

# CITY OF GREENVILLE SPECIAL EVENT APPLICATION

411 South Lafayette Street Greenville, Michigan 48838  
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## EVENT PLANNING GUIDE

### Event Planning Information

An Event Permit is required for all events held on city property. Depending on the size and nature of the event, input and approval from a number of people from various departments within the City may be expected. The event application may take up to 60 days to process. The event coordinator may be asked to meet with various departments managers and/or attend a City Council meeting to present the event plans and to answer any questions the council members may have. A signed event application and application fee are due at the time of submittal for consideration. The balance of all event fees are due within 15 days of approval of the application.

The event application must be complete and thorough before an Event Permit will be considered. Please read the Event Planning Guide thoroughly to ensure a quick application process. Failure to meet the application requirements will delay the approval process.

### **Dates and Times**

- Event proposals MUST be submitted to the City of Greenville at least 60 days prior to the event.
- Be flexible with your planning. If possible, have several dates and times in mind that you would be able to host your event. Generally, multiple events will not be permitted on the same day.
- Event approval must be obtained by the City of Greenville PRIOR to public notice/advertising.
- Look at other known local events such as festivals and events when planning your event to avoid unnecessary conflicts.
- Annually held, community or city sponsored events may take precedence over your event.

### **Routes & Traffic Concerns**

Event coordinators shall consider the following during the planning of their event:

- Depending on the type of event and the number of anticipated participants, the city may or may not require a trail and/or street closure. City staff and/or the Greenville City Council will review the event proposal and determine the necessity of closures.
- When possible, plan your route to limit pedestrian congestion on public streets. The City of Greenville will generally not allow staging on major City streets. Local streets may be considered for closure and use for staging purposes.
- Limit the number of intersections that would pose traffic concerns. Major street crossings will require use of Certified Emergency Response Team and/or the public safety officers at cost your organization.
- A volunteer, wearing appropriate street crossing vests, must be stationed at ALL road crossings to warn participants of oncoming vehicular traffic. Pedestrians MUST yield to the vehicles. At no time may a volunteer or event participant stop vehicular traffic. The City has a limited number of street crossing vests available for use upon request.
- Traffic on M-57 and M-91 is to be maintained at all times unless the coordinator applies for and receives a permit from the MDOT to restrict traffic and such permit is provided to the City of Greenville prior to the event.
- There is a \$150 non-refundable application fee if a street closure is necessary. Hiring of public safety and public service personnel at cost to your organization may be required and will be billed to the event coordinator following your event. See the Fee Table below for details. The City of Greenville staff will do our best to estimate the anticipated cost for the discretionary fees prior to signing the final agreement, however discretionary fees are not always predictable for every event.
- Be mindful of the businesses and residents affected by the event and how your event will affect the flow of traffic. If you are approved for use of active roads, written notification must be sent to all businesses and residents affected by the street closure at least 48 hours prior to the event.
- Adequate parking needs to be available to the participants. If private parking is required, the event coordinator shall obtain and submit a copy of written permission by the property owner.

### **Signage & Marking**

- ONLY powder-based chalk sticks, chalk dust or tape that can be easily removed are permitted on the city streets, sidewalks, paved trails, and boardwalks. Use of any paint or other semi-permanent or permanent markings are strictly prohibited.
- Event signs are not permitted on trees, fences or other trail structures that will leave any permanent or semi-permanent markings.
- Cords or rope may not be strung across the ground without cord covers.
- Organizations that post signs or markings in any manner that cause damage or defaces city property could result in monetary charges and/or loss of future event privileges.
- Also refer to the *Requirements & Regulations for Special Event Signs*.

### **Number of Participants**

- Try to have an accurate prediction of participants. While not always accurate, other events, and/or pre-registration may give you an idea of the participation to expect.
- Anticipated participation will help determine whether or not a street closure will be required and whether public safety officers and public service personnel will be required at additional cost to your organization. See fee table below.

### **Restroom Facility Plan**

- Depending on the size and length of time of your event, you will need to plan for private portable restroom amenities. Public restrooms are limited, and business do not want event attendees using their restrooms.

### **Clean Up & Trash Plan**

- You are responsible for renting and placing receptacles in your event space. All tables and trash receptacles provided by your organization must be removed within 2 hours of the conclusion of the event.
- Pick up all trash and debris throughout event at the conclusion of the event. You must return the site to its original condition, otherwise, we will bill you for cleaning and/or damage. Trash/bags full of trash may not be left next to City/public waste receptacles, all must be taken with you and disposed of properly.
- Make sure you don't dispose of liquids, including water, in a drain. You can cover the drain and use a shop vac or similar device to collect water. Or you can use a catch basin and take the dirty water with you after the event to dispose of. This applies (but is not limited) to emptying water barrels, dunk tanks, grey water, etc.

### **First Aid & Medical Plan**

- First aid stations are recommended at all events.
- Emergency access and exits.
- Crowd managers.
- Emergency notification methods.
- How organizers will handle emergencies.

### **Use of Stages, Tents, and Canopies**

- Ground stakes are not permitted for use with tents, canopies, stages or any other structure on city property without prior approval. Such exceptions will be noted on the Event Agreement prior to final approval.
- If staking is not approved, you will have to use water barrels/ballasts/totes, sandbags, or weights to hold things down.
- Propane/LP Tanks must be at least 10 feet from any tent or structure and 36 inches from a heat source. Relief valves must be pointed away from tent, canopy or area where gas could accumulate. Tanks may not be anchored or attached to a tree or movable object.
- Locations of heaters under or near a tent or canopy must be approved by the Greenville Fire Department.

### **Event Insurance**

- Sponsoring organizations must provide general liability insurance, no less than \$1,000,000 listing the City of Greenville as an additional insured for the event.
- Proof of insurance must be provided to the City of Greenville at least 7 days prior to the event.

**Cost**

- The application fee must accompany the event application for consideration.
- The refundable damage deposit is due within 15 days from the event application approval date. The damage deposit will be returned within 30 days from the date the city receives payment for discretionary fees.
- The discretionary fee's listed below are services you may incur depending on the size and location of the event. Discretionary fee's will be billed to the event coordinator following the event.
- Failure to obtain the necessary permission for use or blatant disregard of event guidelines may result in the assessment of a \$350 fine and temporary or permanent ban on the organization from future events.

<b>MANDATORY FEES</b>	
▪ Application Fee (non-refundable)	\$50
▪ Refundable Damage Deposit	\$200 (Due within 15 days of approval)
<b>DISCRETIONARY FEES – DEPENDANT ON EVENT, PURPOSE, LOCATION &amp; TIME</b>	
▪ Road Closure Fee	\$150 (non-refundable)
▪ Department of Public Services Traffic Control	\$38/hr per public service employee
▪ Department of Public Safety Traffic Control	\$56/hr per public safety officer

**Cancellations**

- The event application fee is non-refundable.
- In the event of a cancellation, the organization will be liable for all costs incurred prior to the event cancellation.

**Contacts**

<b>City Hall</b> 411 S. Lafayette St., Greenville, MI 48838 Ph: 616.754.5645	<b>City Manager</b> George Bosanic gbosanic@greenvillemi.org
<b>Greenville Recreation Department</b> 900 E. Kent Rd., Greenville, MI 48838 Ph: 616.754.8887	<b>Recreation Director</b> Kris Berry kberry@greenvillemi.org
<b>Department of Public Services</b> 218 E. Fairplains St., Greenville, MI 48838 Business Ph: 616.754.5098 Weekend and/or Non-Emergency Ph: 616.754.9161	<b>Public Services Director</b> Tom Pollock tpollock@greenvillemi.org
<b>Department of Public Safety</b> 411 S. Lafayette St., Greenville, MI 48838 Ph: 616.754.9161	<b>Public Safety Director</b> Dennis Magirl dmagirl@greenvillemi.org