


# CITY COMMISSION POLICY

 <b>GRAND RAPIDS</b>  <b>MICHIGAN</b>	<b>NUMBER:</b> 1100-05	<b>HISTORY</b>	
	<b>DATE:</b> December 13, 1988	<b>FILE #</b>	<b>DATE</b>
	<b>FILE NUMBER:</b> 50789	71226	5/20/03
	<b>DEPARTMENT:</b> Special Events	72229	3/02/04
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**SUBJECT: SPECIAL EVENTS**

**PURPOSE:** To establish a consistent general approach for City involvement in special events, including fundamental parameters for sponsorship and co-sponsorship; and to establish general requirements for the conducting of special events held within the City.

**POLICY:**

**I. GENERAL CONSIDERATIONS**

The City of Grand Rapids recognizes special events as valuable to the community. Special Events are seen to further community and economic development goals, foster intercultural understanding, provide educational experiences, and enrich community quality of life. For citizens and community organizations, special events build pride, commitment, and involvement in our neighborhoods and downtown.

The City's roles in relation to special events are to: demonstrate belief in the value of special events through the provision of services; demonstrate cooperation with community event organizers; protect public health, safety and welfare; and further the City's overall goals and objectives. Given the City's necessary role in the protection of public health, safety and welfare, and given the finite nature of City resources, certain constraints will necessarily apply to the conducting of Special Events.

The City Manager is authorized to promulgate Rules and Regulations consistent with this Policy and the Grand Rapids City Code as necessary for the effective implementation of this Policy in order to accomplish the planning, preparation and execution of Special Events sponsored, co-sponsored or otherwise permitted by the City.

**II. DEFINITION OF A SPECIAL EVENT**

A special event is defined as an activity or series of activities, specific to an identifiable time and place, most often produced in conjunction with community organizations, held on public, generally City-owned property which requires City services to ensure safety and coordination, and generally occurring once per year.

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## III. CATEGORIZATION OF SPECIAL EVENTS

Special events are classified into three major categories: City-Sponsored Events, City Co-Sponsored Community Events, and Non-Sponsored Permitted Commercial Events.

### A. City-Sponsored Events

City-Sponsored events shall provide an opportunity for residents to observe the following National holidays: Veterans' Day Parade, 4<sup>th</sup> of July Celebration, and Memorial Day Parade. City-Sponsored events shall also include National Night Out neighborhood events and Hollyhock Lane Parade. Pursuant to guidelines set forth in the Special Events Rules and Regulations, the City Manager is authorized to waive fees and costs associated with City-Sponsored events, and to allocate City resources as the Manager may deem necessary.

### B. City Co-Sponsored Community Events

Events eligible for City Co-Sponsorship Community status shall be limited to those free and open to the community, and shall be determined from time to time by resolution of the City Commission pursuant to the criteria set forth in the Special Events Rules and Regulations. Co-Sponsorship of any event is not guaranteed from year to year and may be withdrawn, based on resources available, or other factors. By engaging in co-sponsorship of a Special Event, the City shall endeavor to support events of significant economic and social value to the community, foster productive relationships with community groups, and engage in activities that serve the public interest. Pursuant to the Special Events Rules and Regulations, and to the extent permitted by applicable law, City support for City Co-sponsored Community events may include but shall not be limited to:

- Direct financial support, as authorized by the City Commission.
- Reduced or waived fees.
- Reduced or waived billing for labor costs associated with City services provided in conjunction with the event.
- Coordination of vendor services with assistance from the City's Purchasing Department.

### C. Non-Sponsored Permitted Commercial Events

The City shall not provide financial support for Non-Sponsored Permitted Commercial events and shall be reimbursed for all costs associated with such Special Events, including but not limited to labor expenses, supplies, materials, and permit fees.

#### IV. GENERAL REQUIREMENTS FOR THE CONDUCTING OF SPECIAL EVENTS

**Permit Required.** No Special Event shall be conducted within the City of Grand Rapids on City-owned property or in the public right-of-way, unless a Special Event Permit has been issued.

**Compliance Required.** All Special Events shall be conducted in compliance with this Policy, the Special Events Rules and Regulations, the City of Grand Rapids Code of Ordinances, and all other applicable law.

**Permits Subject to Revocation or Denial.** The City Manager is authorized to revoke any permit issued, or deny any subsequent Special Event Permit Application filed by any applicant who fails to comply with this Policy, the Special Events Rules and Regulations, the City of Grand Rapids Code of Ordinances, or any other applicable law.

**Cancellation.** In the event of inclement weather or any condition deemed to endanger the health, safety or welfare of any member of the public, the City Manager, Special Events Supervisor, Grand Rapids Fire Department and/or the Grand Rapids Police Department may cancel or suspend any Special Event at any time. All event sponsors shall promptly comply with any such Order of Cancellation or Suspension.