

(downtown space) ← KELLOGG PARK



# Special Event Application and Policy

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

relevant pages:  
7-9; 15; very last page

Attention Applicant:

Please be aware that a [redacted] Special Events.

Please read this document [redacted] through 12.6 should help you determine w[redacted]

By submitting a Special Event Application and your organization agree to the terms outlined in the Special Event Policy and agree to comply with all other ordinances, laws and City requirements which may apply to this Special Event.

Revised 3-16-15

Applies to all events reserved after this revision



# Special Event Application

City of Plymouth  
201 S. Main  
Plymouth, Michigan 48170-1637

www.plymouthmi.gov  
Phone 734-453-1234  
Fax 734-455-1892

Complete this application in accordance with the City of Plymouth Special Events Policy, and return it to the City Manager's Office at least 21 calendar days prior to the starting date of the event.

**FEES WILL BE CHARGED FOR ALL SPECIAL EVENTS. SEE ATTACHMENT B.**

Sponsoring Organization's Legal Name			
Ph#	Fax#	Email	Website
Address		City	State Zip
Sponsoring Organization's Agent's Name			Title
Ph#	Fax#	Email	Cell#
Address		City	State Zip
Event Name			
Event Purpose			
Event Date(s)			
Event Times			
Event Location			
What Kind Of Activities?			
What is the Highest Number of People You Expect in Attendance at Any One Time?			
Coordinating With Another Event? YES <input type="checkbox"/> NO <input type="checkbox"/> If Yes, Event Name:			
Event Details: (Provide a detailed description of all activities that will take place. Attach additional sheets if necessary.)			

1. **TYPE OF EVENT:** Based on Policy 12.2, this event is: *(Weddings Ceremonies – Please Review Section 12.2 f.)*  
City Operated  Co-sponsored Event  Other Non-Profit  Other For-Profit  Political or Ballot Issue

2. **ANNUAL EVENT:** Is this event expected to occur next year? YES  NO

If Yes, you can reserve a date for next year with this application (see Policy 12.15). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July): \_\_\_\_\_

Next year's specific dates: \_\_\_\_\_

\*\*\*See section 12.13 for license & insurance requirements for vendors\*\*\*

3. **FOOD VENDORS/ CONCESSIONS?** YES  NO  **OTHER VENDORS?** YES  NO

4. **DO YOU PLAN TO HAVE ALCOHOL SERVED AT THIS EVENT?** YES  NO

5. **WILL ALCOHOL BE SERVED ON PRIVATE PROPERTY AS PART OF THIS EVENT?** YES  NO

6. **WILL YOU NEED ELECTRICITY AND/OR WATER?** YES  NO

**CITY SERVICES REQUIRED?** If needed, please attach a letter indicating all requests for City Services.  
*(see Attachment B)*

\_\_\_\_\_  
\_\_\_\_\_

7. **AN EVENT MAP IS**  **IS NOT**  attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

8. **EVENT SIGNS:** Will this event include the use of signs? YES  NO   
If Yes, refer to Policy 12.8 for requirements, and describe the size and location of your proposed signs: **Please complete a sign illustration / description sheet and include with the application.**

Signs or banners approved by the City of Plymouth for Special Events shall be designed and made in an artistic and workman like manner. THE CITY MANAGER MUST APPROVE ALL SIGNS. SIGNS CANNOT BE ERECTED UNTIL APPROVAL IS GIVEN.

Signs and/or Banners may be used during the event only. Please refer to Special Event Policy for information related to the installation of banners on Downtown Street Light Poles in advance of event. NO SIGNS ARE ALLOWED IN THE PARK IN ADVANCE OF THE EVENT.

9. **UNLIMITED PARKING:** Are you requesting the removal of time limits on parking (see Policy 12.5)?  
YES  NO

If Yes, list the lots or locations where/why this is requested:

\_\_\_\_\_  
\_\_\_\_\_

10. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. a Certificate of Insurance must be provided which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.10 for insurance requirements)
  - b. Event sponsors and participants will be required to sign Indemnification Agreement forms (refer to Policy 12.12).
  - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Plymouth as an additional named insured party on the policy. (See Policy 12.13)
  - d. The approval of this Special Event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Event Policy. The event will be operated in conformance with the Written Confirmation of Approval. (see Policy 12.11 and 12.16)
  - e. The sponsoring organization will provide a security deposit for the estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered, pursuant to Policy 12.3 and 12.4.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with City's Special Event Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinance and other laws which apply to this Special Event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least twenty (21) days prior to the first day of the event to: City**

**Manager's Office  
City Hall  
201 S. Main Street  
Plymouth MI 48170**

**Phone: (734) 453-1234 ext. 203**

11. **INDEMNIFICATION AGREEMENT**

**INDEMNIFICATION AGREEMENT**

The \_\_\_\_\_ (*organization name*) agree(s) to defend, indemnify, and hold harmless the City of Plymouth, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the \_\_\_\_\_ (*event name*) by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Plymouth or by third parties, or by the agents, servants, employees or factors of any of them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

## SECTION 12 CITY OF PLYMOUTH SPECIAL EVENTS POLICY

**ADOPTED BY THE CITY COMMISSION: May, 2007**

**12.1. SPECIAL EVENT APPLICATION REQUIRED:**

This Policy Statement on Special Events covers all Special Events, and the commercial filming of locations and events in the City of Plymouth. Any organization wishing to sponsor or hold a Special Event in the City of Plymouth will be required to complete the City of Plymouth Special Event Application.

A Special Event within the City of Plymouth that will be conducted on the streets, parks or other public areas is required by Ordinance Section 54-156, as amended, to be approved by the City Commission. Applications to conduct a Special Event must be made in writing to the Office of the City Manager. Applications are available from the City Manager's Office or the City Clerk's Office. Applications shall be submitted to the City Manager's Office no later than twenty-one (21) days prior to the date of the actual event.

The City of Plymouth may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*).

The City of Plymouth may hold its own Special Events, it may contract with one or more organizations to perform Special Event services, or it may jointly sponsor a Special Event with one or more organizations. In such cases, the City Administration and the participating organizations shall submit a Special Event Application to the City Commission which shall include a presentation of the City's financial participation and the related organizations' financial participation. Consideration for joint sponsorship with the City is considered during the budget appropriation process during the first quarter of the calendar year.

The City will provide a complete review of any Special Event Application, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighborhood and be aware of the City Noise Ordinance (Attachment A to this Policy).

## 12.2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

The City will provide support to Special Events on the following basis:

- a. **City Operated Events:** The City will operate certain Special Events directly. The City will fund the full cost of these events.
- b. **Co-Sponsored events:** The City may co-sponsor certain events with other organizations, when the City Commission determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.
- c. **Other Non-Profit Events:** The City may provide up to \$200.00 in City labor and related fringe benefit costs, equipment rental charges, purchased or rented materials as well as Park/Facility rental fees to assist other Special Events operated by non-profit organizations. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of this support level. Groups filing an application as other Non-Profit Event must be able to submit a current IRS 501 C3 Statement. (Examples Include: YMCA Fun Run, Farmer's Market, Santa Arrival, Sidewalk Sales, Fall Festival, PCAC Music in the Park, Plymouth International Ice Spectacular)
- d. **Other For-Profit Events:** The City will allow other Special Events operated by for-profit sponsors which are beneficial to the City and the public, subject to an additional Use Charge for the use of the public property which is approved for each event. In addition, these events must pay 100% of all City costs related to the event. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in addition to the payment of the established rent. The minimum additional Use Charge shall be \$250.00 per day. (Examples Include: Art in the Park, Auto Shows, Commercial Filming)
- e. **Political or Ballot Issue Events: The City will allow Political or Ballot Issue events providing that the political party, candidate or political organization pay 100%** of all costs including a minimum facility fee of \$250.00 per day.
- f. **Weddings:** Wedding ceremonies held on any City property that can be classified as a Class I-Low Hazard Event, are required to submit a standard Special Event Application. Wedding ceremony applications will not go before the City Commission for approval; however, they will be reviewed by the City Manager's office and our Department of Municipal Services. Please see Section 12.10, for any applicable liability insurance requirements. A site use fee of \$200.00 shall be paid to the City for use of Kellogg Park and a site fee of \$100.00 shall be paid to the City for any other City property. Wedding ceremony reservations are on a first-come/first-serve basis, with precedence given to

paid applications, in the event there is a scheduling conflict with another wedding ceremony application received at the same time. Please be aware of the City’s Special Events Schedule (available in the City Manager’s office) to avoid scheduling conflicts with other Special Events. It is important for us to know what time you would expect to be in the park from set-up to clean-up, so please include those times on your application. If you require any services from the City for your ceremony (i.e. electricity, trash clean-up, etc) or if you will be doing any sort of set-up (tents, chairs, etc), please contact our Municipal Services Department at 734-453-7737. All services will be billed in accordance with the City’s Special Event Fee Schedule- Attachment B). Please note that there is some risk when scheduling your event in a public park and the City cannot control things like weather, or construction in the area.

**12.3. FEES FOR SPECIAL EVENTS:** *(please see Attachment B for a current fee schedule)*

Fees shall be charged for City services provided to Special Events as follows:

- a. **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by the City Administration. Please note that these rates are reviewed/adjusted annually. Please refer to Attachment B to confirm rates. Hourly Rate shall include expenses related to the employee including fringe benefits and overhead.
- b. **Purchased or Rented Materials** shall include all direct costs for all materials purchased or rented by the City of Plymouth for use at the event. An Administrative Fee of 5% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
- c. **Equipment Charges** shall be the current equipment rental rates charged by the City of Plymouth Equipment Fund.
- d. **A Replacement Cost** will be billed for missing/damaged equipment/supplies.

**12.4. BILLINGS FOR SPECIAL EVENTS:** *(please see Attachment B for a current fee schedule)*

Special Event billings by the City shall be itemized as follows:

Municipal Services Employee Time	\$
Police Employee Time	\$
Fire Department Time	\$
Facility Fee	\$
Equipment Charges	\$
Purchased Materials	\$
Rented Materials	\$
Missing/Damaged Equipment/Supplies	\$
Sub-Total	\$
Less amount of City support	\$ -
<b>NET TOTAL BILLING</b>	<b>\$</b>

**Event Sponsors who have previously hosted the same event in the year prior AND paid their bill in a timely manner will be extended the courtesy of paying all City Fees after their event is completed and billed for the current year.**



**New events OR events that are repeating annually and did NOT paid their bill in a timely manner MUST submit either a cash deposit, check with payment of 75% of estimated expenses be used as a deposit to be credited against final payment. If a credit card is used it is subject to an additional 5% processing fee. Deposit Fees must be paid not less than 30 days prior to the newly scheduled event.**

**All events who have an outstanding balance for a previous event WILL NOT receive approval for another event until such time as their previous bill is paid in full and they have submitted a 75% Deposit on the new event.**

**12.5. UNLIMITED PARKING FOR SPECIAL EVENTS:**

The term "unlimited parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits or permit parking. Enforcement of handicapped zones, theater parking zones, and all fire lanes shall be enforced at all times. Unlimited parking shall only be granted if requested by the sponsor and approved by the City Commission. There shall be a twenty-foot (20') Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event.

**12.6. RENTAL CHARGE FACILITY FEE :**

It is the desire of the City Commission to have non-profit organizations be a part of Special Events held on public properties. Events which are exclusively sponsored by private for-profit organizations shall be charged a rent/facility fee for use of public areas such as parks or streets, in addition to the City Event Fees provided herein. The rent/facility fee shall be set by the City Administration in consultation with the applicant, based on the overall economic impact of the event, and subject to final approval by the City Commission as part of the Special Event Application approval.

There shall be a minimum rental charge for the use of Kellogg Park and/or the Gathering Pavilion for both non-profit and profit organizations. Rental/Facility Fees can range from \$100 to in excess of \$10,000. Fees will be based on the number of road closures needed, length of the event, economic impact on the community, number of outside vendors, the amount of staff planning required and other applicable factors.

The minimum rental/facility fee charge shall be \$100.00 per day for Plymouth Community Based (Having an office, mailing address & officers living in the City of Plymouth or the Charter Township of Plymouth) non-profit organizations.

The minimum rental/facility fee charge for non-community based, non-profits shall be \$200.00 per day.

The minimum rental charge assessed to for-profit organizations shall be \$250.00 per day.

**12.7. CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS:**

It is the desire of the City Commission that local non-profit organizations, and local merchants in the vicinity of the Special Event being held, be given the opportunity to participate in the Special Event to the greatest extent practical, consistent with the nature and purpose of the event.

**12.8. SPECIAL EVENT SIGNS:**

The Special Event Application shall include a description of the advertising signs, which are proposed to be used for the event. The use of signs shall conform with the description contained in the application, or as modified by the City Commission in its approval resolution. Except as expressly approved otherwise by the Commission, event signs erected prior to the first day of the event shall be subject to the following restrictions:

- a. Any signs advertising the event in advance of the event shall be in the form of banners made to be able to be installed on the light poles in the Downtown Development District.
- b. Any such sign shall comply with the standards for banner signs as established by the Downtown Development Authority.
- c. The fee for installing/removing the banners shall be at normal Department of Municipal Services Rates.

Additional signs may be erected as needed at the site of the event during the event's occurrence. All signs are subject to the approval of the City.

THE ABOVE SECTION ELIMINATES ALL SIGNS AND BANNERS IN KELLOGG PARK EXCEPT DURING THE ACTUAL EVENT. "SPONSOR SIGNS" ARE ALLOWED DURING THE EVENT, BUT NO SIGNS IN THE PARK IN ADVANCE OF THE EVENT.

**12.9. VIDEO OR FILM PRODUCTION:**

Organizations which request any location in the City of Plymouth as a location for a commercial video or film production shall be required to coordinate the production with the City Manager's Office. The City Manager's Office shall have the Authority to grant permission for commercial video or film production in the City and to allow use of City facilities for this purpose. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all City employees, equipment, and purchased or rented materials (plus 5%). Further there shall be a 25% administrative fee placed on the final billing for such productions. In addition, a rent shall be charged for the use of public areas such as parks and streets. The rent shall be set by the City Administration based on the overall impact of the production on the public areas being used. The minimum rental fee or site fee shall be \$250.00.

**12.10. LIABILITY INSURANCE REQUIREMENTS:**

In order to comply with the City's insurance liability carrier, the City shall require that all sponsors of Special Events or commercial video or film crews carry liability insurance with coverage of at least \$300,000 except for Class 1 - Low Hazard events approved by the Special Event Review Committee as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Plymouth as an additional insured prior to the event. The City Commission may require higher levels of insurance based on risk factors and past experience (i.e. Ice Festival/ Fall Festival).

The Special Event Review Committee shall include the City Manager and/or his/her designee(s), Director of Public Safety, Director of Municipal Services. The Special Event Review Committee is intended to provide a risk control guide for the handling of the increased liability associated with Special Events. Special Events are defined as activities which are not directly related to the day-to-day operations of the City of Plymouth, but which may occur on premises owned or controlled by the City of Plymouth.

It shall be the policy of the City Commission to not routinely require insurance coverage for events classified by the Special Event Committee as Class 1 - Low Hazard. These would be events that include no physical activity by participants and no severe exposure to spectators. This waiver of the insurance requirement is meant to cover small gatherings or ceremonies that do not involve more than 50 people, are limited to passive participation by the public, and require no City services. All other events are required to provide insurance as outlined in this policy.

The Special Event Committee may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire, (the City designates Huron Valley Ambulance as Event Medical Control) Paramedic, Municipal Services or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

The Special Event Review Committee will review each Special Event Application received and assess the potential liability risk of the City of Plymouth, based on the following risk categories:

**Class I - Low Hazard** involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, theatrical performances, and auctions.

**Class II - Moderate Hazard** involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to: amateur team sports, dances, animal shows, political rallies, flea markets, picnics, and parades with no floats.

**Class III - High Hazard** involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to: parades with floats, marathons or races, circus/carnivals, and semi-pro team sporting events.

**Class IV - Severe Hazard** involves severe exposure to spectators and /or participants. Examples of events in this category include, but are not limited to: rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Review Committee the City Commission may place special conditions on the event. A member of the Review Committee shall be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their Designee to be on site during the event.

**Any member of the Special Event Review Committee has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met.** In addition, the members of the Special Event Review Committee and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

#### **12.11 TRAFFIC CONTROL AND SAFETY REQUIREMENTS**

The Special Event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City of Plymouth does not allow solicitations of any kind in the street. The City of Plymouth accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in the streets. **Please refer to Attachment C of this policy for additional Fire Safety information.**

The City of Plymouth has NO authority to grant a permit for solicitations on any County of Wayne or State of Michigan highway. *(Most notably – Ann Arbor Road or Sheldon Road)*

#### **12.12 PARTICIPANT WAIVER OF LIABILITY**

The Special Event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. The agreement which must be signed and attached to the Special Event Application is attached as Item #11. The specific requirements for each event will be indicated in the City's written confirmation of approval.

#### **12.13. VENDOR INSURANCE AND LICENSE REQUIREMENTS**

All vendors must complete the concession waiver of liability prior to opening of the vending operations.

An event that is serving food must have all food vendors approved by the Wayne County Health Department. **All food vendors must supply a valid certificate of insurance naming the City of Plymouth as an additional insured prior to opening of the food stand.** All Food Vendors must post a valid temporary Food License as authorized by the Wayne County Health Department. Food Vendors are responsible for any and all fees related to obtaining a food license. Food Vendors are required to comply with all Wayne County Health Department rules and regulations for Temporary Food License Facilities. Vendors are required to insure that they meet all license

requirements, including, but not limited to the following:

- Food Preparation Areas must be enclosed with screens to prevent entry of insects.
- Cooking areas are to be restricted to authorized personnel only
- Consumption of food or smoking is not permitted in the cooking area
- All potentially hazardous foods (i.e. meat, chicken, etc.) must be stored in an approved mechanical refrigeration unit. Temperature of food must be maintained at 45 degrees Fahrenheit or lower.
- Equipment and utensil washing shall take place at a three-compartment sink utilizing the proper process (Wash-Rinse-Sanitize)
- Proper backflow protection must be supplied at all water sources.
- Hot water tank shall be free of any leaks
- Stab food thermometer shall be provided and used by all participants

Again, all vendors are required to contact the Wayne County Health Department for the latest rules and regulations and to obtain a temporary food license. Vendors are responsible to insure compliance with all rules and regulations. Vendors should contact the Health Department WELL IN ADVANCE of the event date. Contact Wayne County Environmental Health at 734-727-7400.

**12.14 SOME EVENTS WHICH REQUIRE ROAD CLOSURES ARE NOT ALLOWED:**

**a) No Events on the following dates:**

No Special Event Reservations/Applications which require road closures will be considered for events that occur on the following days known as; Mother's Day, Easter Sunday, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

**b) Limits on Events Requiring Significant Road Closures Outside of DDA District**

Special Events which require significant road closures or traffic stops/holds outside of the Downtown Development District are generally not allowed. The City will only allow a total of six event dates throughout the year that require multiple road closures or traffic stops/holds outside of the Downtown Development District. Events which require significant road closures or traffic stops/holds shall be defined as, but are not limited to; running races, bicycle races, car/cart events, timed events, parades, and events using streets for participants or participant activities. This restriction is based on the potential negative impacts on traffic flows and the delivery of emergency services in our residential neighborhoods.

The six dates each year include event dates that are approved or reserved. Any currently operating annual event which has a date approved or reserved in the current year shall have first opportunity continue to reserve a date in the following year for their event in accordance with Section 12.16.

**12.15. TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:**

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City of Plymouth shall determine the order of preference. Once a Special Event Permit has been granted, it shall be the policy of the City Commission to not award further permits for the same date, time and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, the City Administration shall attempt to resolve date and time conflicts with the sponsors of each application.

**12.16. RESERVATION OF ANNUAL EVENT DATES:**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next years-proposed dates; however, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event dates more than one year in advance.

In all cases preference for scheduling shall be given in the following order:

- a. City Sponsored Events
- b. City Co-Sponsored Events
- c. Community Non-Profit Events
- d. Non-Community Non-Profit Events
- e. For Profit Events
- f. Political or Ballot Issue Events
- g. Weddings

**12.17. WRITTEN CONFIRMATION OF CITY APPROVAL:**

Upon approval of the Special Event Application a written confirmation as to the action of the City Commission will be forwarded to the individual or organization requesting the event by the City Clerk's Office. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Plymouth Special Event Application form must be completed for all Special Events that take place on public lands or lands that are controlled by the City of Plymouth. A sample approval letter is included as Attachment D to this policy.



## SAMPLE SPECIAL EVENT ESTIMATED FEES FOR SERVICES – Not all fees listed.

To: Special Event Sponsor  
 Fr: Paul J. Sincock, City Manager  
 Re: Event Services and Fees

The City of Plymouth would like to thank you for your interest in hosting a special event in the City of Plymouth. The City is known for its small town feel and the quality of the events held here, over 100 each year of all sizes.

In order to help you achieve the most successful event possible for your organization, we are providing this list of standard services/ items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is not intended to represent all services and items that may be necessary for the operation of your event. When utilizing City services, you must contact our Municipal Services Dept a minimum of 1 week prior to your event. Please feel free to contact me with any questions you may have.

### SPECIAL EVENT FEE SCHEDULE FOR SERVICES –

*(this fee schedule may be reviewed and updated annually by the City Administration)*

Item	Cost
Site Rental Fee	\$ 100.00 minimum per day
Public Restroom Fee Cleaning Fee	\$ 250.00 per day <i>(applies to all downtown events)</i>
Porta-Johns	\$ 120.00 per day
Trash boxes with liners	\$ 2.00 each
Sound System Rental	\$ 100.00 (per four hours)
Bandshell	\$ 650.00 / \$750.00 (see Bandshell Policy at <a href="http://www.ci.plymouth.mi.us">www.ci.plymouth.mi.us</a> )
Other basic parts and supplies	\$ Cost + 5%
Municipal Services Personnel	Cost Per Hour
-General Laborer	\$ 61.00 – 71.00 per hour
-Supervisor	\$ 76.00 – 86.00 per hour
Police Department Personnel	Cost Per Hour
<i>Running, Biking, Motorcycle, Parade, Festival &amp; Concert Events all require Police Dept. Personnel</i>	
-Police Officer	\$ 76.00 per hour
-Command Officer	\$ 86.00 per hour
Vehicles	Cost Per Hour
-Garbage truck	\$ 74.26 per hour + \$200. min. per dump
-Pick Up Truck	\$ 13.37 per hour
-Dump Truck (10 Yard)	\$ 20.39 per hour

Stephen J. Ott, Chief



## FIRE DEPARTMENT City of Northville

**STATION 1**  
215 West Main Street  
Northville, Michigan 48167  
Headquarters (248) 449-9920  
FAX (248) 449-9960

**STATION 2**  
201 South Main Street  
Plymouth, Michigan 48170  
(734) 453-1234  
FAX (734) 738-0102

July 7, 2014

Mr. Paul Sincock  
City Manager, City of Plymouth  
201 South Main Street  
Plymouth, Michigan 48170

Re: Fire Access Roads

Dear Paul:

The City of Northville Fire Department enforces the International Fire Code with respect to Fire Access Roads. The following information may be useful to those who are planning for and participating in special events in the downtown area.

IFC 503.2.1 provides: Fire Apparatus access roads shall have an unobstructed width of not less than 20 feet (6096mm) and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115mm).

IFC 503.4 provides: Fire Apparatus Access Roads shall not be obstructed in any manner, including parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

All street closures and display areas are subject to review and approval by the City of Plymouth and the City of Northville Fire Department.

Any questions concerning Fire Access Roads may be directed to the Plymouth City Manager at (734) 453-1234 or the City of Northville Fire Department at (248) 449-9920.

Very truly yours,

Stephen J. Ott, Chief



## EVENT REVIEW FORM

<b>MUNICIPAL SERVICES:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
\$250 Bathroom Cleaning Fee Per Day of Event? <b>YES</b>		<b>NO</b>		
Labor Costs: \$	Equipment Costs: \$	Materials Costs	\$	
<b>POLICE:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
<b>FIRE:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
<b>HVA:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
<b>DDA:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
Labor Costs \$	Equipment Costs \$	Materials Costs	\$	
<b>RISK MANAGEMENT:</b>	<b>Approved</b>	<b>Denied</b>	<b>(list reason for denial)</b>	<b>Initial</b>
Class I – Low Hazard				
Class II – Moderate Hazard				
Class III – High Hazard				
Class IV – Severe Hazard				

**EVENT NAME:** \_\_\_\_\_ **TOTAL ESTIMATED FEE:** \_\_\_\_\_  
*(Note: All fees are only initial estimates and can increase upon assessment of services after the close of the event).*

SITE FEE APPLIED TO ALL EVENTS IS \$100 PER DAY. TOTAL EVENT SITE FEE \$ _____  APPROVED _____ NOT APPROVED _____ DATE _____
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# **DEPOSIT REQUIRED:**

**Event Sponsors MUST submit either a cash deposit of estimated expenses, check with payment of estimated expenses or a valid Credit Card that can be used to submit final payment. If a credit card is used for final payment it is subject to an additional 5% processing fee.**

Check: Dated: \_\_\_\_\_ Check Number: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

CASH DEPOSIT: Date: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

## **Credit Card:**

Name on Card: \_\_\_\_\_

Type of Card: (circle one) MasterCard VISA American Express Discover

Card Number: \_\_\_\_\_

Security Code on Card: \_\_\_\_\_

I hereby authorize the City of Plymouth to charge the fees for this event connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part in accordance with the Special Event Policy.

I further understand that I will have an opportunity to pay expenses for the event by check or cash within 30 days of billing or my card will be charged for the entire amount due to the City, Plus 5% for credit card processing.

Authorized Signature: \_\_\_\_\_



Jack Wilcox



Lion's Club



Knights of Columbus



Fairground

# City of Plymouth Park Amenities

	Fairground	Lions Club	Rotary Club	Garden Club	Cannon	Knights of Columbus	Kiwanis	Kellogg	Smith	Pointe	Caster	Jack Wilcox	Hough	Plymouth Community Veterans' Memorial	Nature Walk	
Picnic Tables	Harling & Joy	Burroughs Between Harding & Coolidge	Wing & Herald	Sutherland & Forest	Farmer Between N. Mill & Starkweather	N. Holbrook & Spring	Auburn & Junction	S. Main Between Pennington & W. Ann Arbor Trail	Elm Street & S. Evergreen	Starkweather & N. Mill	N. Holbrook & Caster	Byron & Dewey	Maple Between S. Evergreen & McKinley	S. Main & Church	Along Tongue Creek from Haney to Sheridan	
Pavilion	☑	☑	☑	☑		☑	☑		☑			☑				
Grills		☑	☑	☑		☑	☑		☑							
Play Structure	☑	☑	☑	☑		☑	☑		☑							
Play Structure Suggested Age Range (years)	5 to 12	5 to 12	5 to 12	5 to 12	n/a	2 to 5 5 to 12	2 to 5 5 to 12	n/a	2 to 12	n/a	n/a	2 to 5 5 to 12	n/a	n/a	n/a	
Drinking Fountain	☑		☑	☑			☑	☑	☑			☑				
Benches		☑	☑	☑	☑			☑	☑							
Gazebo					☑											
Fountain					☑			☑								
Basketball Hoops	☑															
Softball Diamond (Use for 12 and under)	☑			☑			☑									
Soccer Nets	☑			☑												
Volley Ball	☑			☑												
Dog Drinking Fountain	☑		☑						☑			☑				
Mutt Mitts	2	2	1	1	1	1	1	2	1	1	1	1	1			
Available Parking	Street	Street	Street	Street	Street	Street	Street	Street or Lot	Street	Street	Street	Street	Street	Street or Lot	Street or Lot	
Other		Special Needs Swing, Open Field		Tetherball	Weddings held here			Weddings and festivals held here Heart of the Downtown								Lighted Walkway Part of the path is asphalt the other part is wood-chipped with a wooden bridge over the creek.

Use of neighborhood parks for private functions is on a first come-first served basis. The City of Plymouth does not reserve these parks. Weddings in any park, including Kellogg Park, requires a site fee only. A Special Events Application must be submitted when requesting use of Kellogg Park for other special events. For more information contact Maureen Brodie in the City Manager's Office at 734.453.1234, ext. 203.