

Special Event Application Directions

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 \$50.00 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 GENESSEE COUNTY PARKS & RECREATION COMMISSION HAS REVIEWED AND APPROVED SUCH PROMOTIONAL MATERIAL.

What is Required a Minimum of Two Weeks 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 being held 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.
- ▶ Flat Fee Events: Total amount owed to be paid in full two weeks prior to the event date. Failure will result in cancellation of

the event at the expense of the Applicant. Applicant will receive a refund of the event fees paid, less a 25% cancellation fee of the initial total amount owed for the event, in addition to review of disqualification of all future application(s) with Genesee County Parks and Recreation.

What Fees are Associated with Special Events?

1. **Application Fee (non-refundable)**
 \$50
2. **Damage Deposit (examples follow – the exact amount is set by the Parks Director and Legal Counsel)**
 - A. \$500 for parades/processions/small or very short events;
 - B. \$1,000 for one-day events;
 - C. \$1,500 for multiple day events or high-risk events;
 - D. \$10,000 surety bond, (terms are subject to approval of the Director and legal Counsel)
3. **Ticketed Events or Events Requiring Paid Admission or a Participation Fee**
 - ▶ 5% (non-profit organization) or 10% (for profit organization) of gross ticket sales, or revenue collected for admission or participation.
 - ▶ 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.
4. Vendors wishing to sell merchandise or food at events are required to submit a Concession/Vendor Application. Please have your vendor contact Jackie Domerese at 810-249-3815 or jdomerese@gcparks.org for more information.
5. **Site Restoration Fees (both of the following apply)**
 - A. \$100 per day following event that park/facility is not cleaned up by organization, and
 - B. Actual hourly rate (minimum \$60.00 per hour) for Parks and Recreation Commission employees required if applicant fails to comply with clean up agreement.
6. **Other Fees**
 - ▶ Event participants remain responsible for applicable facility use fees, such as camping fees, stall rental fees, and boat launch fees.
 - ▶ The applicant is responsible for the actual cost of support services necessitated by the event, such as portable toilets, security services and similar costs.

What Fees are Associated with Fishing Tournaments?

1. **Application fee (non-refundable)** \$50
2. **Boat Fees**

1 – 50 boats \$100	51 - 100 \$200	101 – 150 \$300
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There is an incremental increase of \$25 for each 25-boat increase, or fraction thereof.

3. The Commission will collect a daily boat launch fee or honor annual passes for all tournament participants according to its established fee schedule.
 State of Michigan permit not valid at Genesee County Parks. Must have Parks permit.
4. Additional fees may include Site Set Up and Restoration, Vendor Permits, Damage Deposit, and Insurance. There is no set-up charge if the event set-up takes places after 8:00 p.m. the day prior to the event.
5. All participants must have a current fishing license issued by the Michigan Department of Natural Resources.

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.

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



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

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 Dates: _____

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 any participant fees, and a complete list/itinerary of activities, (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 activity (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: _____