



MEMORANDUM

TO: City Council
FROM: Howard Lazarus, City Administrator
DATE: December 27, 2018
SUBJECT: Special Event Task Force Recommendations

At its July 16, 2018 meeting, Ann Arbor City Council approved Resolution [R-18-293](#) to Appoint a Special Events Task Force to Review Policies and Procedures for Special Events. This resolution established the following requirements:

- The City Administrator form a special task force to review the current application, staging, and security processes and provide recommendations for future polices regarding Special Events and Festivals and the enforcement of those policies.
- The City Administrator designate a task force chair who will seek representation from the involved City agencies, merchant and business organizations, event organizers, and other stakeholders.
- The task force will meet and work with the City Administrator and key City staff to provide recommendations to the City Administrator within 6-12 weeks; and the City Administrator will report back to Council on the funding impacts and implementation steps of the appropriate recommendations as part of the FY20/21 budgeting process but not later than the end of December 2018.

In response to the first two bulleted items above, Maura Thomson (DDA Communications Manager) served as the chair and led this task force effort in close collaboration with Derek Delacourt, Debra Williams, Jessica Black, and Corey Caldwell of the Community Services Area, the staff members coordinating special events for the City. In addition, the task force included a representatives from the University of Michigan Public Safety Office, and multiple City departments (including Attorney's Office, Fire, Parks, Police, Public Works, Communications, and Transportation). The task force also included several event organizers, including representatives of the State Street District, Main Street Area Association, South University Area Association, Michigan Guild of Artists and Artisans, and Destination Ann Arbor.

The resolution directed the City Administrator to review the current application, staging, and security processes and provide recommendations for future policies regarding Special Events ad Festivals and the

enforcement of those policies. Of particular focus was the need to find strategies that may reduce costs to event organizers for street closures using barricades, while still working to protect the public.

Meetings were held throughout the fall. The work of the task force included discussions about the current state of affairs, including why particular barricades are used, how city costs are ascertained, and how staging and other event decisions can contribute to driving up costs. Other discussions focused on how to help event organizers meet City's requirements, articulating the requirements and associated costs with greater clarity and certainty up-front (including the need to clean up after events), and the importance of involving the downtown area associations in the review of new events or existing events making significant changes. In addition there was research into the variety of barricades available, and what barricades are used by the University of Michigan and in other communities.

Having completed its work, the task force has the following recommendations aimed at creating greater efficiency for staff and also reducing costs for special event organizers:

Create a revised application (attached) and a new comprehensive Special Events packet (attached), including a detailed document with all required permit applications and fee estimates (attached).

These documents will:

- Provide a comprehensive collection of useful information to event organizers about timelines, requirements, and expectations. This will be particularly useful for new events or existing events organized by new volunteers or staff.
- Elicit more timely and complete Special Event submittals so staff can be in a better position to assist to provide earlier notifications and estimates for city costs, so adjustments can be made, and engage neighborhood association when necessary.

The new information packet which will accompany the application includes an easy to use, step-by-step guide to help event organizers through the process, including a timeline, and helpful contact information at each step of the process. It will also elicit more information up front so staff can provide earlier estimates for costs. For instance,

- An event timeline will be required, i.e. Setup, when the event will begin and end, the time needed for cleanup, and when barricades can be removed. These details will enable city staff to more specifically time barricade delivery and removal, thus reducing costs.
- Utilizing a standardized map to indicate locations for things like stages, barricades, trash cans, etc. This will enable staff to more quickly see what may be missing or may need adjustment.
- Details about social media and other marketing efforts so police can anticipate crowd size.
- Information about the type of sound that will be generated at the event, so sound concerns from neighbors can be prevented.

- Details for how trash and recycling will be managed, and for how the area will be cleaned up after the event, so debris concerns can be reduced or eliminated. In addition, the trash and recycling requirement will stipulate the need for City costs to be recovered should debris be left on site requiring intervention by City staff.

This packet and the revised application form are anticipated to be available to applicants by April 1, 2019. Initially this revised application will be a fillable PDF, however, as technology becomes available at the City the longer-term goal would be to provide for electronic submissions.

Expand the array of barricade options

The AAPD determines security needs for special events on a case-by-case basis. Factors such as the anticipated number of participants, location, type of event, and recent world events all play a role in the determination of what type and quantity of barricades will be required.

The task force found that labor costs associated with deploying barricades are the primary contributor to the high cost of providing security at special events. In 2016 the City purchased thirty-five, ten-foot, concrete, Jersey barricades using Public Act 51 funds. Because these barricades were purchased using Act 51 funds, there is a presumed limitation that only City staff can move these barricades (staff is investigating the source and validity of this statement). Moreover, these barricades are very heavy and require a truck, crane, and multiple staff to deploy.

The Taskforce recommends the menu of approved barricade options be expanded to include barricades that protect public safety, while allowing event organizers to potentially reduce costs. These are:

- Portable Vehicle Barriers (PVBs). An image of PVBs is included as an attachment. The City's Emergency Management Department will acquire 90 PVBs in September 2019. They will be purchased using an Urban Area Security Initiative grant, and they will be owned by Washtenaw County and assigned to the City of Ann Arbor, and shared as possible with other cities in the County. The cost of deploying these barricades is not yet known, but they are lighter weight and modular, thus making installation and removal easier.
- Buses, trucks, and other large vehicles arranged and staffed by the event organizer. This option could be considered for events that are of a short duration, e.g. just a couple hours, as driver of the vehicle must remain with the vehicle in case the street needs to be opened. In addition to the potential to reduce the cost to close the street, event organizers could use the vehicle for event promotion or sponsorship.

Barricade options that were investigated and rejected included reusing concrete sidewalk planters, water-filled barriers, and Surface Guard Temporary Event Security barricades.

In addition, the Taskforce also recommends that reflective tape and/or reflectors be placed on the existing jersey barriers. Type III barricades are used in many instances as part of a street closure that remains in

place for several days because they help provide visibility to motorists at night due to their reflective sheeting. Adding reflective elements to the jersey barriers may make it possible for some events to eliminate the supplemental need for the Type III barricades, thus potentially reducing costs.

DDA purchases Jersey barriers or other barricades.

It is recommended that the DDA purchase barricades for use with downtown special events. This would enable special event organizers to have the option of hiring private contractors to install and remove the barricades, an alternative not currently available. It isn't yet known whether using a private contractor would provide a clear cost savings, as labor would continue to be the primary driver of cost, but this would provide a choice. Costs may be further reduced if the barricades are stored downtown during event season (generally April-October), thus reducing delivery time.

Police would remain the subject matter experts and identify the instances where the City must install barricades. And in all instances, the installation of barricades would be under the direction of the Police.

It is also recommended that the DDA and City incorporate removable, crash-tested bollards where possible in the design of future downtown street improvement projects. These types of bollards are not currently available, but these elements will be pursued for the future.

Anticipated impacts to the City's FY20 budget

In its FY19 budget, the city included a one-time expense line (\$150,000) to allow time for this task force to explore options to reduce special event costs for security barricades. The Special Event task force set forward recommendations aimed at helping to reduce special event costs, including barricades. Other budget impacts are anticipated to include the following:

Increased expense: DDA purchase of new barricades. This could include 35 new concrete jersey barriers and other equipment.

Decreased expense: Although much City staff overtime is offset by event organizers through their fees, there are many instances where staff members provide extensive service without repayment. Providing a comprehensive information packet and allowing event organizers to contract for barricade installation and removal will enable the City to reduce staff time and thus cost.

Attachments

COPIES:

S Pollay (DDA)

M Thomson (DDA)

D Delacourt

D Williams

R Pfannes

J Black

C Caldwell

B Clock

M Kennedy

S Postema

S Higgins



Contact Information

Event Name: _____ Event Organizer: _____

Is your organization a 501(c) 3 Non-profit agency? YES NO

Mandatory: State Sales Tax Exemption Number: _____ Optional: Federal Tax Exempt Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Primary Contact: _____

Phone: _____ Event Day Phone: _____

Email: _____ Fax: _____

Secondary Contact: _____ Phone: _____

Event Day Phone: _____ Email: _____

Event Date(s)

Event Name: _____

Event Location (requested): _____

Setup Date: _____ Setup Time: _____ Event Start Date: _____ Event Start Time: _____

Event End Date: _____ Event End Time: _____ Cleanup Completed Date: _____ Cleanup Completed Time: _____

Event Information

Event Name: _____

What type of event are you having? Run/Walk Music/Concert Festival/Rally
Other _____

Is this a New Event? YES NO If NO, prior event date(s): _____

Do you have any sponsors? YES NO

Please list all sponsors: _____

Is this a Charitable Event? YES NO If YES, name of Charity to receive donations: _____

Estimated Attendance (include participants, spectators, volunteers, etc.): _____

Is there a limit on the number of participants? YES NO If YES, how many? _____

Will this event take place in a park or a portion of a park? YES NO

If YES, which park(s): _____

Do you plan to use city sidewalks? YES NO

If YES, provide a map showing desired route to be taken. STEP 4

Do you plan to use city streets? YES NO

If YES, provide a map showing desired route to be taken. STEP 4

If YES, do you understand that AAPD Special Services may require barricades for your event? YES NO

For more information see STEP 6.

Will your event require the use of public meter parking spaces or a parking lot? YES NO

If YES, there may be additional charges to bag meters for your event. See the attached Meter Bag Parking Agreement for more information and fees. STEP 6

Will your event generate significant trash and recycling? YES NO
Complete and attach the Trash, Recycling and Cleanup Plan. STEP 9

Do you need/want AAPD Officers at your event? YES NO
If YES, how many officers would you like? _____ If YES, please STEP 5 for more information regarding AAPD Special Services.
If NO, please provide the name of the security firm being used.
Remember that AAPD Special Services may still require AAPD Officers at your event.

Do you need electricity? YES NO
If YES, include this information in STEP 3

Do you need water service? YES NO
If YES, include this information in STEP 3

Will your event include a tent/canopy? YES NO
If YES, you may be required to apply for a tent permit. STEP 12
If YES, please provide a detailed map showing where the tent will be located. STEP 4

Will your event include fire or open flame? YES NO
If YES, you may be required to apply for a bonfire permit. STEP 12
If YES, please provide a detailed map showing where the fire or open flames will be located. STEP 4

Will your event have amplified sound? YES NO
If YES, complete STEP 11 providing as much detail as possible.

Will you be using outside companies, excluding food/beverage services? YES NO
Examples include companies for tents, porta johns, golf carts etc. If YES, include detailed information in STEP 3.

Food/Beverage

Do you plan on serving food? YES NO
If yes, please explain your plans to serve food in STEPS 2 & 3.

Do you plan on selling food? YES NO
If yes, please explain your plans to sell food in STEPS 2 & 3.

Do you plan on having a caterer? YES NO
If yes, please provide caterer name, phone, and email in STEP 3.

Do you plan to serve beer/wine? YES NO
If yes, please explain your plans to serve beer/wine in STEP 3.

Do you plan to sell beer/wine? YES NO
I understand I must apply for a Temporary Liquor License through the State of Michigan to sell beer/wine for this event. YES NO
Please see the attached document for the temporary liquor license application. STEP 8
If the temporary liquor license is denied, will the event still occur without the sale of alcohol? YES NO

Insurance

I understand that a Certificate of Insurance and an Endorsement page naming the City of Ann Arbor as additionally insured is required for special events. YES NO
Please see the attached document outlining insurance requirements. STEP 7

The applicant hereby applies for a Special Event Permit for the event described above and on the attachment(s). The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability that may arise out of the event. The applicant agrees to require all participants to execute a form approved by the City Attorney acknowledging the hazards of the event and assuming responsibility for injury caused by such hazards. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its costs in connection with the staging of the event.

Applicant's Name (Print Full Legal Name) _____

Signature: _____ Date: _____

CITY OF ANN ARBOR SPECIAL EVENTS

This packet will help guide you through the special event application process, step-by-step, providing detailed information at every step.

A special event is considered any proposed event within the City of Ann Arbor that may require the use of, or closure of, city streets, sidewalks, parking lanes, parking spaces, parking lots, city parks, may have over 25 people in attendance or other specific details which may impact the ordinary use of public streets and/or parks. Types of special events include, but are not limited to, charity walks/runs, parades, art shows, concerts, marathons, carnivals and weddings.

There are many steps to planning a successful event in the City of Ann Arbor. It is important you read every step and complete the required forms. Failure to submit required forms, application and fees may result in your event being delayed or denied. Please do not hesitate to contact any of the City staff listed at each Step for assistance.

STEP 1: APPLYING FOR YOUR EVENT

STEP 2: EVENT NARRATIVE

STEP 3: EVENT SCHEDULE

STEP 4: EVENT MAP

STEP 5: SAFETY & SECURITY

STEP 6: STREET CLOSURES & PARKING LOT CLOSURES

STEP 7: CERTIFICATE OF INSURANCE & ENDORSEMENT PAGE

STEP 8: ALCOHOL AT YOUR EVENT

STEP 9: TRASH, RECYCLING & CLEANUP PLAN

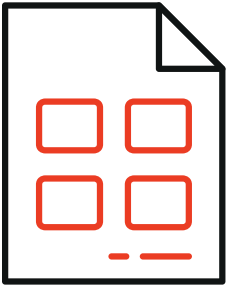
STEP 10: MARKETING & ADVERTISING FOR YOUR EVENT

STEP 11: SOUND DURING EVENT

STEP 12: FEES AND PERMITS APPENDIX



APPLYING FOR YOUR EVENT



STEP

1

Event Name

Event Date

WHEN SHOULD I APPLY FOR A PERMIT FOR MY EVENT?

60 DAYS PRIOR TO EVENT DATE:

If your event will have over 50 people using a city street, this may require a **street closure**. Street closures require City Council review and approval and as such, all items must be submitted at least 60 days prior to your event. If you plan to close a **city parking lot**, all items must be submitted at least 60 days prior to your event. More information may be found in STEP 6.

45 DAYS PRIOR TO EVENT DATE:

If alcohol will be a part of your event, a Special License may be required from the MLCC with review first by AAPD Special Services Section. All items, including MLCC Special License application, must be submitted at least 45 days prior to your event.

30 DAYS PRIOR TO EVENT DATE:

If your event will not close streets or alcohol will not be a part of your event, all items must be submitted at least 30 days prior to your event.

FOR ALL EVENTS:

The following items must be submitted for review based on the deadlines above:

- Application for a Special Event Permit
- Non-Refundable Special Event Application Fee (\$34 payable to City of Ann Arbor via CHK/CC)
- Event Narrative (STEP 2) Event Schedule (STEP 3) Event Map (STEP 4)
- Trash, Recycling and Cleanup Plan (STEP 9)
- Street Closure Plan (STEP 6) (if applicable)
- MLCC Special License Application (STEP 8) (if applicable)

Once these items have been received, staff will review and contact you with any questions or to request additional information. Failure to submit all items as stated above may result in your event not being approved.

THINGS TO CONSIDER:

If your event requires a Certificate of Insurance and Endorsement Page, these documents must be received and reviewed for accuracy before your event will be approved. More information may be found in STEP 7.

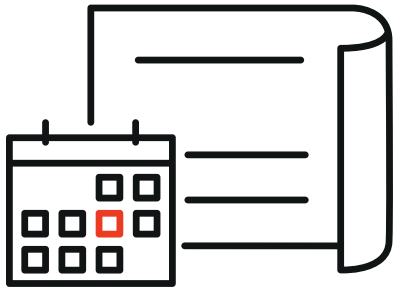
If your event will take place in a city park or any portion of a city park, make sure to check with Ann Arbor Parks & Recreation before submitting your application to see if the park location is available.

CONTACT INFORMATION FOR STEP 1

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

Jessica Black, Recreation Supervisor, Parks & Recreation, City of Ann Arbor
734.794.6230 ext. 0 | jblack@a2gov.org

EVENT NARRATIVE



STEP 2

Event Name

Event Date

EVENT NARRATIVE

Sometimes an event title provides enough information regarding what will take place during the event; a 5K is pretty much the same event no matter who's hosting. But sometimes events are unique and require an explanation regarding what will take place. Please include a brief narrative below describing your event.

Narrative:

EVENT SCHEDULE



STEP 3

Event Name

Event Date

The event schedule begins when you, or your associated event partners, arrive onsite for setup and ends when all event related equipment and debris has been removed. For events with street closures: City staff will review this schedule and determine when to begin closing streets so it is very important to be as accurate as possible.

The schedule should encompass all activities planned for the event, including but not limited to:

- Delivery/pick-up of equipment: who, what, and when
- Arrival of volunteers: when, how many, main contact
- Electricity and water services: start & end times
- Street closure: estimated start & end times
- Actual event time: open to public/closed to public
- Race/walk/parade: staging start time, ending time, & cleanup
- Clean up: who & how

Some information may not be available at the time you submit your application however it is your responsibility to update city staff with this information as it becomes available.

Time (start & end)	Task/Function & Contact Person with Phone #

CONTACT INFORMATION FOR STEP 3

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

Jessica Black, Recreation Supervisor Parks & Recreation, City of Ann Arbor
734.794.6230 ext. 0 | jblack@a2gov.org

EVENT MAP



STEP 4

Event Name

Event Date

Please attach a detailed event map, showing the following information, if applicable to your event:

- Street Closures (if applicable)
- Tent/Canopy locations (include sizes of tents)
- Fencing (event related)
- Event Vendors
- Portable Toilets
- Trash & Recycling area(s)
- Stages
- Beer/Wine location(s)
- Food and Non-Alcoholic location(s)
- Exit locations for fenced outdoor events
- Event Perimeter

THINGS TO CONSIDER:

Accessible paths for wheelchair users and people with vision impairments

Information on how tents and other elements will be secured on site (i.e. tent pins cannot be hammered into asphalt, nor can signs and canopies be tied to trees or street lights)

Applicants must specify a means for extinguishment for each fire pit/recreational fire

If your event includes a tent or food vendor, please refer to STEP 12 for additional permits

If the event includes a run or walk component, with or without street closures, a detailed route map is required. A helpful online tool for route mapping is Map My Run found here: www.mapmyrun.com/

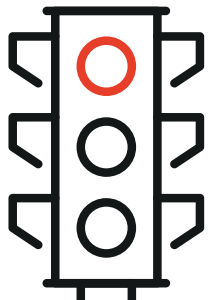
If your event takes place in a city park, you must include a detailed parking plan, including what impact you anticipate your event having on the park and the surrounding neighbors/businesses. This parking plan will be reviewed and may become part of your approved event packet.

CONTACT INFORMATION FOR STEP 4

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

Jessica Black, Recreation Supervisor Parks & Recreation, City of Ann Arbor
734.794.6230 ext. 0 | jblack@a2gov.org

SAFETY & SECURITY

**STEP****5**

Event Name

Event Date

Safety for your event is a primary concern for the City of Ann Arbor and something we take very seriously. As part of the review of your application, Ann Arbor Police Department (AAPD) Special Services Section will review the submitted application to determine the need for barricades and if a police presence will be required during the event.

Factors taken into consideration when reviewing applications for barricades and police presence include but are not limited to the following:

Is this a returning or new event

Duration of event

Number of people

Location of event

THINGS TO CONSIDER:

AAPD Special Services typically staffs a minimum of two officers for three hours during special events. The estimated cost is \$550. This is an estimate and will change with event details and requirements as well as union contracts.

AAPD will require the applicant to complete and return the City of Ann Arbor Police Services Agreement – Special Detail; this form and Police Special Detail rates can be found in STEP 12.

AAPD Special Services will have conversations with the applicant and other city staff to make final decisions on barricades and police at special events.

Providing your own security through a private firm may be allowed however AAPD Special Services may require police presence in addition to your security. Contact AAPD Special Service Sgt. Bill Clock for more information.

Barricades requirements are determined by AAPD Special Services. Barricade types and fees can be found in STEP 12.

The Ann Arbor Fire Department fire marshal will review the application and may address items such as tents, canopies, open flames or recreational fires. Information regarding permits may be found in STEP 12.

CONTACT INFORMATION FOR STEP 5

AAPD Special Services Sgt. Bill Clock

Ann Arbor Fire Department 734.794.6972 | A2fp@a2gov.org

STREET CLOSURES & PARKING LOT CLOSURES



STEP 6

Event Name

Event Date

If your event will require closing any portion of a city street, all items must be submitted at least 60 days in advance as street closures require City Council approval.

If your event will require closing a parking lot, all items must be submitted at least 60 days in advance as parking lot closures require DDA review and approval.

Barricades requirements are determined by AAPD Special Services on a case-by-case basis. Factors such as the anticipated number of participants, location, type of event, and recent world events all play a role in the determination of what type and quantity of barricades will be required.

Your map from STEP 4 should clearly show the following items:

- Which streets will be closed

- Entire or partial closure

- One or all lanes

- Street closure start and end time (this may be decided by City staff)

- Event start and end time

- Vehicle traffic flow and staffing plan

THINGS TO CONSIDER:

Emergency vehicle access lanes (minimum of 20') will be maintained as barricades are placed for street closures.

Closing streets and/or parking lots will also involve the Downtown Development Authority (DDA). You will need to contact the DDA directly for meter bags and parking lot closures or to request a waiver of the fees at least 60 days prior to your event. More information may be found in STEP 12.

The rates are \$25 per space per day Monday – Saturday.

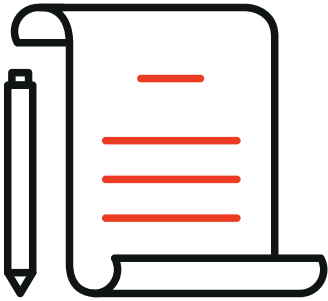
The rates for Sunday are as follows; 1-99 meter bags \$160, 100+ meter bags \$320.

CONTACT INFORMATION FOR STEP 6

AAPD Special Services Sgt. Bill Clock

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

CERTIFICATE OF INSURANCE AND ENDORSEMENT PAGE



STEP 7

Event Name

Event Date

The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain Special Event approval. Your insurance company must submit a valid Certificate of Insurance (COI) and Endorsement page with the following information:

The City of Ann Arbor must be listed as the Certificate Holder exactly as follows:

City of Ann Arbor Community Services Area
301 E Huron Street | PO BOX 8647 | Ann Arbor, MI 48107-8647

The City of Ann Arbor must be listed as an additionally insured on the COI and Endorsement page. Event name and dates of event should be listed on the COI.

The COI must be valid throughout the entire period of time for which the event is scheduled. If policy dates do not cover all event dates, a renewal certificate must be provided to maintain approval status for the event.

If either of the statements listed below appear on the COI submitted, the policy must be endorsed and a copy of the endorsement naming the City of Ann Arbor as additional insured must be provided:

"If the certificate holder is an ADDITIONAL INSURED, the policy(ices) must be endorsed."

"If SUBROGATION IS WAIVED, subject to the terms and condition of the policy, certain policies may require an endorsement."

The cancellation clause must be amended to meet the City Attorney's office requirements including: Remove all language beginning with "but failure to mail..." to the end of the clause ending with "... agents or representatives."

The required level of insurance is prescribed by City Code, Chapter 126. Liability amount required is \$250,000 per occurrence; \$500,000 total aggregate.

The COI must be signed and dated by the authorized agent.

CONTACT INFORMATION FOR STEP 7

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

ALCOHOL AT YOUR EVENT



Event Name

Event Date

When having alcohol at your event, the Michigan Liquor Control Commission (MLCC) will require a one-day Special License if you have a cash bar or there is an entry fee. Examples may include fundraising dinners and outdoor festivals. This list is not all inclusive; refer to www.michigan.gov/lcc for more information. The MLCC only issues Special Licenses to nonprofit organizations.

A completed MLCC Special License application along with other event documents must be submitted at **least 45 days** prior to your event. AAPD Special Services must review and sign off on your application before you can submit to the MLCC (they require 10 business for review). Once you have received an MLCC Special License, you must provide a copy for our records.

THINGS TO CONSIDER:

- Number of restrooms/porta-johns
- Number of trash and recyclable containers
- Containment barrier /fencing per MLCC requirements

MLCC Special License Instructions and application may be found in STEP 12

CONTACT INFORMATION FOR STEP 8

AAPD Special Services Lt. Renee Bush

AAPD Special Services Sgt. Bill Clock

TRASH, RECYCLING & CLEAN UP



Event Name

Event Date

The end and clean-up portion of events are not nearly as exciting as set-up and the event however they are just as important. In order to provide the best experience after your event, a detailed plan for the collection and disposal of all trash and recyclables during and after your event must be included with your application. This plan will be reviewed and may be adjusted based on city staff recommendations. Your plan must answer the following questions:

Will you be providing your own receptacles? YES or NO

If NO, how many of each will you need from the City of Ann Arbor:

Trash carts:

Recycle carts:

Trash boxes:

Dumpsters:

If YES, how many of each will you provide:

Trash Carts/Bins/Boxes:

Recycling Carts/Bins/Boxes:

If YES, name/contact information of collection agency providing equipment and service:

Who will be the main contact for cleanup at the end of you event?

Include name and day of phone number:

How many volunteers will you have at the end of the event to sweep and pick-up debris off the sidewalk and streets?

Will you need the City's street sweepers to clear the area of debris?

What time do you anticipate all cleanup, including removal of debris, rented items such as tents, stages, chairs (not barricades) will be done?

Refer to STEP 3 if needed.

THINGS TO CONSIDER:

If dumpsters are placed outside of your approved street closure, a right-of-way permit (also known as "lane closure") will be required and parking space meter bag fees may be charged. For more information see STEP 12.

Bagged trash from trash boxes may not be left on the sidewalks, streets for pick-up. All bagged trash must leave the event site or be placed inside of trash carts or dumpsters unless approved by City staff.

Any special event that leaves an area in a condition that requires additional cleanup by City crews may be charged the full cost of associated cleanup activities.

CONTACT INFORMATION FOR STEP 9

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

Jessica Black, Recreation Supervisor Parks & Recreation, City of Ann Arbor
734.794.6230 ext. 0 | jblack@a2gov.org

ADVERTISING & MARKETING

**STEP****10**

Event Name

Event Date

Hosting an event in Ann Arbor provides a great opportunity to you, your organization and our community. It is important for you to actively promote your event and not rely on the patrons visiting downtown, businesses nearby or the park your event is located within.

Along with your application and supporting documents, include a copies of any informational brochures, invitations or fliers associated with your event. Complete the questions below related to how your event will be marketed and advertised.

What is the website for the event:

What is the Facebook page for the event:

What is the Instagram page or hashtag for the event:

Will there be live media coverage during the event:

If YES, who has confirmed, include name and contact number:

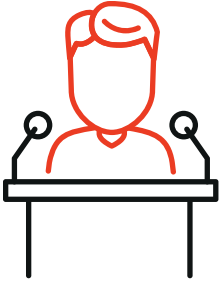
Acceptance of your application by the city is neither a guarantee of the date or location, nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the city will issue final approval for a special event. Event organizers advertising an event or collecting registration fees prior to the issuance of an approval certificate do so at their own risk and cost.

CONTACT INFORMATION FOR STEP 10

Debra Williams, Office Manager Community Services, City of Ann Arbor
734.794.6000 x 42198 | dewilliams@a2gov.org

Jessica Black, Recreation Supervisor Parks & Recreation, City of Ann Arbor
734.794.6230 ext. 0 | jblack@a2gov.org

SOUND DURING YOUR EVENT



STEP 11

Event Name

Event Date

Please share information regarding what types of sounds will be at your event and when they will take place. The chart below details type, start and end times and the location.

What type of Amplified Sound will your event have:

Band/Vocal Performance DJ

Personal Sound System Speeches/Announcements

Other (please specify)

Below are links to fees and permits that may be associated with your Special Event. These fees and permits are subject

Type of Sound/Name	Start Time	End Time	Location
TYPE: LIVE BAND NAME: TAPROOT	7 P.M.	8 P.M.	MAIN AND HURON ST.

CONTACT INFORMATION FOR STEP 11

Debra Williams, Office Manager Community Services, City of Ann Arbor
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FEES AND PERMITS APPENDIX



STEP 12

Event Name

Event Date

Below are links to fees and permits that may be associated with your Special Event. These fees and permits are subject to change upon receipt of and review of your Special Event Application.

[AAFD Tent Permit](#)

[AAFD Food Vendor Rules & Regulations](#)

[City of Ann Arbor Police Services Agreement – Special Services](#)

[Barricade Types and Fees](#)

[DDA/Republic Parking Meter Bag Parking Agreement](#)

[MLCC Special License Instructions and Application](#)

[Parks Fee Schedule](#)

[Farmers Market Estimated Rental Fees](#)

TENT PERMIT APPLICATION

Ann Arbor Fire Department

Fire Prevention Bureau

111 North Fifth Avenue Ann Arbor, Michigan 48104

Ph: (734)794-6979 Fax: (734)761-3592 Email: A2FP@A2gov.org

Date: _____

Applicant's Name: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____

Applicant's Signature _____

Location of Tent: _____

Date of Event: _____ Time: _____ to _____

Date tent will be erected: _____ Date of tent removal: _____

In accordance with the International Fire Code (IFC) 2015 Edition, Chapter 31, Section 3103 – Tents and Other Membrane Structures.

Tents and membrane structure having an area in excess of 400 square feet (37 m²) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

It is the responsibility of the individual requesting this permit to follow the requirements set forth on the checklist. This permit must be signed and returned to the Special Events Coordinator alone with a detailed site and floor plan (if applicable).

Applicant shall provide all requirements set forth in the checklist.

All requirements in the checklist may not apply to every event.

Should you have any questions or concerns regarding items on the checklist, please contact the Fire Prevention Division.

Tents – a structure, enclosed or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

Membrane Structure – an air-inflated, air-supported cable or frame-covered structure.

Application fee for review and processing: \$25.00

Checklist

- A detailed site and floor plan for tents or membrane structure with an occupant load of 50 or more shall be provided with each application. (IFC 2015, 3103.6)
- Portable fire extinguishers shall be provided. (IFC 2015, 3104.12) The maximum travel distance to an extinguisher shall be 75 feet.
- Tents shall not impede a fire department access road. Access road must maintain a clear width of 20 feet. (IFC 2015 3103.8.1)
- Tents or membrane structure and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. (IFC2015, 3103.9)
- Exits shall be clearly marked to indicate clearly the direction of egress when the exit serves an occupant load for 50 or more. (IFC 2015, 3103.12.6)

Minimum number of means of egress. (IFC 2015, Table 3103.12.2)

Occupant Load	Minimum number of means of egress	Minimum width of each means of egress (inches)	Minimum width of each means of egress (inches)
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

- Tents and membrane structures must be flame-resistance. (IFC 2015, 3104.2)
- Certification of flame-resistance must be provided when submitting plans.
- Smoking shall not be permitted in tents, canopies, or membrane structures. (IFC 2015, 3104.6)
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structure while open to the public. (IFC 2015, 3104.7)
 - Excludes the use of steno fuel to heat food pans.
- Cooking (not located inside of a tent) and heating equipment shall not be located within 10 feet of exits or combustible materials. (IFC 2015, 3104.15.3)
- Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structure by a minimum of 20 feet. (IFC 2015, 3104.15.5)
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent or membrane structure. (IFC 2015, 3104.15.6)
 - If cooking with a deep fryer, then a Class-K rated portable fire extinguisher shall be provided.
- Fireworks shall not be used within 100 feet of tents or membrane structures. (IFC 2015, 3104.8)
- Hay, straw, shaving or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy – 50 people or more. (IFC 2015, 3104.5)
 - Except for materials necessary for the daily feeding and care of animals.



City of Ann Arbor Fire Department

Fire Prevention Bureau

111 North Fifth Avenue
Ann Arbor, Michigan 48104

Phone: 734.794.6979

www.a2gov.org/fire

Fax: 734.761.3592

FIRE DEPARTMENT STREET VENDOR RULES & REGULATIONS

1. **BOOTHS & TENTS:**

All booth and tent material, tarps and other coverings shall be fire-retardant or fire resistant to meet or exceed NFPA 701 [IFC 2015 Edition, Ch. 31, Section 3104.2]. A manufacturer tag or paperwork certifying this is acceptable. Tags with flammability information should not be removed [IFC 2015 Edition, Ch. 31, Section 3104.3]. Consumer applied products may also be acceptable if it complies. Straw, grasses, and other obviously flammable materials should not be used to decorate the booths, tents, or display areas even if they are treated for resistance.

All booths and tents shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing [IFC 2015 Edition, Ch. 31, Section 3103.9]. Support and anchoring components will not extend into the walking lanes or create a public safety hazard.

All booths and tents shall have at least one fire extinguisher. No smoking in any tent.

2. **OPEN FLAMES:**

No candles, torches, fire jugglers, and other open flames allowed in the street, sidewalk [IFC 2015 Edition, Ch. 3, Section 308.3] Food booths may have propane (see #8) and limited open flames (steno fuel to heat food pans).

3. **FOOD BOOTHS:**

- Fire extinguishers are required in food booths. The extinguisher must be easily accessible. The extinguisher must be charged and in good working condition. [IFC 2015 Edition, Ch 9, Section 906]
- No propane cylinders over 100 lbs. are allowed. 1:1 – (one in use: one in storage) only. Tanks shall be secured.
- Deep fat frying also requires a "K-type" fire extinguisher.
- No charcoal cooking allowed.

NOTE: Food preparations are governed by the Washtenaw County Environmental Health Department. There are specific licensing requirements for booths serving food and beverages. Each vendor is responsible for all Environmental Services permits.

4. **TEMPORARY ELECTRICAL WIRING:**

All temporary electrical wiring must be elevated 10 feet above ground or covered appropriately in public access areas.

- iii. AAPD shall have the right to temporarily withdraw said officer(s) and/or sergeant(s)/lieutenant(s) from assignment in case of an Emergency that requires additional police units in some other portion of the city, or to render aid to other police departments and agencies involved in law enforcement. The Contracting Entity shall not be responsible for compensating said personnel for the time they are withdrawn from the Event.
 - iv. It is understood and agreed by the Contracting Entity that AAPD shall be obligated to provide the services described herein **only** to the extent that off-duty personnel will be scheduled to work the Event(s). **AAPD DOES NOT GUARANTEE AVAILABILITY OF OFF-DUTY PERSONNEL SHOULD CONTRACTING ENTITY REQUEST ANY CHANGES IN DATE(S)/TIME(S) SPECIFIED IN SUBSECTION A(i) ABOVE.** AAPD shall not be obligated to divert resources from normal on-duty assignments to provide personnel under this Agreement.
 - v. The parties understand and agree that AAPD officer(s) and sergeant(s)/lieutenant(s) shall not be, nor be deemed to be, employees or agents of the Contracting Entity for any purpose whatsoever.
- B. AAPD shall provide policing services for the Agreement in compliance with all statutory, regulatory and contractual requirements, including City collective bargaining agreements, now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement, including but not limited to any Film Location Agreement, Special Event or other applicable City Permit entered into between the Contracting Entity and the City of Ann Arbor. AAPD will not provide policing services outside of its Jurisdiction.
- C. Prior to the Event, the Contracting Entity agrees to meet at a mutually agreed upon date/time with AAPD and, if appropriate other City staff, to review staff allocation and the respective obligations of the parties. Contracting Entity shall designate an Event Coordinator who shall be required to attend the pre-event meeting (see below). It shall be the obligation of the Event Coordinator to arrange for the attendance of any other individuals deemed necessary to provide information to AAPD and/or the City in connection with the delivery of Services. At any time during the Event, either party may request an on-site meeting with AAPD command staff to discuss any problems that may arise in connection with the Event and, to the extent possible, an appropriate resolution.
- D. It is understood that should an Event attendee, the public or the Contracting Entity file a complaint against AAPD personnel assigned to the Event, the respective party will be directed to AAPD to initiate a complaint according to standard City procedures.

III. COMPENSATION

- A. Services will be assessed based on a required minimum charge of three (3) hours plus travel time for each for each scheduled officer, sergeant and/or lieutenant scheduled as specified in Article II.
- B. The City shall be paid at the rate and in the manner set forth in Appendix A in accordance with applicable collective bargaining agreements for AAPD personnel. Payment shall be made within thirty (30) days following receipt of invoices submitted by the City.

- C. Except as provided herein, neither the Contracting Party nor the City shall be obligated to contribute any money toward the expense of said officer(s) or sergeant(s)/lieutenant(s) of AAPD for services provided under this Agreement.

IV. TERM

The term of this Agreement will consist of a mutually agreed schedule of officer(s) and/or sergeants(s)/lieutenant(s) beginning _____, 20__ and ending on _____, 20___. The scheduled dates may be modified and/or extended by written request of the Contracting Entity subject to approval of the AAPD and availability of officers as specified in Article II above.

This Agreement may be terminated without cause by any of the parties hereto upon seven (7) calendar days written notice to all the other parties to this Agreement. The Contracting Entity agrees to give AAPD at least twenty-four (24) hours notice before it may cancel a portion or the entire Agreement. If the Contracting Entity fails to give timely notice of cancellation, it is understood and agreed that the Contracting Entity shall pay the City two (2) hours time at the per hour rate specified in Appendix A as liquidated damages for the untimely notice for each scheduled officer, sergeant and/or lieutenant scheduled as specified in Article II.

V. CHOICE OF LAW; SEVERABILITY

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

VI. EXTENT OF AGREEMENT

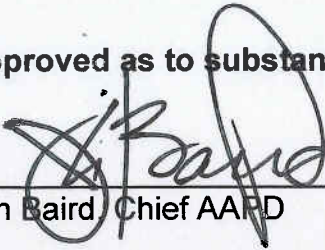
This Agreement, together with any affixed appendix, schedules or other documentation, constitutes the entire understanding between the City and the Contracting Entity with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. This Agreement may be altered, amended or modified only by written amendment signed by the Contracting Entity and the City.

FOR _____
By _____
Type Name
Its

FOR THE CITY OF ANN ARBOR

By 
Howard Lazarus, City Administrator

Approved as to substance



Jim Baird, Chief AARD

Approved as to form and content



Stephen K. Postema, City Attorney

CONTRACTING ENTITY DESIGNATED EVENT COORDINATOR

Name:

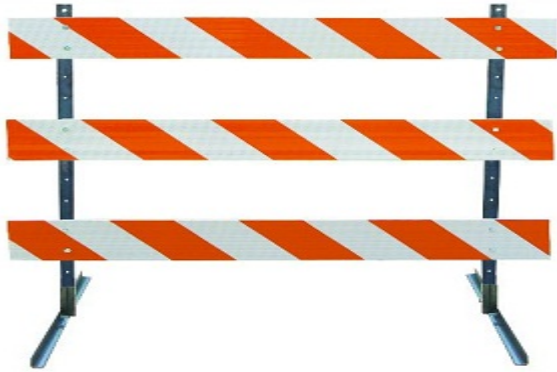
(please print)

Signature:

Title/Position with
Contracting Entity:

Contact Number(s) (number
must be available 24/7)

ROAD SECTION CLOSURES & BARRICADING STYLES PER CITY OF ANN ARBOR



CLASS III BARRICADES: ASLO KNOWN AS TYPE III BARRICADES.



CLASS III BARRICADES WITH PEDESTRIAN BARRICADES; pedestrian barricades are the white attachment.



CONCRETE BARRICADES: ALSO KNOWN AS JERSEY BARRICADES.

CITY OF ANN ARBOR FEE SCHEDULE FOR BARRICADES

BARRICADING	FEES* (FY19)
6-12 Class III Barricades/Barricading without Pedestrian Barricades	\$561
18-24 Class III Barricades/Barricading without Pedestrian Barricades	\$570
30-36 Class III Barricades/Barricading without Pedestrian Barricades	\$1,131
42-48 Class III Barricades/Barricading without Pedestrian Barricades	\$1,139
48-54 Class III Barricades/Barricading without Pedestrian Barricades	\$1,697
12-24 Class III Barricades /Barricading with Pedestrian Barricades	\$656
36-48 Class III Barricades /Barricading with Pedestrian Barricades	\$1,312
60 -72 Class III Barricades/Barricading with Pedestrian Barricades	\$1,968
84-96 Class III Barricades/Barricading with Pedestrian Barricades	\$2,624
96-108 Class III Barricades/Barricading with Pedestrian Barricades	\$3,274
Concrete Barricades: 1-4 Barricades (Class III incl.)	\$3,885
Concrete Barricades: 5-8 Barricades (Class III incl.)	\$4,419
Concrete Barricades: 9-20 Barricades (Class III Not incl.)	\$8,712
Concrete Barricades: 21-36 Barricades (Class III Not incl.)	\$14,728

*Barricade fees are estimated costs. All fees include labor and equipment. The city will only charge for actual cost and will never charge more than the cost listed above.



METER BAG PARKING AGREEMENT "C" Commercial Vehicle

Issued by:

Company Name: _____ Billing Address: _____

City: _____ State: _____ Zip: _____ Authorized Rep: _____

Meter #s: _____

Begin Date: _____ End Date: _____ End Time: _____

To be used for: _____ Street Names: _____

License Plate(s): (initials required if plates n/a) _____

Email: _____ Contact Phone: _____ Paid Amt:\$ _____

Company's Authorized Signature

Same-day Fee Applies Cost (\$25 per space)

The authorized signature hereby affirms their authority as a representative of the above stated company to enter agreement for use of meter bags with Republic Parking System. The company agrees to comply with the program requirements stated below, which may change from time to time under the direction of the Ann Arbor Downtown Development Authority (DDA).

Republic Parking uses DDA guidelines for issuance of any meter bags, and requires forty-eight (48) hour notice. The named company agrees to pay Republic Parking according to the Terms of Payment program. Same-day meter bag requests will be subject to an additional \$20 fee per space and contingent on availability of staff to process your contract. You must be parked in the space prior to requesting the space(s); towing from same-day spaces is prohibited. Meter bag contracts must be submitted with payment information and must be received by Republic Parking System by 3pm on the weekday prior to the meter bag contract start date. Contracts received after 3pm will be considered same day requests. Fulfillment of all meter bag requests will depend upon meter availability. Please be advised a request for meter bag service is not guaranteed and you must receive written approval of your request.

Commercial Vehicles Program Requirements

1. Requests must comply with the DDA policy for meter bag issuance (see back). Only commercially licensed vehicles may utilize spaces reserved with the meter bags (commercial license plates typically have two letters followed by 4-5 numbers).
2. Meter bags approved over extended periods must arrange acceptable payment terms with RPS/DDA; advance payment is required. Accounts with negative payment history will be denied use of meter bag system and parking.
3. City of Ann Arbor on street parking ordinance prohibits any parking between 3 a.m. and 6 a.m. Monday—Saturday, on most streets. Check with the City for more details and up to date ordinances.
4. Towing: Republic Parking and the DDA are not responsible for violators of leased parking spaces. It is the leaseholder's responsibility to initiate, perform, and authorize removal of unauthorized parking violators during term of meter bag lease. Meter covers must have been installed by 6:00 a.m. on any given day in which the tow is being performed. To request towing of a vehicle at your meter space(s), contact the City of Ann Arbor police dispatch at 734-994-2911. DO NOT CALL REPUBLIC PARKING OR THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY TO REQUEST TOWING. The authorized parker must sign and acknowledge the Towing Consent Form, provided by the city enforcement staff, indemnifying the DDA and Republic Parking System if any vehicle is found to be wrongfully towed or damaged in this process.
5. Meter bag covers may be removed on the end date at the time noted above, but no later than the following day prior to 6 a.m. If meter bag removal is not possible because the space is still in use/obstructed there will be an additional daily meter bag fee for each day until the meter bag can be removed.
6. Any prohibited use of the City meter bag covers may result in ticketing, impoundment of vehicle(s), and revocation of use determined at the discretion of Republic Parking System.
7. Meter bag extensions must be submitted as a new contract by 3pm on the weekday prior to the new meter bag contract start date and are subject approval and availability.

Terms of Payment

Meter bag leases are paid in advance upon contract execution, in advance of use for the period of time which is being requested. For extended meter bag leases of more than thirty (30) days, a minimum payment of one month is required. For any unpaid or delinquent account, a \$20 late fee will be assessed per month for each meter bag reserved. Any account not meeting the terms and conditions may be cancelled immediately. The firm/person hereby accepts responsibility for any cost associated with the collection of this debt and outstanding fees. Payment can be made in person at the Maynard St. garage office, or by phone using an accepted credit card. Parking rates may be changed by issuing not less than seven days advance written notice.

Cancellation

Republic Parking System may terminate this agreement and take immediate possession of space without liability or notice for failure to comply with payment terms, improper use or compliance with the program requirements, or as required due to changes in facility operation. Authorized party may terminate this agreement by issuing written notice of change to Republic Parking. Refunds may be processed after review of the account status and issued on a prorated basis in conjunction with the date of termination as determined by RPS. All meter bag cancellation requests must be submitted in writing prior to 3pm on the weekday before the meter bag contract start date. All cancellations will incur a \$10 service fee per space cancelled. Services fees will deducted from any refund amount due. Cancellation requests submitted after the 3pm deadline on the weekday prior to the meter bag contract start date will not eligible for any refund consideration.

IMPORTANT NOTICE—EXCLUSION OF LIABILITY: The authorized company has permission to use only the designated space(s) issued on this agreement and assumes all risk of loss or damage to property/contents resulting from theft, vandalism, fire, personal injury, flood, other "acts of God," including death, which is attributable to the negligence/unlawful conduct of a third party, or any other causes whether or not under the control of Republic Parking Systems, the Ann Arbor Downtown Development Authority, or the City of Ann Arbor.

DDA Meter Bag Issuing Guidelines

Statement:

Downtown vitality is dependent on the availability of convenient hourly parking spaces, and for this reason the DDA discourages the use of meter bags except when absolutely necessary. The provision of meter bags will be provided in support of those activities that complement the DDA's mission to strengthen the downtown and attract new private investment.

Commercial meter bag criteria:

1. The meter bag rental will provide a direct tangible service to the property owner/tenants and/or City.
2. Only commercially licensed vehicles may utilize spaces reserved with these bags.
3. Any space unoccupied for more than 48 hours may lead to the meter bag being revoked.
4. The request for meter bags must be made by the event organizer/coordinator.
5. The meters occupied should be the closest to the premises where the work is being performed.
6. The DDA, through its contractor, reserves the right in its sole and absolute discretion to make the final determination of which the meters will be rented in any situation.



Special License Instructions

For more information on retail licenses and permits, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

Before you begin filling out the attached application, please review the checklist and instructions for the forms and documents you will need to submit with your completed application form.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

- Special License Application (LCC-110)** - The Special License Application form (LCC-110) will automatically calculate fees when opened using Adobe Acrobat Reader. The form's functionality may not work with third-party PDF readers. You may download a free copy of Adobe Acrobat Reader on the Adobe website: <https://get.adobe.com/reader/>.
- Special License and Permit Fees** - See Part 3 of the LCC-110 form.
- Nonprofit Status Documentation (if applicable)** - If the applicant organization has never requested a Special License before or changes have been made in the structure of the organization since it last requested a Special license, please submit documentary proof of the organization's nonprofit status, such as the organization's charter, filed Articles of Incorporation, constitution, bylaws, IRS tax exemption, etc.
- Resolution from Applicant Organization** - See Page 6 of the LCC-110 form.
- Bond** - Either the president or secretary of the organization must sign the bond. Multiple bonds may be required for non-consecutive Special License dates requested. See Page 7 of the LCC-110 form. A bond is not required if the applicant organization is a church or school.
- Detailed Diagram** - Diagram must contain the dimensions of the proposed licensed premises, including both inside and outside areas, as applicable, and clearly mark and describe on the diagram the type and height of the containment barrier to be used for any outdoor service area.
- Local Law Enforcement Approval** - See Part 5 of the LCC-110 form.
- Church / School Consent (if applicable)** - Required if a church or school is located within 500 feet of the proposed licensed premises. See Part 6 of the LCC-110 form.
- Existing Licensee Escrow / Drop Space Request (if applicable)** - Required if the event will be held at a location where another entity holds an existing license, such as a Class C or Club license. See Instructions Page C and Part 7 of the LCC-110 form.
- State Land Approval (if applicable)** - If the event location is situated in or on state owned land, submit documentary proof of approval to use the state land. If the state owned land is a military installation, approval of and operation under a Special License on military property is subject to all the regulations of the Department of Military Affairs and the provisions of the Liquor Control Code and administrative rules.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.



Special License Instructions

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Compliance with Liquor Control Code and Administrative Rules

Organizations receiving a Special License must comply with the laws of the State of Michigan and the rules of the MLCC regarding the sale, furnishing, and consumption of alcoholic beverages. Organizations receiving a Special License are responsible for ensuring that all those who will be selling and serving alcoholic beverages are familiar with and will follow the state's liquor laws and rules of the Commission. Organizations receiving a Special License shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the license, pursuant to administrative rule R 436.1003.

The Licensing Process

To ensure timely processing, your complete application must be received at least **ten (10) business days** before the date for which the license is requested. Failure to submit all of the necessary information and fees will delay the processing of your application.

License Period

A Special License is good for one (1) day and contains the time period for which it is granted. One (1) application may be completed for multiple dates as long as the event location is the same for all listed dates. A separate bond will be required if requested dates are not consecutive, and a separate license fee is required for each day of the event.

Qualifying Organizations

A Special License is issued only to nonprofit organizations. If your organization has not previously provided proof of your nonprofit status (e.g. Charter, Bylaws, Articles of Incorporation, IRS tax exempt verification, etc.) or if the organization has changed structure since its last request for a Special License, you must submit proof of nonprofit status with this application. No organization, including its auxiliaries, may receive more than 12 Special Licenses during a calendar year. Applicants for a Special License must be at least 21 years of age. All profits derived from the sale of alcoholic beverages must go to the organization itself and not to any individual, pursuant to administrative rule R 436.574.

Resolution from Applicant Organization

A certified copy of the resolution of the membership or board of directors authorizing the application must accompany the application, pursuant to administrative rule R 436.576. A certified copy of your organization's minutes may also be submitted. A resolution is not required for applications by a candidate committee. See Page 6 of the LCC-110 form for a resolution template that you may use.

Bond

See Page 7 of the LCC-110 form for the bond form. A 60-day, acceptable bond is required with each application. Multiple bonds may be required if the dates requested are not consecutive. The bond form is to be completed by a bonding/insurance company. Submit a copy of the bond with your application. The bonding company and applicant organization should both keep a copy. An officer of the applicant organization must also sign the bond form. A bond is not required if the applicant organization is a church or school.

Detailed Diagram

The applicant organization must provide a detailed diagram of the event location to be licensed to both the Michigan Liquor Control Commission and to the local law enforcement agency. The diagram must show a clearly marked area for the sale and consumption of alcoholic beverages, must distinguish between indoor and outdoor service areas, must contain the dimensions of the areas to be licensed, and must clearly mark and describe the type and height of the containment barrier to be used for any outdoor service area. The diagram must also demonstrate how the applicant organization plans to control the event location in order to prevent sales to minors and sales to visibly intoxicated persons.

Local Law Enforcement Approval

The applicant organization must provide a copy of its event location diagram to the local law enforcement agency that has jurisdiction over the event location to be reviewed by the law enforcement agency. The local law enforcement agency must certify that it has reviewed the application and has approved the issuance of the Special License(s) by completing and signing Part 5 on Page 5 of the LCC-110 form.

Churches and Schools

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. The church or school may consent to a Special License being issued at an event location by completing and signing Part 6 on Page 5 of the LCC-110 form. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Existing Licensee Escrow / Drop Space Request

Two licenses held by different entities cannot be issued for the same location at the same time. If an applicant for a Special License would like to have an event at a location with an existing liquor license, such as a Class C or Club license, the existing license must be placed into escrow or the space to be used by the Special License applicant temporarily dropped from the licensed premises of the existing licensee. If the event location where you are requesting a Special License is currently licensed by the Commission, the existing licensee must place its license into escrow during the date(s) and time(s) for which the Special License(s) will be issued at the location or temporarily drop space from its licensed premises. The existing licensee may request to escrow its license by completing and signing Part 7 on Page 5 of the LCC-110 form or by submitting a letter requesting the license to be placed in to escrow during the event date(s) and time(s). Alternatively, if the the existing licensee would like to drop space temporarily from its licensed premises during the event date(s) and time(s), it must submit a letter to the Commission requesting the temporary dropping of space, accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization. If the event location will be in the unlicensed hall of a licensee that holds a Club license, please indicate this on the diagram.

State Land Approval

If the event location is situated in or on state owned land, you must obtain and submit documentary proof of approval to use the state owned land. If the state owned land is a military installation, approval of and operation under a Special License on military property is subject to all the regulations of the Department of Military Affairs and the provisions of the Liquor Control Code and administrative rules.

Special License and Permit Fees - Organizations Established Less Than One (1) Year or Which Are Municipalities

A \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

Special License and Permit Fees - Organizations Established One (1) Year or More

A \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

If you plan to use the Credit Card Authorization Form, fax the completed Credit Card Authorization form with your completed Special License Application form to the secure fax line at [517-284-8557](tel:517-284-8557). DO NOT EMAIL OR MAIL THE CREDIT CARD AUTHORIZATION FORM. Requests with credit card payments that are not faxed to the secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

Mail/Fax Information

You may mail your application with payment to:

Michigan Liquor Control Commission, P.O. Box 30005, Lansing, MI 48909

You may send your application with payment via overnight service or hand deliver it to:

Michigan Liquor Control Commission, 2nd Floor Constitution Hall, 525 W. Allegan, Lansing, MI 48933

You may fax your application with the Credit Card Authorization Form to the secured fax line: **517-284-8557**

DO NOT EMAIL OR MAIL THE CREDIT CARD AUTHORIZATION FORM. Requests with credit card payments that are not faxed to the secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

For questions or additional information about Special Licenses, contact the Michigan Liquor Control Commission, toll-free, at 866-813-0011, and select Option #1 for Special Licenses.



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Notice to Special Licensees (Authorized by Act 58, P.A. of 1998)

Like any other licensee of the Michigan Liquor Control Commission (MLCC), Special Licensees are responsible for following the Liquor Control Code and the MLCC Administrative Rules. Organizations and any persons who are running the events should take time to familiarize themselves with the rules that govern the sale of alcoholic beverages. Failure to comply may lead to steep fines and penalties as well as causing dangerous situations to develop.

The following is a synopsis of some important laws and rules. The list is not all inclusive but it will assist you in maintaining a legal and successful operation at your event. Do not take a chance on violating the law or rules. If in doubt about the legality of any activity or function for your event, call your local police department or the closest MLCC District Enforcement office (located in Southfield, Lansing, Grand Rapids, and Escanaba).

Questions can also be answered by the MLCC Special License unit. You may view and download a copy of the Liquor Control Code and MLCC Administrative Rules from the MLCC web site at www.michigan.gov/lcc.

Purchases

All your alcoholic beverages must be purchased from an MLCC licensee. Do NOT permit BYOB (bring your own bottle) at your event. Do not sell, offer to sell, or advertise an unlimited quantity of alcoholic beverages for a single price.

Profits

Do not permit any person, organization or business entity, other than the licensee, to receive any profit or loss from the sale of alcoholic beverages.

Gambling/Contests/Raffles/ 50-50 Drawings

Do not allow gambling other than that what is legal under the state lottery and gaming laws. You must obtain a license for legalized gambling from the State Lottery Commission and/or the Michigan Gaming Control Board. Ensure that any contests are of a legal nature, and they do not violate any state laws.

Minors

Do not allow anyone who is less than 21 years old to purchase or consume alcoholic beverages. Ask for identification and examine it closely. Employment of a minor under the age of 18 must be in accordance with the Youth Employments Standards Act of June 1, 1978, MCL 436.1707.

Intoxication

Always watch for signs of intoxication and limit sales. **Do not allow anyone who is intoxicated to purchase or consume alcoholic beverages**, or to loiter or congregate on the licensed premises.

Legal Hours

Do not sell or allow consumption of alcohol at your event location outside of the date(s) and time(s) listed on your Special License(s). In addition:

- Do not sell any alcohol between 2:00 a.m. and 7:00 a.m. and do not allow consumption of alcohol between 2:30 a.m. and 7:00 a.m. Do not sell any alcohol between 11:59 p.m. on December 24 to 12:00 noon on December 25. Do not sell any alcohol after 4:00 a.m. on January 1.
- Do not sell or allow the consumption of beer, wine, or spirits at your event location between 7:00 a.m. and 12:00 noon on Sunday without first obtaining a Sunday Sales Permit (A.M.).
- Do not sell or allow the consumption of spirits at your event location after 12:00 noon on Sunday without first obtaining a Sunday Sales Permit (P.M.).

Licensed Premises

It is your responsibility to control and properly police the area where the alcoholic beverages are being sold and consumed. Do not permit persons to carry their alcoholic beverages outside the area approved for consumption. If your event is near a residential area, make sure your guests do not disturb or intrude on your neighbor's property.

Other Rules

It is your responsibility to comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee, pursuant to administrative rule R 436.1003.

Cooperation

It is your responsibility to cooperate with all law enforcement officers. Do not allow within or upon the licensed premises any illegal occupation or illegal act.

Remember:

- All codes and rules which apply to a regular licensee of the commission who sells alcoholic beverages for consumption on the premise also apply to a Special Licensee.
- Violations of any of the Codes and MLCC Administrative Rules, or any other regulations governing the sale of alcoholic beverages for consumption on the premises or the provisions of the liquor control code may result in a stop being placed against your organization for issuance of any additional special licenses.



Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name:		
Applicant address:		
City:		Zip Code:
Contact name:	Phone:	Email:
Alternate contact name:	Phone:	Email:
1. Has the applicant organization previously received a Special License? <input type="radio"/> Yes <input type="radio"/> No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		<i>Leave Blank - MLCC Use Only</i>
2. Has the applicant organization been established for one (1) year or longer? <input type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? <input type="radio"/> Yes <input type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location:	
City, township, or village where event will be held:	County:
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i>	
<input type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location?	
<input type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5)	
<input type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5)	
<input type="radio"/> Yes <input type="radio"/> No	
5. Is the event location outdoors or partially outdoors?	
<input type="radio"/> Yes <input type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
<input style="width: 60px; height: 20px;" type="text"/> feet X	<input style="width: 60px; height: 20px;" type="text"/> feet = <input style="width: 60px; height: 20px;" type="text"/> square feet
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
 If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
 If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
 If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

10. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6	Date		Describe event being held:	
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

9		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12		Describe event being held:			
	Date	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction
	Start Time End Time	Is this date a Sunday?	<input type="radio"/> Yes <input type="radio"/> No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
_____ Signature of Reviewing Officer	_____ Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
_____ Signature of Clergy Member or Superintendent	_____ Date

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
_____ Signature of Authorized Signer for Licensee	_____ Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
 (Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
 (Name of Organization)

for a Special License to serve alcohol on _____
 (Event Date or Dates)

to be located at _____
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
 (Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on _____
 (Date)

 Print Name & Title of Authorized Officer

 Signature of Authorized Officer

 Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

**Bond of Special License for Sale of
 Beer, Wine, and/or Spirits for Consumption on the Premises**

[Required under MCL 436.1801(1)(b) - Not Required if Applicant Organization is a Church or School]

Applicant organization name: _____	
Address of event location: _____	
City, township, or village where event will be held: _____	County: _____

Know all men by these presents, that the above applicant, as principal,
 and _____
 of address _____, City of _____, State of _____

have been authorized to do business in the State of Michigan, as surety, are held and firmly bound unto the People of the State of Michigan in the sum of One Thousand (\$1,000.00) dollars, to the payment whereof, well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seals and dated this (date and year): _____

Now therefore the condition of this obligation is such that if the principal shall well and truly keep and perform all and singular the terms and conditions of this contract of license and/or permit and permits, and any modifications thereof, together with all and singular the obligations imposed by the Michigan Liquor Control Code of 1998, as amended, and will comply with all the rules and regulations promulgated by the Liquor Control Commission, and will pay all fines, costs and/or penalties that may be imposed upon him for violations of this Act and/or for violations of the rules and regulations promulgated by the Liquor Control Commission and

Conditioned further, that if the said principal will not directly or indirectly, by the principal, clerk, agent or servant of the principal at any time, sell, furnish, give or deliver any alcoholic liquor to a minor, nor to any adult person who is at the time visibly intoxicated, and that if the said principal will pay all actual damages that may be adjudged to any person or persons for injuries inflicted upon such person or persons either in person or in property of means of support or likewise, by reason of the said principal, selling, furnishing, giving or delivering any such alcoholic liquor, then this obligation shall be void; otherwise to remain in full force and effect.

And the obligors, for themselves, their heirs, executors, administrators, successors or assigns do further covenant and agree with the State of Michigan as follows:

That this bond shall be in effect for a period commencing at 7:00 a.m. on (date): _____

if accepted by the Liquor Control Commission, and shall remain in full force and effect until 60 days after the date of receipt by the Michigan Liquor Control Commission at Lansing of the expired license, at which time it shall terminate as to all acts on the part of the principal subsequent to said date, excepting as may be set forth in this bond, or otherwise limited by law and the rules and regulations of the said Liquor Control Commission. If the effective date of the bond is not filled in, the date of execution shall be effective date of the bond.

That all rights and liabilities under this bond shall be governed, controlled and fixed by the terms thereof, and by the law and the regulations made pursuant thereto as the same now exists or may hereafter be modified, amended or supplemented.

Witness our hands and seals this (date and year): _____

Signature of Special License applicant: _____

Officer name & title (print or type): _____

Attorney-in-fact signature: _____

Attorney-in-fact name (print or type): _____

Name of Surety Company: _____

Address & Phone of Surety Company: _____



LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

* IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED *

Name:
Address:
City:
State:
Zip Code:
Phone:
Applicant/Licensee Name:
Request or Business ID #:

Transaction Amount:
Card Number:
Check One:
MasterCard Visa Discover
Security Code/CVV Code:
Expiration Date:

Payment is for:

Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee, Special License Fee, Temporary Authorization Fee, License Renewal Fee, etc.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



Parks & Recreation Fees

Comprehensive list found here:

www.a2gov.org/parks → PARK RENTALS



General Fee	Condition	Estimated Cost
Special Event Application Fee	(Non-refundable)	\$34
Shelter Reservation Fee	(Depends on event date & residency)	\$55 - \$250
Park Space Fee	(Depends on event date & residency)	\$25 - \$31/hr
Key Deposit (Refundable)	(Required at certain shelters)	\$50
Special Event Electricity	(Required at certain shelters)	\$50/day
Alcohol Permit (serving)	(Depends on residency/organization)	\$25 - \$45
Extra People Fee	(Required over 75 people)	\$6/25 People
Staff Fee	(May be required by Parks & Rec)	\$12/hr.
Clean Up Fee	(Refund determined by Parks & Rec)	\$55
Waste/Recycling Boxes	(May be required by Parks & Rec)	\$3/box
Event Cancellation Charges:		
30+ days prior to event	100% Refund - \$10 Admin. Fee	
14+ days prior to event	50% Refund	

HOST YOUR NEXT EVENT AT THE MARKET

Ann Arbor Farmers Market

The Ann Arbor Farmers Market is available for rental throughout the calendar year.

THE PARK RENTAL FEE INCLUDES:

- Space under the market canopy
- Market office and restrooms
- Beer/wine permit
- Electricity
- On-site parks rental supervisor

ADDITIONAL INFORMATION:

- Saturday rentals are available no earlier than 4 p.m.
- The market parking lot may be secured through the Downtown Development Authority to allow for additional event space or guest parking.
- It is the renter's responsibility to provide event insurance, tables, chairs, linens, catering and all other event needs.

EVENT CAPACITY:

- 330 seated guests under the market canopy.
- Larger scale events with reduced seating may also be accommodated.

THE FOLLOWING ESTIMATED FEES ARE FOR EVENTS HELD ON: MONDAY, TUESDAY, THURSDAY OR FRIDAY

Resident* \$650 + \$300 DDA Market Parking Lot Fee
Nonresident \$750 + \$300 DDA Market Parking Lot Fee

SATURDAY OR SUNDAY

Resident* \$1,200 + \$300 DDA Market Parking Lot Fee
Nonresident \$1,400 + \$300 DDA Market Parking Lot Fee

Estimated fees are subject to change upon receipt of Special Event Application.

*Residents are those who live within the Ann Arbor city limits.

If you would like to host an event at the Ann Arbor Farmers Market, please contact:
Jessica Black, jblack@a2gov.org (734.794.6230 x 0)

Ann Arbor
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Portable Vehicle Barriers