Special Event Permit Application

Welcome to the City of Grand Rapids Office of Special Events! We are thrilled that you would like to host an event within our beautiful city and look forward to working with you to make sure your event is successful. **Before you begin to fill out the application, please review the OSE Planning & Resource Guide, [www.grandrapidsmi.gov/Directory/Guides/Special-Event-Planning-and-Resource-Guide](http://www.grandrapidsmi.gov/Directory/Guides/Special-Event-Planning-and-Resource-Guide).** There you will find instructions and tips including a checklist to assist you with the permit process. Be sure to review the application guidelines before filling out this application. Upon completion, submit the application, site map, and $100 application fee to our office to begin the permit process.

**EVENTS + PEOPLE = COMMUNITY & VIBRANCY**

Find Your Fun!

### General Event Information

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Event Organization/Sponsor</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Billing Contact __________________________ Email __________________________

Mobile Phone __________________________ Business Phone __________________________

Billing Address _____________________________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State/Zip Code</th>
</tr>
</thead>
<tbody>
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</table>

Event Coordinator __________________________ E-mail __________________________

Mobile Phone __________________________ Business Phone __________________________

**Event Day Onsite Contact:** __________________________ Title __________________________

Mobile Phone __________________________ Email __________________________

**Event Website/Facebook Page** __________________________ **Event Announcement Date:** __________

Please do not advertise your event until you have written acceptance of your event permit application.

### Event Categories

The designation of an event as Commercial or Community (Co-Sponsored) will impact pricing. The OSE reserves the right to make the final event category determination. Please refer to the **OSE Planning & Resource Guide** for further details and fees.

**Commercial Event**

A “Commercial Event” is described as an event that costs to attend, spectate, or participate; a ticketed event with the purpose to promote, for the monetary profit, gain or advantage, a business, product, services, commercial performance, venue, professional or college team or similar organization, or current or future for-profit event conducted by a private person or entity regardless of such person or entity’s profit or non-profit status.

**Community (Co-Sponsored) Event**

A "Community Event" is described as an event that is completely free and open to participate in or attend and is organized by an individual or group other than a for-profit entity.
Which Category Best Describes Your Event?
- Commercial - costs to participate or attend, a ticketed or fundraising event
- Community - completely free and open to all members of the public

Estimated Attendance __________________________ Cost to Attend This Event (Suggested Donations Included) __________________________
Site __________________________ Park shelter or pavilion? □ Yes □ No

Event Day(s) and Date(s) __________________________ Event Start Time __________________________ Event End Time __________________________

Actual Run/Walk/Race Start Time __________________________ Actual Run/Walk/Race End Time __________________________

Set Up Day & Date __________________________ Time __________________________
Take Down Day & Date __________________________ Time __________________________

Event more than 1 day? □ Yes □ No Please provide the date, time, and location of each occurrence on a separate sheet of paper.

Check all event elements that may apply to your event:
- Race/Walk? □ Yes □ No
- Inflatables/Bounce Houses? □ Yes □ No
- Generator? □ Yes □ No
- Street Closures? □ Yes □ No
- Not-For Profit Organization? □ Yes □ No
- Meter Hooded? □ Yes □ No
- Sidewalk Closures? □ Yes □ No
- Animals Allowed? □ Yes □ No
- For Profit Organization? □ Yes □ No
- GRPD Requested? □ Yes □ No
- Food Trucks/Vendor? □ Yes □ No
- Art Installation/Mural? □ Yes □ No
- City Refuse and Recycling? □ Yes □ No
- OSE Rental Equipment? □ Yes □ No
- Yearly event? □ Yes □ No
- Tents? □ Yes □ No
- Alcohol Served/Sold? □ Yes □ No
- If yes, # of Years _____
- Fireworks/Pyrotechnics/Open Flame? □ Yes □ No If yes, describe______________________________________________________________

Check all amenities that applies to your event: (not available for all parks)
- Bollards down □ Gates unlocked □ Electricity on □ Sprinklers off □ Park lighting on □ Water Spigot access
- Public Restrooms □ Other? Please describe______________________________________________________________

Site Map and Route Diagram - Due with Application Submission

Please submit a map detailing visually your event layout. Run/Walk route should also be submitted. Rough drafts are acceptable if event date is more than 45 days away. Applications submitted without a site map or route diagram with written detail will not be accepted. Be sure to mark the elements and amenities on your site map. Events on the Blue Bridge and the Gillett Bridge will require a clear path of 6’ for ADA accessibility from east to west at all times.

□ Site map detailing my event layout and equipment placement is attached
□ Route map and written details for my run, race, walk, or bike event is attached

Special Event Permit Application
1 Monroe Center St • Grand Rapids, MI 49503 • 616.456.3378 • grandrapidsmi.gov • specialevents@grcity.us
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General Event Description (Provide a brief describe of the activities and the purpose of the event)

Please list the specific activities that will occur during your event including the time and location for each activity. i.e., live music, petting zoo, food trucks, etc. These items should also be demarcated on your site map/route diagram. Please attach a separate sheet if more space is needed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Time/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Certificate of Insurance - Due 30 days before your event

A certification of insurance is required to obtain a Special Event Permit. If you are planning to serve or sell alcohol, liquor liability is also required.

- My Certificate of Insurance is included with this application
- I will be applying for insurance from the GatherGuard Program
- I will submit the Certificate of Insurance 30 days prior to the event setup date

Event Action Plan - Due 30 days before your event

All events are required to provide an Event Action Plan. See OSE Planning & Resource Guide for requirements and to print off the form. This is a document where you can provide details on safety and server weather plans in addition to measures that you will have in place to mitigate the spread of COVID-19. You can view up to date MDHHS information on our website: grandrapidsmi.gov/specialevents

My Event Action Plan is attached?  □ Yes  □ No

Community Notification - Due 30 days before your event

Notifying the communities that will be affected by the event is the responsibility of the event organizer. For street closures, signatures or written consent is required. The special events permit will not be issued until your required community notification obligation is fulfilled.

- I have notified residents and businesses about my event
- Attached is the message/flyer and list of contacts who received my community notification message
- Attached is the completed signature sheet of residents and businesses directly affected by my event plans
- I plan to notify businesses and residents about my event

When/Date ___________________________ How/Method ___________________________
Equipment Rental

Please see OSE Planning & Resource Guide for requirements

The Office of Special Events has equipment that can be rented for your event. Equipment rental fees listed in the chart below at the commercial rate. For community rates, review the Planning & Resource Guide. Keep in mind, rentals are first come, first served, and are based on availability at the time of the request. We do not guarantee recurring events will receive the same equipment from year to year. OSE staff only setup and teardown the Showmobiles, stages, bleachers, and City Logo Tents (15’ X 15’). The showmobiles do not come with a PA sound system or electricity. Equipment rentals include delivery and pickup; a representative from your event is required to be present at time of delivery. Equipment should be neatly stacked for pickup following your event. Added fees may be charged for additional equipment ordered less than 14 days prior to the event. Any lost or damaged equipment will be charged at the replacement rate.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Inventory</th>
<th>Dimensions</th>
<th>Rental Fee</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showmobile Stage</td>
<td>2</td>
<td>28' x 14’ 6”</td>
<td>$600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage extensions (showmobile only; panels differ for each showmobile)</td>
<td>19 or 9</td>
<td>4’ x 8’</td>
<td>$25 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers 180 seats</td>
<td>5</td>
<td>34’9” x 17’9” x 13’</td>
<td>$500 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers 50 seats</td>
<td>1</td>
<td>15’ x 9’</td>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleachers 30 seats</td>
<td>1</td>
<td>15’ x 5’</td>
<td>$250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.A. System (2 speakers; battery)</td>
<td>1</td>
<td>-</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.A. System (electric)</td>
<td>1</td>
<td>-</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Podium</td>
<td>1</td>
<td>-</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Boxes (not a power source)</td>
<td>17</td>
<td>-</td>
<td>$80 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Cord Covers</td>
<td>25</td>
<td>20” x 36”</td>
<td>$10 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Crowd Control Fencing</td>
<td>105</td>
<td>4’x8’ sections</td>
<td>$10/each or $700 for trailer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metal Crowd Control Fencing</td>
<td>20</td>
<td>4’X6’ sections</td>
<td>$10 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drum Risers</td>
<td>9</td>
<td>3’ x 5’ x 10’</td>
<td>$15 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Risers w/ stairs (2 minimum)</td>
<td>4</td>
<td>4’ x 8’ x 3’</td>
<td>$40 each</td>
<td></td>
<td>*1 set of stairs available</td>
</tr>
<tr>
<td>Blue Grand Rapids City Logo Tents</td>
<td>10</td>
<td>15’ x 15’</td>
<td>$150 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Tent Sidewalls (per kit)</td>
<td>7</td>
<td>7’ x 15’</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pop-Up Tents</td>
<td>4</td>
<td>10’ X 10’</td>
<td>$50 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables (10 minimum)</td>
<td>60</td>
<td>2’ x 6’</td>
<td>$7 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Narrow Tables (10 minimum)</td>
<td>22</td>
<td>6’ x 18”</td>
<td>$7 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Tables (6 minimum)</td>
<td>12</td>
<td>60”</td>
<td>$10 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacking Chairs (25 minimum)</td>
<td>170</td>
<td>-</td>
<td>$1 per chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Folding Chairs (25 minimum)</td>
<td>170</td>
<td>-</td>
<td>$1 per chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Folding Chairs (25 minimum)</td>
<td>88</td>
<td>-</td>
<td>$1.30 per chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanchions</td>
<td>11</td>
<td>-</td>
<td>$10 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-Frames Signs</td>
<td>120</td>
<td>-</td>
<td>$5 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer Stands (comes with one bag inside)</td>
<td>6</td>
<td>-</td>
<td>$45 each</td>
<td></td>
<td>$40.00 per additional bag</td>
</tr>
<tr>
<td>Easels</td>
<td>4</td>
<td>-</td>
<td>$5 each</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Outdoor Games Rental

<table>
<thead>
<tr>
<th>Outdoor Games Rental</th>
<th>Inventory</th>
<th>Dimensions</th>
<th>Rental Fee</th>
<th>Quantity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kan Jam Original Disc Toss Game</td>
<td>1</td>
<td>-</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Wooden Yard Dice: Yardzee</td>
<td>1</td>
<td>-</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Wooden Dominoes</td>
<td>1</td>
<td>-</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Checkers/Tic-Tac-Toe Game</td>
<td>1</td>
<td>-</td>
<td>$5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spikeball Games Set</td>
<td>1</td>
<td>-</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pro Sport Swingball</td>
<td>1</td>
<td>-</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Tumbling Blocks</td>
<td>1</td>
<td>-</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classic Cornhole</td>
<td>1</td>
<td>-</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giant Connect 4</td>
<td>1</td>
<td>-</td>
<td>$15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Maximum of 3 Outdoor Games per event*

### Traffic Safety/Street Closures

Streets or sidewalks can be closed for special events to provide safety for attendees and a clear definition of your event area. The start to finish closure should be marked clearly on the site map and for races, written details of the streets and/or sidewalks should be included. Street closure includes full, partial, and intermittent. Meters within a street closure must be reserved.

- **Street Closures Requested?** ☐ Yes ☐ No
- **Sidewalk Closures Requested?** ☐ Yes ☐ No
- **Name of Street(s)** ___________________________________________________________________________________________
  - ☐ Written details of my requested street closure are attached
  - ☐ My requested street closures are clearly demarcated on my site map

### Recycling and Refuse Clean-Up Plan

*A cleanup plan detailing how you anticipate disposing trash/waste generated by your event is required.*

- ☐ I plan to reach out to Public Works for my needs 30 days before my event, publicworks@grcity.us
- ☐ I plan on collection and disposing my own trash.
- ☐ Receptacle locations are demarcated on my Site Map
- ☐ I am using a private company

- **Refuse Removal Company:** ____________________________ **Phone Number:** ____________________________
- **Drop Off Date/Time:** ____________________________ **Pick-Up Date/Time:** ____________________________

### Security Plan

- **Private Security Company:** ____________________________ **Phone Number:** ____________________________
- **Primary Contact:** ____________________________ **Email:** ____________________________
- **# of Security Guards:** _____  **Overnight Security?** ☐ Yes ☐ No

### Grand Rapids Police Department presence requested?  ☐ Yes ☐ No

*GRPD can provide law enforcement services in connection with your event. GRPD personnel will maintain the peace and tranquility of the community, and enforcement of all laws and local ordinances but will not enforce your private events rules, policies, or procedures. GRPD does not provided overnight security.*
Parking Services

A parking plan should let us know where you plan to direct attendees to park. Please note that you will need to contact Mobile GR Parking Services directly for The Rapids, DASH, meters at mobilegr@grcity.us.

☐ My Parking Plan is attached
☐ I will need to hood my meters within my event footprint
☐ I will need a Ramp/Surface Lot Closure
☐ I will need to purchase parking validation tickets

Restroom Facilities

Not all parks have public restrooms, or the number of event attendees may exceed capacity. Park restrooms are available from May through October.

☐ I plan to use public restrooms
☐ I am bringing in portable restrooms for my event
☐ Portable restrooms are demarcated on my site map

Portable Bathroom Company: ___________________ Phone Number: ___________________
# of Portable Bathrooms _______ # of Handicap Units _______ # of Event Attendees _______
Drop Off Date/Time ___________________________ Pick-Up Date/Time ____________________

Alcoholic Beverages (Beer/Wine and Spirits)

If you are planning to serve alcohol, liquor liability will need to be included on your insurance and a copy of your state issued liquor license will need to be submitted.

Will alcohol be served? ☐ Yes ☐ No
Will alcohol be sold? ☐ Yes ☐ No
Will alcohol be consumed? ☐ Yes ☐ No
Does your site map show the location of where alcohol is served/sold? ☐ Yes ☐ No
My State issues Liquor License is included with this application ☐ Yes ☐ No
I plan to submit the State issues Liquor License 30 days prior to the event setup date? ☐ Yes ☐ No
Please list the alcohol distributors or vendors with contacts that you will use for your event:
__________________________________________________________
________________________________________________________________________
________________________________________________________________________

Food and Merchandise Vendors

Food trucks, trailers, or concessionaires must have a license from City Clerks. Additional permits may be required based on event needs.

Will food be cooked/prepared on site? ☐ Yes ☐ No
Will food be sold? ☐ Yes ☐ No
Will food be served? ☐ Yes ☐ No
Will food trucks or trailers vend/serve? ☐ Yes ☐ No
Will there be Pre-package food served? ☐ Yes ☐ No
Will a grill be used? ☐ Yes ☐ No
If yes, please list type of grills ________________________________________________

Please list the type of food/merchandise that will be sold at your event:
__________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list all merchandise and food vendors with contacts that you will use for your event:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list the alcohol distributors or vendors with contacts that you will use for your event: ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Tents and Generators

Please see the OSE Planning & Resource Guide for requirements. Additional permits may be required, if so, please contact the Development Center, devcenter@grcity.us

Will there be tents at your event? ☐ Yes ☐ No
Number of tents? __________
If yes, will your tents be larger than 20 x 20? ☐ Yes ☐ No
Will your tents have a heating or cooling system? ☐ Yes ☐ No
Will there be cooking near any tents? ☐ Yes ☐ No
Tent sizes and locations are demarcated on my Site Map? ☐ Yes ☐ No
Will there be any generators at your event? ☐ Yes ☐ No
Number of watts? ______________

Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the event? ☐ Yes ☐ No
If yes, please indicate on the site plan the locations of the stages and sound system, locations and directions of all speakers and the proximity to residential areas.

AM AM
Amplified sound will be used from _______PM to _______PM (NOT BEFORE 7 AM AND NO LATER THAN 10 PM)
Sound Company ____________________________ Email ____________________________
Contact Name ____________________________ Mobile ____________________________

Playing music may require licensing per the Federal Copyright Act. The City requires as a condition of the Special Event Permit that the applicant has legal rights to play, perform, and/or livestream/air any music, movies, etc. being used at the event.
Congratulations! You have completed the Special Event Permit Application for the City of Grand Rapids. By submitting the application, you acknowledge you have read the Special Events Planning and Resource Guide, completed the special event permit application, and are submitting the application with the $100.00 non-refundable Application Fee, and site map and/or race route for your event.

Submission of this application does not constitute the City of Grand Rapids’ approval of your event. Notification of your permit application status will be confirmed, and an Office of Special Events representative will follow up with any questions or request for additional supporting documents based on your event permit request. The Special Event Permit will be approved and sent after all documents, licenses, notification, and fees are submitted and confirmed.

Authorized Signature ________________________________ Date ____________________________

Optional Questions

Each year we submit data internally that helps tell the story of the event organizer community we assist and serve. You can help us provide information by voluntarily sharing your responses to the questions below. These questions are not required, no names or personal information will be shared, and we will only reference them for internal purposes.

1. What gender do you identify as? _____________________________________________________________
2. Which ethnicity do you primarily identify with? _________________________________________________
3. Do you reside in the City of Grand Rapids? □ Yes □ No If yes, please share which Ward you live in? _______
4. Regarding the event this application is for, are you an individual hosting this event or affiliated with an organization/company? ____________________________________________________________