another activity which was permitted earlier;
- Use of the area is for an illegal purpose;
- Use of the area disturbs the peace or unnecessarily interferes with the use of the public areas of the Park by others;
- The activity creates or increases the financial obligations or legal liability of the Parks Commission; and/or
- Use of the area may cause injury or cause damage to Park property.

PROCEDURE

Applicants may apply for permits online through the Parks' website or by using a permit form to be furnished by the Parks Commission. The applicant will furnish such information on this application or as requested by the Parks Commission administrative office thereafter as is necessary to determine if use of the Parks' facility potentially violates one of the prohibitions set forth above.

The Parks Commission administration will grant the requested permit as described in the application, deny the permit as requested or approve the application with conditions. If the permit application has been denied, the applicant will be notified of the reasons for the denial which reasons shall be in accordance with the policy set forth above. If the Parks Commission administratively approves the application with conditions, those conditions shall be directly related to the criteria set forth above and the applicant shall be notified of these conditions with specificity. The applicant will be notified of the decision by electronic means using the information furnished by the applicant or by regular first class mail using the address furnished in the application which notice will be sent within 14 business days following receipt of the completed application, including receipt of such additional materials as are requested as part of the application.

APPEAL

In the event the application has been fully or partially administratively denied or restricted and the applicant disputes the denial or restriction, the applicant may file an appeal to be considered by the full Genesee County Parks and Recreation Commission, by giving notice in writing to the Commission at its address: 5045 Stanley Road, Flint, Michigan 48506, which notice shall clearly state that it is such an appeal and which appeal shall be filed within 14 days of the decision appealed. This appeal will be heard at a meeting of the Commission no later than the second regularly scheduled meeting following filing of such an appeal. The applicant may appear at the Parks Commission meeting and articulate the basis for the applicant's dispute with the decision or provide the basis for dispute with the Commission action in writing before the date of the meeting. The Parks Commission has the power to affirm the decision by the administration, reverse it, or grant the permit with such conditions as it deems appropriate and in accordance with the criteria set forth above.

I have read and understand the above information and have the authority to sign on behalf of the applicant/ organization.

Signature of Applicant/Representative

Date