



City of Grand Rapids

Indoor Events Checklist

PRELIMINARY INFORMATION

- Who needs a license?
 - o Facilities that host 50 or more patrons at a time.
 - o Entertainment Venues: Concerts, plays, films & videos, dances, games
 - o Sports Venues: Fitness facilities, indoor sporting facilities
 - o Gathering Venues: For gathering large public or private groups indoors
- Before beginning operations, check with the Planning department to ensure that the property is properly zoned by calling 616-456-4100.
- Facilities adhere to times of operation stated in the ordinance:
 - o In or within 200 feet of a residential district - 7:00 a.m. to 12:00 a.m.
 - o More than 200 feet from a residential district – 7:00 a.m. to 2:00 a.m.
- Exceptions:
 - o Any Indoor events operated by a governmental entity.
 - o Any Indoor events within an educational institution.

CHECKLIST

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| <input type="checkbox"/> | Completed Indoor Events application (part I and part II). |
| <input type="checkbox"/> | Non-refundable application fee. |
| <input type="checkbox"/> | Applicants will be contacted by the Fire Department to schedule a fire inspection. |
| <input type="checkbox"/> | License must be displayed openly on the property where all customers can see. |

*Rules and regulations associated with Indoor Events can be found in Chapter 102 of the Grand Rapids City Code entitled “Indoor Events.”

**General Licensing Regulations can be found in Chapter 91 of the Grand Rapids City Code entitled “Licensing and Regulation Generally.”