

# CITY OF EVART

## Policy No. 2018-01

### SPECIAL EVENTS POLICIES AND PROCEDURES

Adopted May 7, 2018

#### 1. PURPOSE

The public health, safety and welfare of the citizens of the City of Evert require the regulation of special events within the City.

The City Manager, or his/her designee shall approve all new or materially revised special events involving the use of City streets, parks, building, grounds, and other City-owned properties which is different from or greater than that involving the usual use by the general public.

#### 2. DEFINITIONS

Special Events: Any activities conducted upon or involving the use of City-owned streets, halls, buildings, grounds and other property, which is different from or greater than that involving the usual use by the general public. They include but are not limited to, any enterprise, temporary gathering or any similar event including, such as: a theatrical exhibition, musical performance, public show, entertainment, parades, races, amusement or other exhibition conducted in or on any City property.

Special Events Categories:

- a) Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions and social gathering.
- b) Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, art fairs, flea markets, retail sales activities, picnics and parades with no floats, with crowd size not to exceed 10,000.
- c) High Hazard. Major participation by participants and/or moderate or severe exposure to spectators, such as: team or individual non-professional sporting events, circuses and carnivals with rides, parades with floats, and marathons or similar races, or events with crowd size over 10,000 but under 25,000.
- d) Special Hazard. Concerts, professional or collegiate sporting events, rodeos, all vehicle races, power boat races, fireworks, displays, all functions where alcoholic beverages are served and all events with crowd size over 25,000.

### 3. PROCEDURES & REQUIREMENTS

#### A. Special Events Meeting with City and Event Sponsor.

For new large or unique events, or for substantial changes in any current/annual event, a meeting with the City of Evert and Event Sponsor may be held prior to application being submitted for approval.

#### B. Application for Permit. Application for a permit to conduct a special event must be made on the Application for Special Events Permit Form. The application for a permit must be received by the City Manager's office a minimum of 30 days before the date of the proposed special event.

#### C. The application must include the following:

1. The name, residence and mailing address, day and evening telephone numbers and official capacity of the person or entity making the application. Also, provide emergency contact name and number.
2. A statement describing the proposed special event and its location, including maps, if applicable. The statement should include the purpose of the event (i.e. if a fundraiser, for whom).
3. The dates and hours during which the event is to be conducted.
4. An estimate of the maximum number of persons expected at the event for each day it is conducted.
5. A detailed explanation, including drawing where applicable, of the applicant's needs and plans to provide the follows:
  - a) Facilities for clean-up (trash removal, etc.)
  - b) Electrical and water service
  - c) Illumination facilities
  - d) Communication facilities
  - e) Noise control and abatement
  - f) Signs and banners along the premises
  - g) Insurance arrangements
  - h) List of contractors and sub-contractors
  - i) Fencing
  - j) Concessions
  - k) List of permits to be secured from other jurisdictions or entities
  - l) Vehicle access, parking facilities, barricading and traffic
  - m) Sanitation facilities (wash stations, port-a-johns, etc.)
  - n) Request for any City equipment and/or services –  
**give as much detail as possible to the City services and/or equipment requested**

- o) Security (if this involves the sale of alcoholic beverages, all security, including perimeter security, is the sole responsibility of the applicant)
- p) Furniture (i.e. bleachers/picnic tables)
- q) Whether any tents will be used – **No tent stakes to be driven into asphalt surfaces**
- r) Fire protection
- s) Medical facilities and services, including emergency vehicles and equipment
- t) Camping and trailer facilities if overnight stays are anticipated
- u) Number of volunteers being utilized
- v) Whether an admission fee will be charged
- w) Whether alcohol will be served or sold
- x) Whether music will be played or performed
- y) Whether there is a separate concert and a separate fee charged

D. Is shall be the responsibility of the Applicant to designate a specific location on the premises as its headquarters and to have available at that location, at all times the premises are open to the public and during set up or construction, at least one person who has the knowledge and authority to represent Applicant concerning all activities conducted under the terms of any permit which may be issued. Failure to comply with this provision or any other term or condition of any permit which may cause for the City Manager, Chief of Police, Department of Public Works Director or their designees to immediately revoke any Special Even Permit which may be issued and require Applicant to vacate the premises.

E. Traffic/Vehicle Safety

- a) Road jurisdiction – Michigan Department of Transportation (MDOT), county road commission and local units of government control various roadways. Be sure to contact the appropriate agency(s). **Any US-10 road closure application must be submitted by the City’s Street Administrator and requires at least a 30-day prior notification. Any other road closures require a special event/temporary street closure application submitted to the Street Administrator.**
- b) Any part of an event that impacts a roadway may require a permit.
- c) Allow ample time for the permitting process. The Chief of Police and Department of Public Works Director will require a detailed

plan of the site that includes signage, detours, any disruption of traffic flow, and timing of event or impact on normal traffic patterns.

- d) Road closures may require approval from the local unit of government or jurisdiction responsible for road management.
  - e) Law enforcement and *the* department should be included in the planning for emergency routes.
  - f) Consult local law enforcement on duties that can be performed by non-law-enforcement personnel.
  - g) Vehicles maybe necessary in a variety of capacities for special events: transportation for vendors, tractors for hay-wagons, maintenance personnel, demonstrations, and emergencies.
  - h) Car shows/cruises or exhibits may require permits from the local unit of government. Car shows may require adherence for aisle-ways for emergency vehicle access and for protection of the exhibits vehicles. Car cruises may require additional traffic controls.
  - i) If using the Rails to Trails for any event a special DNR Application/Permit to use State Land must be completed **(this permit requires at least 60 days prior to proposed use)**
- F. See Special Events Bulletin for Planning for the Weather Notice (included in every application packet)
- G. For any event. Carnival or fair connecting to or modifying an existing electrical source or service, Applicant covenants and agrees to designate a licensed electrical contractor and secure an electrical permit in compliance under Article 525 of the current National Electric Code. Application for the electrical permit shall be obtained two weeks prior to the event and a copy provided to the City Manager's office. Inspections shall be requested by the electrical contractor prior to the opening of the event or use of the electrical service.
- H. Alcohol Sales. All sales or furnishing of alcohol shall stop at 11:00 p.m., except on Sunday, when such sale and/or furnishing shall stop at 10:00 p.m. The Chief of Police, with the consent of the City Manager, may extend the time for alcohol sales.
- I. Food Vendors
- a) Consult with the local health department for permit and inspection requirements for vending of food to public.
  - b) Must obtain a peddler's permit from the City.
- J. Vending-General

- a) Non-food vendors may include souvenir sales, crafts, clothing etc. Vendors must obtain a permit through the local unit of government.
  - b) Vendors should have insurance to protect event sponsor from loss.
- K. Music. Applicant shall be solely responsible for obtaining the appropriate license to present music covered by copyright, whether by live performance, recorded music or retransmission of any radio and/or television broadcast. All music shall cease being played as set forth in the City's noise ordinance or the Special Events Permit.
- L. Expenses: Applicant, on behalf of the organization, agrees to reimburse the City of Evert for its "out-of-pocket" expenses which includes but is not limited to overtime of City employees and trash disposal tipping fees at landfills. City staff is readily accessible to discuss out-of-pocket cost estimates and ways to reduce these costs. All of the City of Evert's invoices sent to organizations for reimbursement of out-of-pocket costs are due within thirty (30) days.
- M. Vacation of Property. All City property shall be vacated no later than 11:00 p.m., except on Friday and Saturday, which the City property shall be vacated no later than 12:00 a.m. (midnight)
- N. Costs. All utility, tipping fees for trash disposal, wash stations, and port-a-john costs will be the responsibility of the Applicant.
- O. Insurance and Indemnity. All applicants and permittees shall be required to execute a written indemnity agreement in favor of the City. The certificates and policies of the required comprehensive general liability insurance shall provide and be endorsed as follows.  
  
The City, its officers and employees shall be named an additional insured and this coverage shall be endorsed on the certificate and policy "as being primary to the City, and not excess of any other insurance, similar protection (e.g. risk management association) or any other valid, applicable, or collectable insurance or self-insurance which is or may be available to or carried by the City.
- P. Insurance Requirements
  - 1. Low Hazard: A minimum of \$500,000 per occurrence and aggregate limit of liability for personal injury, bodily injury and property damage.
  - 2. Medium Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than \$1,000,000 per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.

3. High Hazard: General Liability with broad form general liability endorsement or equivalent. Limits of liability shall not be less than **\$2,000,000** per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage.
4. Special Hazard: General Liability with broad form general liability endorsement or equivalent. Limit of liability shall not be less than **\$2,000,000** per occurrence and aggregate combined single limit for personal injury, bodily injury and property damage. The City Manager may require higher limits.
5. Liquor Liability: A minimum of **\$500,000** per occurrence aggregate limit of liability

- Q. Attendance at Meetings. Applicant shall attend any meeting required by the City which concerns or related to the conduct of activities permitted by the Special Event Permit.
- R. Clean-Up and Damage Bond. Applicant shall deposit with the City Treasurer a clean-up and damage bond in the form of cash or check payable to the City, as follows: **low hazard \$50; medium hazard \$100; high hazard \$250; and special hazard \$500.** This will correlate with the type of insurance required. The bond should be deposited with the City Treasurer at the time the application is submitted, when possible, but is required prior to the permit being presented to the City Manager for approval. The bond shall be returned to Applicant, without interest, within seven (7) days after the expiration of this Permit if the Applicant has fully performed the restoration and clean-up of the premises to an “as-is” or better condition as prior to the event. Should Applicant fail to restore and clean the premises in satisfactory condition, the City may retain the clean-up and damage bond and if the amount thereof is insufficient, pursue all other remedies.
- S. Power to Act, Modify or Revoke. The City Manager, or his/her designees, shall have all powers and authority necessary to enforce the terms and conditions of any Special Event Permit, which may be issued. The City, through its City Manager, Chief of Police, Department of Public Works Director, or their designees, may modify or revoke a permit whenever the applicant fails to comply with any provisions of the permit or when it is determined to be in the best interest of the City.
- T. Issuance or Denial of Permit. The completed application shall be submitted to the City Manager or his/her designees for its review. Upon receipt of the application, the City will either approve, approve with conditions, or deny the request.

# SPECIAL EVENTS BULLETIN

PREPARED BY THE CITY OF EVART



Many outdoor activities are conducted on public properties in the City of Ewart throughout the year. Activities range from small family gatherings to large special events that attract thousands of participants. Typically, the majority of these activities occur during the spring and summer months from May through September. Weather conditions play a significant role in the success of outdoor activities, and severe weather events have the potential to create dangerous and life-threatening conditions. Since severe weather events pose a serious threat to people and property in Michigan each year, and those participating in outdoor activities are particularly at risk, the City has prepared a weather guide to alert park users and special events organizers to the danger. The following information is intended to assist those responsible for planning outdoor activities to anticipate and recognize severe weather events, and to make reasonable decisions on the basis of weather conditions that will insure the safety of the participants.

## Severe Thunderstorm Weather Events

The following are examples of weather events associated with severe thunderstorms: Straight Line Winds, Lightning, Hail, and Tornadoes.

### **Severe Weather Event Facts**

- Most severe weather events occur during the warmest and most humid parts of the day, usually during the afternoon and evening.
- Thunderstorms may produce excessive precipitation, hail, lightning, high winds, and tornadoes. All thunderstorms are dangerous.
- The typical thunderstorm is 15 miles in diameter and lasts for approximately 30

minutes. Mature supercell thunderstorms can last for many hours.

- Severe thunderstorms are those that produce 1" hail or larger and winds 58 mph or greater, and/or tornados.

### **Lightning**

- Lightning occurs in all thunderstorms and is a significant threat to life. Lightning tends to strike the highest object in an area.

### **Hail**

- Hail is an indication of a strong thunderstorm.
- Large hailstones can fall at speeds faster than 100 mph.
- Hail can fall for an extended period of time and cause significant damage.

### **High Winds**

- Strong winds can produce damage equal to that of a tornado.
- Straight line winds can exceed 100 mph and are responsible for most thunderstorm winds.
- A "downburst", which is a type of straight line wind can cause damage equivalent to a tornado.

### **Tornadoes**

- The average forward speed of a tornado is 30 mph but may vary from stationary to 70 mph. The strongest tornadoes have rotating winds of more than 250 mph.
- Tornadoes can occur at any time of the year. Tornadoes are most likely to occur during the warm months between 3 and 9 p.m. but can happen at any time.
- The average tornado moves from southwest to northeast, but tornadoes have been known to move in any direction.

### **Safety Recommendations**

- Check weather conditions in advance of your outdoor event or activity.
- Monitor weather condition during the event or activity. This can be done visually and by monitoring a local weather stations by radio.
- All weather warnings should be taken seriously! Weather Warnings indicated imminent danger to life and property for those in the path of a storm.
- **RESPOND IMMEDIATELY** to any weather alerts or emergency sirens by taking cover in a safe location. Tents, open shelters, sheds, baseball dugouts, bleachers, and the underside of bridges are not considered safe shelters. Enclosed buildings are considered safe shelters. Cars and the underside of highway overpasses are not safe shelters for tornadoes. Cars, except for convertibles are considered safe shelters from lightning.
- The lightning safety community states that there is NO safe place to be outside in a thunderstorm. IF OUTDOORS, get INSIDE a suitable shelter or safe vehicle IMMEDIATELY!
- SUSPEND ACTIVITIES for 30 minutes after the last observed lightning strike or thunder.



- If caught outdoors during a thunderstorm and there is no shelter available find a low spot and stay away from trees, telephone poles, power lines, towers, fences and other tall objects. Crouch down in an open area and if you're with a group of people stay a few feet away from each other.
- Avoid contact with water features during thunderstorms (lakes, ponds, streams, rivers).
- If you feel your skin tingle or your hair stand on end, squat low to the ground. Make yourself the smallest target possible. Do not lie down!
- If someone is struck by lightning call 9-1-1 immediately and apply First Aid procedures if you are qualified to do so!
- More information on lightning is available from:  
[www.lightningsafety.naoa.gov/outdoors.htm](http://www.lightningsafety.naoa.gov/outdoors.htm)

#### Weather Information / Updates

Weather updates are available from a number of sources including the following:

- National Weather Service Website [www.spc.noaa.gov](http://www.spc.noaa.gov) for current weather conditions, weather forecasting, storm prediction and severe weather outlooks and watches.
- Grand Rapids National Weather Service – Weather Forecasting [www.weather.gov/grr/](http://www.weather.gov/grr/) for weather warnings, forecasts and current weather conditions.
- Local radio and television stations.
- The “Weather Channel” cable TV station
- The internet
- NOAA weather radios

**RISK MANAGEMENT SPECIAL PLANNING MATRIX FOR CITY OF EVART  
USE ONLY**

This matrix is designed for you to chart the responsibilities of various agencies/departments. If more than one agency is responsible, some overlap of responsibility may occur. One way to handle this is to place a number 1 in the primary agency's position and a number 2 in the support agency's position. The responsibilities of each agency must be discussed and decided in the planning stages. Additional room is provided in the matrix to add agencies or risks as they may apply. Based on the size of your event, parts of the matrix may not apply.

EVENT \_\_\_\_\_ DATE(S) \_\_\_\_\_

LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

**COMMITTEE MEMBERS**

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

**PARTICIPATING AGENCIES**

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

**RISK ASSESSMENT**

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

	In house	DPS	Planning	Police	Engineering		Law	Public Health	Council/Mayor	State Agency	Finance	Utilities	Marketing	Volunteer	Emergency Management
<b>Site Plan</b> see separate matrix															
<b>Risk Control</b> see separate matrix															
<b>Permits Insurances</b> see separate matrix															
<b>Equipment</b> see separate matrix															
<b>ADA Accommodations</b>															
Applications															
<b>Contact Persons</b>															

SITE PLAN	In house	DPS	Planning	Police	Engineering	Fire	Law	Public Health	Council/Mayor	State Agency	Finance	Utilities	Marketing	Volunteers	Emergency Management
Event Diagram															
Lighting															
Inspection															
Water															
Restrooms															
Transportation															
Public Address System															
Parking															
Trash															
Signage															
Pedestrian Traffic															
Handout Area															
Traffic Flow															

RISK CONTROL	In house	DPS	Planning	Police	Engineering	Fire	Law	Public Health	Council/Mayo	State Agency		Utilities	Marketing	Volunteers	Emergency
Emergency Contacts															
Emergency Plan															
Site Control															
Severe/Extreme Weather															
Equipment															
Medical															
Missing Person															
Incident Reporting															
Armed Subject															
Supervision of Minors															
Independent Security															
County Risk Management															
Volunteer Training															
Volunteer Background Checks															
Communications															

# Low Hazard Special Event Application

“Low Hazard” special events require no physical activity by participants and no severe exposure to spectators. Foreseeable events in this category include: indoor or outdoor meetings, small theatrical performances, auctions, and social gatherings.

The crowd size of a low hazard event is anticipated to be under 10,000.

The municipality reserves the right to change the classification to the event from “Low Hazard” to a higher category, and to require that a different application to be filled out.

Submitting an application does not guarantee the event will be approved. Alcoholic beverages and fireworks displays are prohibited at this event.

## Applicant’s Information

Name of Special Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Event Sponsor: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant’s Affiliation with Sponsor: \_\_\_\_\_

Applicant’s Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Event Description

Please describe the kind of event you propose to stage, including the participants and spectators expected, etc.

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Site of Proposed Event:

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Estimated maximum number of persons expected at the event each day: \_\_\_\_\_

Specific services requested from the municipality:

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## Americans with Disabilities Act

The City of Evert is committed to making its services, programs, activities, and facilities accessible to persons with disabilities and does not discriminate on the basis of disability in the admission to, access to, or treatment of employment in its services, programs, activities, or facilities.

All sponsors are required to comply with the ADA when applicable.

The City of Evert will make all reasonable modifications to policies, programs, activities, and facilities to ensure that all people with disabilities have equal opportunity to enjoy all city services, programs, activities, and facilities.

The ADA does not require The City of Evert to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities or impose undue financial or administrative burden.

Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint by contacting the City Manager at 231-734-2181.

## Statement of Understanding

In consideration of entering into this agreement with the City of Evert, the undersigned by this instrument does hereby expressly agree to adhere to the conditions of the agreement and to the Special Events Rules, Policy and Fees guideline established by the City of Evert.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Release and Hold Harmless Agreement

In further consideration of entering into this agreement, to the fullest extent permitted by law, the (Name of Special Event: \_\_\_\_\_) agrees to defend, pay on behalf of indemnify, and hold harmless The City of Evert, its elected and appointed officials, employees and volunteers and others working on behalf of The City of Evert, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or

## For the City of Evert Use Only

Department/Division: \_\_\_\_\_ by: \_\_\_\_\_ date: \_\_\_\_\_

Insurance required by applicant: \_\_\_\_\_

**(recommendations for desirable coverage are as follow: Minimum of \$100,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage. Evidence of a homeowner's insurance policy may suffice.)**

Permits or licenses required to be obtained by applicant (this would include such items as permits required by the City of Evert; permits from County Health Departments for concessions; permits from County Health Department for sanitary facilities; any other licenses; etc.):

\_\_\_\_\_

Other documentation required to be submitted by applicant for approval prior to the event (this would include such documentation as parade route maps; signage changed on parade route; illumination; fencing plans; signage apparatus; trash removal agreement' etc.):

\_\_\_\_\_

Specific services to be provided by the City of Evert: \_\_\_\_\_

\_\_\_\_\_

Other equipment or services required to be obtained b/supplied to the applicant:

Clean-up after event: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Electrical/Water: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Fencing: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Additional Illumination: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Security: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Medical personnel/facilities: \_\_\_\_\_

Kind: \_\_\_\_\_ Staff strength: \_\_\_\_\_

Equipment: \_\_\_\_\_

Special and other supplied: \_\_\_\_\_

- Ambulance is required. Ambulance/Ambulances shall be located at: \_\_\_\_\_

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Sanitary facilities: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Signage: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Tents and structures: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_



Obtained by applicant at applicant's cost

Trash Removal: \_\_\_\_\_

Applicable     Not Applicable

Supplied by the City of Evert

No Cost     Cost \$ \_\_\_\_\_

Obtained by applicant at applicant's cost

Other: \_\_\_\_\_

Applicable     Not Applicable

Supplied by the City of Evert

No Cost     Cost \$ \_\_\_\_\_

Obtained by applicant at applicant's cost

Comments: \_\_\_\_\_

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

Costs: \_\_\_\_\_

(to include Event Fee, Facility Use Fee, Labor, Equipment, Materials, Permit Fee, etc.)

Deposit: \_\_\_\_\_

Application Denied

Application Approved    Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Pre-Event Checklist

- Applicable proof of insurance supplied by applicant.
- Applicable permits and licenses obtained.
- All required documents submitted
- All required inspections and approvals obtained.
- Deposits and/or fees collected.

## Moderate Hazard Special Event Application

“Moderate Hazard” special events anticipate limited physical activity by participants and no severe exposure to spectators. Foreseeable events in this category include: dances, animal shows, political rallies, flea markets, picnics, and parades with no floats, and family type concerts.

The crowd size of a moderate hazard event is anticipated to be under 10,000.

The municipality reserves the right to change the classification of the event from “Medium Hazard” to a higher category, and to require that a different application to filled out.

Submitting an application does not guarantee the event will be approved.

**Alcoholic** beverages and fireworks **displays** are prohibited at this event.

### Applicant’s Information

Name of Special Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Event Sponsor: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant’s Affiliation with Sponsor: \_\_\_\_\_

Phone: \_\_\_\_\_

## Event Description

Please describe the kind of event you propose to stage, including the participants and spectators expected, etc.

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Site of Proposed Event:

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Estimated maximum number of persons expected at the event each day: \_\_\_\_\_

Specific services requested from the municipality:

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## Americans with Disabilities Act

The City of Ewart is committed to making its services, programs, activities, and facilities accessible to persons with disabilities and does not discriminate on the basis of disability in the admission to, access to, or treatment of employment in its services, programs, activities, or facilities.

All sponsors are required to comply with the ADA when applicable.

The City of Ewart will make all reasonable modifications to policies, programs, activities, and facilities to ensure that all people with disabilities have equal opportunity to enjoy all city services, programs, activities, and facilities.

The ADA does not require The City of Ewart to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities or impose undue financial or administrative burden.

Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint by contacting the City Manager at 231-734-2181.

## Statement of Understanding

In consideration of entering into this agreement with the City of Evert, the undersigned by this instrument does hereby expressly agree to adhere to the conditions of the agreement and to the Special Events Rules, Policy and Fees guideline established by the City of Evert.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Release and Hold Harmless Agreement

In further consideration of entering into this agreement, to the fullest extent permitted by law, the (Name of Special Event: \_\_\_\_\_) agrees to defend, pay on behalf of indemnify, and hold harmless The City of Evert, its elected and appointed officials, employees and volunteers and others working on behalf of The City of Evert, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or

# For the City of Ewart Use Only

Department/Division: \_\_\_\_\_ by: \_\_\_\_\_ date: \_\_\_\_\_

Insurance required by applicant: \_\_\_\_\_

Required coverages are as follows:

- **Workers' Compensation & Employers' Liability, Michigan Statutory Limits of Liability**
- **General Liability (occurrence basis only), with the following coverage inclusions:**
  - o **Broad Form General Liability Endorsement or equivalent**
  - o **Independent Contractor Coverage**
  - o **Contractual Liability**
  - o **Products and Completed Operations**
  - o **Community named as Additional Insured on a certificate and/or certified copy of the policies (named on a binder in not sufficient)**
- **Vehicle Liability Coverage and Michigan No-Fault Coverage, including all owned, non-owned and hired vehicles.**
- **Limits of Liability for General Liability and Vehicle Liability Coverage and Michigan No-Fault Coverages shall be not less than \$1,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage.**
- **If valet parking is to be conducted during the function, garage liability and garage keeper's legal liability coverage should be required.**

Permits or licenses required to be obtained by applicant (this would include such items as permits required by the City of Ewart; permits from County Health Departments for concessions; permits from County Health Department for sanitary facilities; any other licenses; etc.):

\_\_\_\_\_

Other documentation required to be submitted by applicant for approval prior to the event (this would include such documentation as parade route maps; signage changed on parade route; illumination; fencing plans; signage apparatus; trash removal agreement' etc.):

\_\_\_\_\_

Specific services to be provided by the City of Ewart: \_\_\_\_\_

\_\_\_\_\_

Other equipment or services required to be obtained b/supplied to the applicant:

Clean-up after event: \_\_\_\_\_

- Applicable     Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$\_\_\_\_\_

- Obtained by applicant at applicant's cost

Electrical/Water: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$\_\_\_\_\_

- Obtained by applicant at applicant's cost

Fencing: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$\_\_\_\_\_

- Obtained by applicant at applicant's cost

Additional Illumination: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$\_\_\_\_\_

- Obtained by applicant at applicant's cost

Security: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$\_\_\_\_\_

- Obtained by applicant at applicant's cost

Medical personnel/facilities: \_\_\_\_\_

Kind: \_\_\_\_\_ Staff strength: \_\_\_\_\_

Equipment: \_\_\_\_\_

Special and other supplied: \_\_\_\_\_

- Ambulance is required. Ambulance/Ambulances shall be located at: \_\_\_\_\_

Sanitary facilities: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Signage: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Tents and structures: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Trash Removal: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Other: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Comments: \_\_\_\_\_

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

Costs: \_\_\_\_\_

(to include Event Fee, Facility Use Fee, Labor, Equipment, Materials, Permit Fee, etc.)



Deposit: \_\_\_\_\_

Application Denied

Application Approved

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Pre-Event Checklist

- Applicable proof of insurance supplied by applicant.
- Applicable permits and licenses obtained.
- All required documents submitted
- All required inspections and approvals obtained.
- Deposits and/or fees collected.

# High Hazard Special Event Application

“High Hazard” special events anticipate major activity by participants and/or moderate to severe exposure to spectators. Foreseeable events in this category include: team or individual sporting events, circuses and carnivals with any rides, parades with floats, and marathons or similar races.

The crowd size of a high hazard event is anticipated to be over 10,000 but under 25,000.

The municipality reserves the right to change the classification of the event from “High Hazard” to a higher category, and to require that a different application to be filled out.

Submitting an application does not guarantee the event will be approved.

All sporting events should require participants to sign waiver and release of liability forms prior to participating in any sporting event. If the participant is a minor, the parent/guardian must also sign a waiver form and a consent to medical treatment of a minor form.

**Alcoholic beverages and fireworks displays are prohibited at this event.**

**This event does not involve professional sports.**

## Applicant’s Information

Name of Special Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Event Sponsor: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant’s Affiliation with Sponsor: \_\_\_\_\_

Phone: \_\_\_\_\_

## Event Description

Please describe the kind of event you propose to stage, including the participants and spectators expected, etc.

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Site of Proposed Event:

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Estimated maximum number of persons expected at the event each day: \_\_\_\_\_

Specific services requested from the municipality:

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## Americans with Disabilities Act

The City of Evert is committed to making its services, programs, activities, and facilities accessible to persons with disabilities and does not discriminate on the basis of disability in the admission to, access to, or treatment of employment in its services, programs, activities, or facilities.

All sponsors are required to comply with the ADA when applicable.

The City of Evert will make all reasonable modifications to policies, programs, activities, and facilities to ensure that all people with disabilities have equal opportunity to enjoy all city services, programs, activities, and facilities.

The ADA does not require The City of Evert to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities or impose undue financial or administrative burden.

Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint by contacting the City Manager at 231-734-2181.

## Statement of Understanding

In consideration of entering into this agreement with the City of Evert, the undersigned by this instrument does hereby expressly agree to adhere to the conditions of the agreement and to the Special Events Rules, Policy and Fees guideline established by the City of Evert.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Release and Hold Harmless Agreement

In further consideration of entering into this agreement, to the fullest extent permitted by law, the (Name of Special Event: \_\_\_\_\_) agrees to defend, pay on behalf of indemnify, and hold harmless The City of Evert, its elected and appointed officials, employees and volunteers and others working on behalf of The City of Evert, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or

# For the City of Ewart Use Only

Department/Division: \_\_\_\_\_ by: \_\_\_\_\_ date: \_\_\_\_\_

Insurance required by applicant: \_\_\_\_\_

Required coverages are as follows:

- **Workers' Compensation & Employers' Liability, Michigan Statutory Limits of Liability**
- **General Liability (occurrence basis only), with the following coverage inclusions:**
  - o **Broad Form General Liability Endorsement or equivalent**
  - o **Independent Contractor Coverage**
  - o **Contractual Liability**
  - o **Products and Completed Operations**
  - o **Community named as Additional Insured on a certificate and/or certified copy of the policies (named on a binder in not sufficient)**
- **Vehicle Liability Coverage and Michigan No-Fault Coverage, including all owned, non-owned and hired vehicles.**
- **Limits of Liability for General Liability and Vehicle Liability Coverage and Michigan No-Fault Coverages shall be not less than \$1,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage.**
- **If valet parking is to be conducted during the function, garage liability and garage keeper's legal liability coverage should be required.**

Permits or licenses required to be obtained by applicant (this would include such items as permits required by the City of Ewart; permits from County Health Departments for concessions; permits from County Health Department for sanitary facilities; any other licenses; etc.):

\_\_\_\_\_

Other documentation required to be submitted by applicant for approval prior to the event (this would include such documentation as parade route maps; signage changed on parade route; illumination; fencing plans; signage apparatus; trash removal agreement' etc.):

\_\_\_\_\_

Specific services to be provided by the City of Ewart: \_\_\_\_\_

\_\_\_\_\_

Other equipment or services required to be obtained b/supplied to the applicant:

Clean-up after event: \_\_\_\_\_

- Applicable     Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_

- Obtained by applicant at applicant's cost

Electrical/Water: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_

- Obtained by applicant at applicant's cost

Fencing: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_

- Obtained by applicant at applicant's cost

Additional Illumination: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_

- Obtained by applicant at applicant's cost

Security: \_\_\_\_\_

- Applicable
- Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_

- Obtained by applicant at applicant's cost

Medical personnel/facilities: \_\_\_\_\_

Kind: \_\_\_\_\_ Staff strength: \_\_\_\_\_

Equipment: \_\_\_\_\_

Special and other supplied: \_\_\_\_\_

- Ambulance is required. Ambulance/Ambulances shall be located at: \_\_\_\_\_

Sanitary facilities: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$\_\_\_\_\_
- Obtained by applicant at applicant's cost

Signage: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$\_\_\_\_\_
- Obtained by applicant at applicant's cost

Tents and structures: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$\_\_\_\_\_
- Obtained by applicant at applicant's cost

Trash Removal: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$\_\_\_\_\_
- Obtained by applicant at applicant's cost

Other: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$\_\_\_\_\_
- Obtained by applicant at applicant's cost

Comments: \_\_\_\_\_

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Costs: \_\_\_\_\_  
(to include Event Fee, Facility Use Fee, Labor, Equipment, Materials, Permit Fee, etc.)

Deposit: \_\_\_\_\_

Application Denied

Application Approved      Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Pre-Event Checklist

- Applicable proof of insurance supplied by applicant.
- Applicable permits and licenses obtained.
- All required documents submitted
- All required inspections and approvals obtained.
- Deposits and/or fees collected.

# SPORTING EVENT PARTICIPANTS ACCIDENT WAIVER AND RELEASE OF LIABILITY

**This** form is required to be signed **by the** participant **prior** to participating in any **sporting** event. I acknowledge that this athletic event is an extreme test of a person's physical and mental limits and carried with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by the terrain, facilities, temperature, weather, condition of the athlete's equipment, vehicular traffic, actions of other people (including, but not limited to volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event), and lack of hydration. If applicable, hazards may be caused by water currents, eaves, and other eater related hazards. I hereby assume all the risks of participating in this event.

I certify that I am physically fit, have sufficiently trained for participation in this event, and have not been advised otherwise by a qualified medical person.

I acknowledge that this Accident Waiver and Release of Liability form will be used by The City of Evert and the event holders, sponsors, and organizers and that it will govern my actions and responsibilities at said events.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns to: (A) Waive, release, and discharge from any and all liability for my death, disability, personal injury, property damage, property theft, or actions of any kind which may be hereafter accrue to me, including as to my traveling to and from this event, the following entities or persons: The City of Evert, its elected and appointed officials, employees and volunteers, representatives and agents, and others working or acting in behalf of The City of Evert; and to the extent permitted by law (B) indemnify and hold harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals or entities as a result of or relating to my attendance at or participation in this event.

I hereby consent to receive medical treatment, which may be deemed appropriate in the event of injury, accident, and/or illness during this event.

I hereby certify that I have read this document and understand and agree to its consent.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

(Parent-Guardian Waiver for Minors and Consent to Medical Treatment of Minor must be signed if participant is under 18 years of age)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PARENT-GUARDIAN WAIVER FOR MINORS

The undersigned parent, natural guardian or legal guardian, does hereby represent that he/she is, in fact, acting in such capacity, and agrees to the fullest extent permitted by law to save, hold harmless, and indemnify The City of Evert, their elected and appointed officials, employers and volunteers, from any and all liability, loss, cost, claim, or damage whatsoever, including bodily injury or death, which may be imposed upon or incurred by The City of Evert because of the participation of the minor in this event. By signing below, you also agree to release said parties in this regard on behalf of both the minor and the parents or legal guardian.

Minor: \_\_\_\_\_ Age: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

# CONSENT TO MEDICAL TREATMENT OF MINOR

If the applicant is under 18 years of age, the parents or guardians must execute this document.

I hereby authorize any duly authorized doctor, emergency medical technician, paramedic, nurse, hospital, or other medical facility to treat said minor for the purpose of attempting to treat or relieve any injuries received by, or illness of, said minor while he/she is/was a participant or observer at the event named below.

I authorize any licensed physician to perform any procedure that he/she deems advisable in attempting to treat or relieve any injuries to, or illness of, said minor that he/she may encounter during any necessary operation.

I consent to the administration of anesthesia to said minor as deemed advisable by any licensed physician.

The undersigned parent or natural guardian or legal guardian of said minor does hereby represent that he/she is, in fact, in such capacity and to the extent permitted by law agrees on his/her behalf, and that of the minor, to save, hold harmless and indemnify The City of Evert, its elected and appointed officials, employees and volunteers, from any and all liability, loss, cost, claim, or damage whatsoever that may be imposed upon or incurred by said parties because of the participation of the minor in the event shown, and does release said parties on behalf of both the minor and parent(s) or legal guardian.

Event: \_\_\_\_\_

Name of Minor: \_\_\_\_\_

Name of Parent(s) or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Special Hazard Special Event Application

“Special Hazard” special events anticipate major activity by participating and/or moderate to severe exposure to spectators. Foreseeable events in this category include:

- Rock concerts
- Professional or collegiate sporting events
- Rodeos
- All vehicle races
- Fireworks displays
- All events with crowd size over 25,000
- All functions where alcoholic beverages are served

The crowd size of a special hazard event is anticipated to be over 25,000.

All sporting events should require participants to sign waiver and release of liability forms prior to participating in any sporting event. If the participant is a minor, the parent/guardian must also sign a waiver form and consent to medical treatment of minor form.

Submitting an application does not guarantee the event will be approved.

## Rules for Fireworks Displays

- Displays must be contacted out to a well-recognized professional firm specializing in this type of display, unless the risk manager agrees otherwise.
- The professional firm must comply with all applicable National Fire Protection Association (NFPA) standards, all local, state, and federal laws, statutes, guidelines, and/or rules otherwise applicable.
- Insurance coverages and certificates must be secured well in advance of the event, so that they can be properly reviewed and approved.
- Hold harmless clauses must be in place beneficial to the community and reviewed by the community’s legal counsel.
- **No employee of the municipality, volunteer, or any other person connected with the community is permitted to conduct such a display.**

## Rules for Alcoholic Beverages

- Any function where alcoholic beverages are served, and money, in any form changes hands requires the issuance of a Liquor License by the Michigan Liquor Control Commission.
- It is suggested that the sponsor of the event secure the Liquor License
- A person or organization who secures the license is subject to claims under the Michigan Dram Shop Act.
- The person or organization securing the Liquor License shall be required to secure Liquor Liability and General Liability Coverage for these types of events. The community should be named as additional insured on the General Liability and the Liquor Liability policies.

## Applicant's Information

Name of Special Event: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Event Sponsor: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Affiliation with Sponsor: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Event Description

Please describe the kind of event you propose to stage, including the participants and spectators expected, etc.

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Site of Proposed Event:

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Estimated maximum number of persons expected at the event each day: \_\_\_\_\_

Specific services requested from the municipality:

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# Americans with Disabilities Act

The City of Evert is committed to making its services, programs, activities, and facilities accessible to persons with disabilities and does not discriminate on the basis of disability in the admission to, access to, or treatment of employment in its services, programs, activities, or facilities.

All sponsors are required to comply with the ADA when applicable.

The City of Evert will make all reasonable modifications to policies, programs, activities, and facilities to ensure that all people with disabilities have equal opportunity to enjoy all city services, programs, activities, and facilities.

The ADA does not require The City of Evert to take any action that would fundamentally alter the nature of its services, programs, activities, and facilities or impose undue financial or administrative burden.

Any individual, group of individuals, or entity that believes it has been subjected to discrimination prohibited by nondiscrimination requirements may file a complaint by contacting the City Manager at 231-734-2181.

## Statement of Understanding

In consideration of entering into this agreement with the City of Evert, the undersigned by this instrument does hereby expressly agree to adhere to the conditions of the agreement and to the Special Events Rules, Policy and Fees guideline established by the City of Evert.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Release and Hold Harmless Agreement

In further consideration of entering into this agreement, to the fullest extent permitted by law, the (Name of Special Event: \_\_\_\_\_) agrees to defend, pay on behalf of indemnify, and hold harmless The City of Evert, its elected and appointed officials, employees and volunteers and others working on behalf of The City of Evert, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or

Signed \_\_\_\_\_ Date \_\_\_\_\_



## For the City of Ewart Use Only

Department/Division \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Insurance required by applicant: \_\_\_\_\_

Required coverages are as follows:

- It is highly suggested that insurance requirements be discussed with the participant along with an MMRMA representative, loss control personnel, and legal counsel to permit these special hazard activities to be handled in the best possible way.
- If alcoholic beverages are part of the event, and the issuance of a Liquor License by the Michigan Liquor Control Commission is required, the person or organization securing the Liquor License shall be required to secure Liquor Liability and General Liability coverage for all such events. The community should be named as an additional insured on the General Liability and the Liquor Liability policies.
  - o The type of event, size of crowd, and other factors, such as availability and cost of private sector insurance coverages will dictate the Limit of Liability to be required
  - o Minimum Limits of Liability should be \$1,000,000 for the smallest of events, i.e., up to fifty (50) person crowd size.
- Workers' Compensation & Employers' Liability, Michigan Statutory Limits of Liability.
- General Liability (occurrence basis only), with the following coverage inclusions:
  - o Broad Form General Liability Endorsement or equivalent
  - o Independent Contractor Coverage
  - o Contractual Liability
  - o Products and Completed Operations
  - o Community named as Additional Insured on the certificate and/or certified copy of the policies (named on a binder is not sufficient)
- If the activity is a sporting event, certificates of insurance should NEVER be accepted with restrictions or exclusions applying to athletic participants.
- If vehicles are to be used during the event, Vehicle Liability Coverage and Michigan No-Fault Coverage, including all owned, non-owned, and hired vehicles.
- Limit of Liability for General Liability and Vehicle Liability Coverage and Michigan No-Fault Coverages shall not be less than \$3,000,000 per occurrence for Personal Injury, Bodily Injury, and Property Damage.
- A per-event aggregate endorsement to the General Liability Policy, unless the policy is a Special Event Policy for this event only.
- If valet parking is to be conducted during the function, garage liability and garage keeper's legal liability coverage should be required.

All sporting events should require participants to sign waiver and release of liability forms prior to participating in any sporting event. If the participant is a minor, the Parent-Guardian must also sign a waiver form and a consent to medical treatment of minor form.

Permits or licenses required to be obtained by applicant (this would include such items as permits required by the City of Evert; permits from County Health Departments for concessions; permits from County Health Department for sanitary facilities; any other licenses; etc.):

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Other documentation required to be submitted by applicant for approval prior to the event (this would include such documentation as parade route maps; signage changed on parade route; illumination; fencing plans; signage apparatus; trash removal agreement' etc.):

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Specific services to be provided by the City of Evert: \_\_\_\_\_

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Other equipment or services required to be obtained b/supplied to the applicant:

Clean-up after event: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Electrical/Water: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Fencing: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Evert
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Additional Illumination: \_\_\_\_\_

- Applicable     Not Applicable

- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Security: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Medical personnel/facilities: \_\_\_\_\_

Kind: \_\_\_\_\_ Staff strength: \_\_\_\_\_

Equipment: \_\_\_\_\_

Special and other supplied: \_\_\_\_\_

- Ambulance is required. Ambulance/Ambulances shall be located at: \_\_\_\_\_
- 

Sanitary facilities: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Signage: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Tents and structures: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost
  - Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Trash Removal: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Other: \_\_\_\_\_

- Applicable     Not Applicable
- Supplied by the City of Ewart
  - No Cost     Cost \$ \_\_\_\_\_
- Obtained by applicant at applicant's cost

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs: \_\_\_\_\_  
(to include Event Fee, Facility Use Fee, Labor, Equipment, Materials, Permit Fee, etc.)

Deposit: \_\_\_\_\_

Application Denied

Application Approved    Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Pre-Event Checklist

- Applicable proof of insurance supplied by applicant.
- Applicable permits and licenses obtained.
- All required documents submitted
- All required inspections and approvals obtained.
- Deposits and/or fees collected.