

THE SPECIAL EVENT RESERVATION AND APPLICATION PROCESS IN ACCELA

How to Create a Special Event Reservation in Accelea

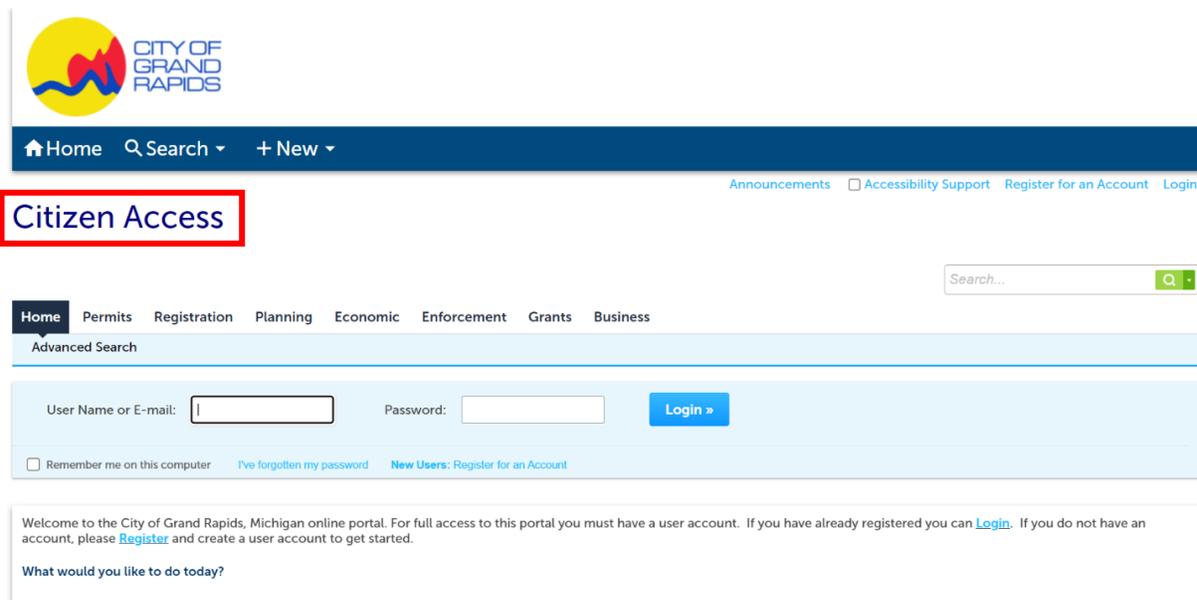
With the new Accelea System, special events will require a Special Event Reservation form to be entered before the Special Event Permit Application can be submitted. To begin the process, you will need to create a login account with Citizen Access. Please use the following link to create an account, <https://www.grandrapidsmi.gov/Directory/Guides/Create-a-Citizen-Access-Account>. A video tutorial will be on the link to walk you through how to set up this account.

[Home](#) / [Create a Citizen Access Account](#)

Create a Citizen Access Account

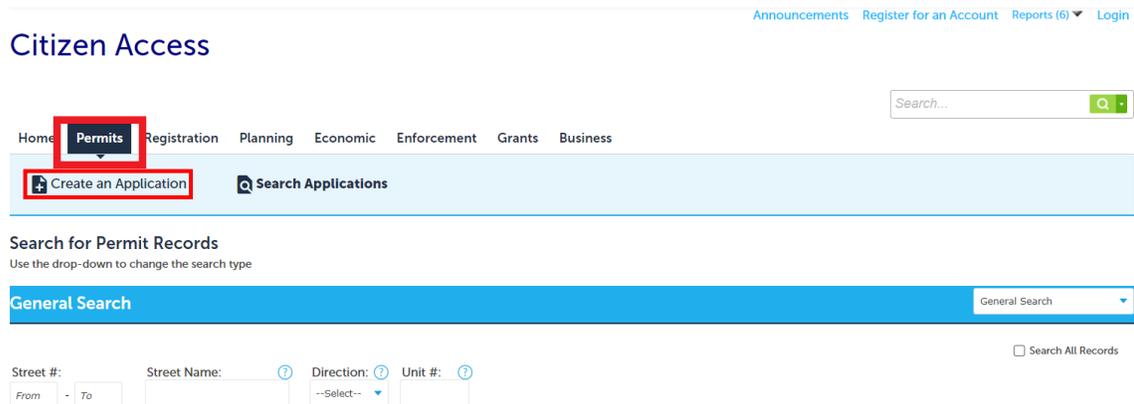
- [Overview](#)
- [Signing in as a returning user](#)
- [Creating a new account](#)

1. Once the account is created, you can access the Citizen Access Page to log in.



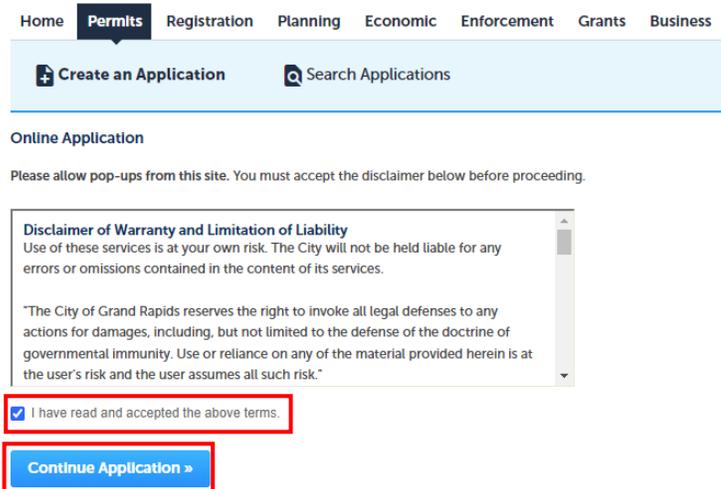
The screenshot shows the City of Grand Rapids online portal. At the top left is the City of Grand Rapids logo. Below it is a navigation bar with 'Home', 'Search', and '+ New'. On the right side of the navigation bar are links for 'Announcements', 'Accessibility Support', 'Register for an Account', and 'Login'. The main heading 'Citizen Access' is highlighted with a red box. Below the heading is a search bar. A menu bar contains 'Home', 'Permits', 'Registration', 'Planning', 'Economic', 'Enforcement', 'Grants', and 'Business'. Underneath is an 'Advanced Search' section. The login form includes fields for 'User Name or E-mail:' and 'Password:', with a 'Login »' button. Below the form are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. At the bottom, a welcome message states: 'Welcome to the City of Grand Rapids, Michigan online portal. For full access to this portal you must have a user account. If you have already registered you can [Login](#). If you do not have an account, please [Register](#) and create a user account to get started.' Below the message is the question 'What would you like to do today?'.

- From there, select the “Permits” tab. The page will refresh and the option to select “Create an Application”, will appear underneath the “Permits” Tab.



- After selecting “Create an Application,” you will be asked to sign a “Disclaimer of Warranty and Limitation of Liability. To move forward with the reservation, click the “I have read and accepted the above terms” square and then the “Continue Application” button.

Citizen Access



If you encounter a “Select a License or Registration” screen, select “None Applicable” from the drop-down, then “Continue Application.”

Citizen Access

Search...

Home **Permits** Registration Planning Economic Enforcement Grants Business

Create an Application Search Applications

Select a License or Registration

If applicable, select the license or registration with which you will apply from the list below. Some applications are only available to public users who have a specific license type associated with their account. Examples of such applications include electrical, mechanical, plumbing, and sidewalk permits.

If a license or registration is not applicable to your application, select "None Applicable."

*Your Available License(s) / Registration(s):

--Select--

Continue Application »

4. Select "SPECIAL EVENT APPLICATIONS" → "Special Events Reservation," from the drop-down list to begin the reservation process. Then click on "Continue Application."

Citizen Access

Home **Permits** Registration Planning Economic Enforcement Grants Business

Create an Application Search Applications

Select an Application Type

Select an application category below, then select one of the available application types.

For assistance or to apply for a type not listed below please visit <http://www.grcity.us/devcenter> or call us at 616-456-4100.

Some application types are only available to public users who have a specific license / registration type associated with their Online Services account.

Search

Permits

▼ SPECIAL EVENT APPLICATIONS

● Special Event Reservation

○ Wedding Application

- ▶ ADDRESS APPLICATIONS
- ▶ BUILDING-102 FAM RESIDENTIAL APPLICATIONS
- ▶ BUILDING-COMMERCIAL APPLICATIONS
- ▶ FIRE OPERATIONAL PERMITS
- ▶ LAND USE (LUDS) APPLICATIONS
- ▶ PLANNING APPLICATIONS
- ▶ RIGHT-OF-WAY APPLICATIONS
- ▶ SIGN APPLICATIONS
- ▶ UTILITY APPLICATIONS
- ▶ WATER-SEWER APPLICATIONS
- ▶ INDUSTRIAL STORMWATER SURVEY

Continue Application »

5. You may now enter the appropriate event reservation information for each question in Steps 1-5. If you are unable to complete the reservation in one sitting, be sure to click on the “Save and resume later” button to save your progress. Once your information has been entered and you have reviewed your application (Step 5), click on the “Continue Application” button.

Citizen Access

Home **Permits** Registration Planning Economic Enforcement Grants Business

Create an Application Search Applications

Special Event Reservation

1 Type and Location 2 Dates 3 Other Details 4 Certification 5 Review 6

Step 1: Type and Location > Type

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.

IMPORTANT
This reservation form is for events and activities at public sites such as parks, bridges, streets, and sidewalks.

This reservation form cannot be used for:

- Weddings (Wedding Permit [instructions](#))
- Block Parties (Block Party [instructions](#))
- Park shelter/picnic area reservations (Rent a Park Facility [instructions](#))
- Filming/Photography (Film and Photography Permit [instructions](#))
- Private Property Event (Temporary Use Permit [instructions](#))

* Indicates a required field.

Type

EVENT TYPE
Commercial events have controlled/ticketed entry. This includes pay-upon-entry, registration fees, membership fees or suggested donations. Community events are free and open to the public with aspects of the event that attendees can participate in at no cost. The organizer must be a not-for-profit entity or representative. Find a detailed description of event categories in the [OSE Planning & Resource Guide](#). Please note, the Office of Special Events reserves the right to make the final determination of your event category.

* Type of Event:

City-Sponsored:

* Name of Event:

* Briefly describe the event:

[spell check](#)

* Which of the following best describes the frequency of this event?:

Save and resume later

Continue Application »



[+ Create an Application](#) [Q Search Applications](#)

Special Event Reservation

1 Type and Location	2 Dates	3 Other Details	4 Certification	5 Review	6
---------------------	---------	-----------------	-----------------	----------	---

Step 1: Type and Location > Location

This reservation form is used to temporarily hold the date, time, and location for the event. After City staff review your reservation form and check the availability of the location, a confirmation email will be sent to the Event Coordinator along with a link for the online application process. Submitting this form does not guarantee you will receive a permit.

* Indicates a required field.

Event Location

LOCATION

Check all that apply.

Blue Bridge:

Calder Plaza:

Gillett Bridge:

Lyon Square:

Rosa Parks Circle:

Park Name:

Describe other public sites not listed:

[spell check](#)

List the streets and/or sidewalks that would be used for this event (for example: sidewalks/street on 300 block of Ottawa Ave NW):

[spell check](#)

[Save and resume later](#)

[Continue Application »](#)

Citizen Access

- Home
- Permits**
- Registration
- Planning
- Economic
- Enforcement
- Grants
- Business

- Create an Application
- Search Applications

Special Event Reservation

- 1 Type and Location
- 2 Dates**
- 3 Other Details
- 4 Certification
- 5 Review
- 6

Step 2: Dates > Timeline

There are multiple deadlines to obtain a Special Event permit. Below is an overview of this process. Please see the Event Planning Checklist ([link](#)) for more detailed information.

75+ Days Prior to Event

Submit reservation request using this online form and wait for reservation confirmation email from City of Grand Rapids with a link for the online application.

70+ Days Prior to Event

Submit online application form with \$100 application fee, site map, street/sidewalk closures (as needed), and walk/run route (as needed).

30+ Days Prior to Event

- Certificate of Insurance
- Community Notification
- Clean-up Plan
- Restroom Confirmation
- Liquor License
- Event Timeline
- Security Plan
- Amplified sound details (as needed)
- Parking Management Plan
- Event action plan and severe weather plan

15+ Days Prior to Event

- List of vendors (as needed)
- City of Grand Rapids Equipment Confirmation (as needed)
- City and State Inspections (as needed)

* indicates a required field.

Event Dates

EVENT DATES

Reservations requested less than 30 days before the event date may not be accepted.

Event Start Date:	<input type="text" value="MM/DD/YYYY"/>	
Event Start Time:	--Select--	
Event End Date:	<input type="text" value="MM/DD/YYYY"/>	
Event End Time:	--Select--	
Set Up Start Date:	<input type="text" value="MM/DD/YYYY"/>	
Set Up Start Time:	--Select--	
Take Down Completion Date:	<input type="text" value="MM/DD/YYYY"/>	
Take Down Completion Time:	--Select--	

Save and resume later

Continue Application >

Citizen Access

Search... 

Home **Permits** Registration Planning Economic Enforcement Grants Business

 Create an Application  Search Applications

Special Event Reservation

1 Type and Location 2 Dates 3 Other Details 4 Certification 5 Review 6

Step 3: Other Details > Additional Info

Events that include alcohol sales or services require a State issued liquor license and an additional \$1,000,000 Liquor Liability Certificate of Insurance. Information on how to meet these requirements will be provided after the reservation process is completed.

* indicates a required field.

Other Information

OTHER INFORMATION

* What is the name of the individual/organization planning this event?:

Type of Organization:

--Select--

What is the website or FaceBook page for this event?:

* Number of people estimated to attend this event:

* Is this a ticketed event?:

--Select--

* Is this the first time this event is taking place in Grand Rapids?:

Yes No

* Will alcohol be served/sold at this event?:

--Select--

Save and resume later

Continue Application »

Citizen Access

Search... 

Home **Permits** Registration Planning Economic Enforcement Grants Business

 Create an Application  Search Applications

Special Event Reservation

1 Type and Location 2 Dates 3 Other Details 4 Certification 5 Review 6

Step 3: Other Details > Contacts

* indicates a required field.

Applicant

Add an additional contact to receive system generated emails (not required).

Select from Account

Add New

Event Coordinator

Please provide the contact information as requested below.

Select from Account

Add New

✔ Contact removed successfully.

Save and resume later

Continue Application »

Citizen Access

Search... 

Home **Permits** Registration Planning Economic Enforcement Grants Business

 Create an Application  Search Applications

Special Event Reservation

1 Type and Location 2 Dates 3 Other Details 4 Certification 5 Review 6

Step 3: Other Details > Services Requested

Use the checkboxes to identify City services that may be requested for this event.

* indicates a required field.

Services Requested

SERVICES REQUESTED

Grand Rapids Police Department:

Grand Rapids Fire Department:

Equipment Rental:

City Recycle and Refuse Carts:

Noise Ordinance Extension:

Parking Meter Hoods:

Other:

Describe additional City services requested for this event:

[spell check](#)

Save and resume later

Continue Application >

Citizen Access

Search... 

Home **Permits** Registration Planning Economic Enforcement Grants Business

 Create an Application  Search Applications

Special Event Reservation

1 2 Dates 3 Other Details 4 Certification 5 Review 6 Record Issuance

Step 4: Certification > Agreement

Certain circumstances may affect the approval of this reservation request including but not limited to:

- Outstanding invoices
- Street or greenway construction
- Damages or flooding caused by severe weather
- Calendar irregularities
- Scheduling adjustments requested by the Office of Special Events that are in the best interest of the City of Grand Rapids

* indicates a required field.

Statements

RESERVATION AGREEMENT

I understand that this request is not a guaranteed reservation, and that certain circumstances such as those listed above may affect the approval of this reservation request. I understand this request does not replace the Special Event Permit Application process. Once I receive approval from the City of Grand Rapids Office of Special Events, a complete application must be submitted by the specified deadlines. I understand that failure to submit a complete application in a timely manner negates any and all reservation of aforementioned location and said date. I agree to the above statements.

* Initial:

Save and resume later

Continue Application >

6. Step 5 is your application review. Please carefully review the information and make any needed edits. Once your application is complete, click on the “Continue to Application” button to submit your reservation. You will receive a notice that your reservation was successfully submitted. From this screen, you can print your reservation.

Citizen Access

The screenshot displays the Citizen Access portal interface. At the top, there is a navigation menu with links for Home, Permits, Registration, Planning, Economic, Enforcement, Grants, and Business. A search bar is located in the top right corner. Below the navigation menu, there are two main buttons: "Create an Application" and "Search Applications". A progress indicator shows three steps: "1 Selected item to pay", "2 Payment Information", and "3 Receipt/Record Issuance". The current step is "Step 3: Receipt/Record issuance". Below this, there is a "Receipt" section with a green checkmark icon and the text: "Successfully submitted. Select the Print/View Summary button below to print and retain a receipt of this submittal." Below the receipt message, there is a blue button labeled "Print/View Summary". A blue banner below the button contains the text "No Address". Below the banner, there is a small text "SE-RSV-2024-0187" and a link "View Summary". At the bottom, there is another blue button labeled "Print/View Summary".

7. Once your reservation is completed and submitted, you will receive an email that the reservation request was received by the Office of Special Events and is pending approval. The email will be sent to the address that you entered in the reservation. Your reservation should be approved by the OSE within **48 business hours**. When the reservation is approved, you will receive a confirmation email from the Office of Special Events. Now you are ready to continue to the Special Events Permit Application.

How to Complete a Special Event Application in Accela

1. When you are ready to apply for a Special Event Permit, locate the correct reservation under the “Permits” tab. The reservation will have the name of the event you entered earlier, and the reservation status will read “Reserved.” If it has been 48 business hours and the status still says “Open,” please contact the OSE at specialevents@grcity.us.
2. On the appropriate reservation “Record Number,” choose “Update Record” from the “Action” column.

The screenshot shows the Accela Permits application interface. At the top, there is a navigation menu with 'Home', 'Permits', 'Registration', 'Planning', 'Economic', 'Enforcement', 'Grants', and 'Business'. Below the menu, there are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Permit Records'. Below this, there is a table with the following columns: Date, Record Number, Record Type, Project Name, Address, Status, and Action. The table contains one record with the following details:

Date	Record Number	Record Type	Project Name	Address	Status	Action
02/09/2024	SE-RSV-2024-0095	Special Event Reservation	2024 Walk for Warmth		Reserved	Update Record

3. From there, click on “Select an Amendment Type,” expand the “Special Events” tab, and select “Special Event Application” to continue the application.

Citizen Access

The screenshot shows the Accela Citizen Access interface. At the top, there is a navigation menu with 'Home', 'Permits', 'Registration', 'Planning', 'Economic', 'Enforcement', 'Grants', and 'Business'. Below the menu, there are two buttons: 'Create an Application' and 'Search Applications'. The main content area is titled 'Select an Amendment Type'. Below this, there is a text input field and a 'Search' button. Below the search field, there is a list of amendment types:

- PERMITS LUDS EXTENSION
- PERMITS MECHSAFETYINSP AMEND
- PERMITS PLANCHKN AMEND
- Special Events

Below the list, there is a 'Continue Application »' button.

Home **Permits** Registration Planning Economic

Create an Application Search Applications

Select an Amendment Type

Choose one of the following available amendment types.

[Search](#)

- ▶ PERMITS LUDS EXTENSION
- ▶ PERMITS MECHSAFETYINSP AMEND
- ▶ PERMITS PLANCHKN AMEND
- ▼ **Special Events**
 - Special Event Application

[Continue Application »](#)

4. When you click on the reservation, you will see that the information you entered into the reservation has auto-filled into the Special Event Permit Application. This information includes the following sections: Office of Special Events Approval, Event Type, and Location. From here, please use the **Planning & Resource Guide** as you complete the application. Be sure to fill in the information in each section and click “Continue Application.” If you are unable to complete the application in one sitting, be sure to click on “Save and resume later” to save your progress. Once your information has been entered and you have reviewed your application, click on the “Continue Application” button.

**If you need to change your requested event date, time, or location you will need to contact the Office of Special Events. **

Special Event Application

1 Reservation	2 General Info	3 Event Details	4 Services	5 Signature	6	7	8
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Step 1: Reservation > General

Welcome to the City of Grand Rapids Office of Special Events!

There are a few things to keep in mind as you fill out this application.

- Your event has already been reserved based on the information detailed below.
- There is a non-refundable \$100 application fee which must be paid to submit this application.
- You are required to attach a site map for the event.
- [The Special Event Planning & Resource Guide](#) is available to assist you with this process.

Event Reservation Page Instructions:

The event reservation detailed below was reviewed by the Office of Special Events. Specific date(s), time(s) and location(s) for this event have been reserved and cannot be changed without additional review and approval from the Office of Special Events. To request changes to your reservation, contact the Office of Special Events at 616-456-3378 (opt. 3) before completing this application form.

* indicates a required field.

Office of Special Events Approval

RESERVATION APPROVAL

The approved reservation information below can not be changed by the applicant. To request changes to your reservation, contact the Office of Special Events at 616-456-3378 (opt. 3) before completing this application form.

Event Classification:

Event Summary Description:

Reservation Approved Date:

Approved Locations:

Reservation Approved Conditions:

Application Due:

Auto-filled Information from Reservation

Event Type

EVENT TYPE

* Type of Event:

City-Sponsored:

* Name of Event:

* Briefly describe the event.:

spell check

* Which of the following best describes the frequency of this event?:

Number of Events within Series:

Auto-filled Information from Reservation

Location

LOCATION
Check all that apply.

Blue Bridge:

Calder Plaza:

Gillett Bridge:

Lyon Square:

Rosa Parks Circle:

Park Name:

Describe other public sites not listed:

List the streets and/or sidewalks that would be used for this event (for example: sidewalks/street on 300 block of Ottawa Ave NW):

Comments or corrections related to event location(s):

Auto-filled Information from Reservation

- Under "Applicant," click on the "Select from Account" tab. Choose the "Associated Contact" who will receive the invoice and then click on the "Continue" tab.

Applicant

Please provide the contact information as requested below.

Select Contact from Account x

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Evette Pittman
<input type="radio"/> Associated License	Franchise Util	TEST FRANCHISE UTILITY LICENSE TEST FRANCHISE Franchise Util FRN-00006

- Your completed billing contact information will now appear under the “Applicant” section. Click on the “Continue Application” tab to move forward with the application.

Applicant

Please provide the contact information as requested below.

✔ Contact added successfully.

Evette Pittman
epittman@grcity.us
Home phone: 616-481-9370
Mobile Phone: 616-481-9370
Work Phone: 616-456-4125
Fax:
[Edit](#) [Remove](#)

Event Coordinator

Please provide the contact information as requested below.

Evette Pittman
epittman@grcity.us
Home phone: 616-481-9370
Mobile Phone: 616-481-9370
Work Phone: 616-456-4125
Fax:
[Edit](#) [Remove](#)

[Save and resume later](#)

[Continue Application >](#)

- Step 1: Reservation Dates:**
If your event is a single-day event, then your event start/end dates/times as well as set up/take down dates/times will auto-fill. If you are planning a multi-day event, then you will need to enter every date and time for each event day.

Citizen Access

Home **Permits** Registration Planning Economic Enforcement Grants Business

Search...

Create an Application Search Applications

Special Event Application

1. Reservation 2. General Info 3. Event Details 4. Services 5. Signature 6. 7. 8.

Step 1: Reservation > Dates

* Indicates a required field.

Dates

EVENT DATES

Event Start Date: 06/03/2024

Event Start Time: 09:30 AM

Event End Date: 06/03/2024

Event End Time: 11:30 AM

Set Up Start Date: 06/03/2024

Set Up Start Time: 08:00 AM

Take Down Completion Date: 06/03/2024

Take Down Completion Time: 12:00 PM

Comments or corrections related to event timeline:

spell check

Auto-filled Information from Reservation

For multi-day and series events, add individual dates and times for each occurrence. Start by selecting “ Add a row”, then a pop-up box will appear.

The screenshot shows the 'Event Series' section with a blue header. Below the header, there is a sub-header 'Event Series' with a note: 'Recurring events require a listing of each of the each date and locations.' Below this, it says 'Showing 0-0 of 0'. A table with columns 'Location', 'Event Date', 'Start Time', and 'End Time' is shown, with the text 'No records found.' below it. At the bottom of the table area, there are three buttons: 'Add a Row' (highlighted with a red box), 'Edit Selected', and 'Delete Selected'. Below the table area, there are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (blue).

Add your Location, Event Date, Start Time, and End Time. Then click “Submit.”

The screenshot shows a pop-up form titled 'Event Series' with a close button (X) in the top right. Below the title is the same note: 'Recurring events require a listing of each of the each date and locations.' There are four input fields: 'Location:' (text input), 'Event Date:' (text input with a calendar icon and placeholder 'MM/DD/YYYY'), '* Start Time:' (dropdown menu with '--Select--'), and '* End Time:' (dropdown menu with '--Select--'). At the bottom, there are two buttons: 'Submit' (blue, highlighted with a red box) and 'Cancel' (grey).

The information will auto-fill in the Event Series section. You may edit your information or add more if needed. Once all your event dates are entered, click on “Continue Application.”

The screenshot shows the 'Event Series' section with the same blue header and sub-header. Below the sub-header, it says 'Showing 1-1 of 1'. The table now has one row of data: 'Rosa Parks Circle' in the 'Location' column, '06/03/2024' in the 'Event Date' column, '09:30 AM' in the 'Start Time' column, and '12:00 PM' in the 'End Time' column. There is an 'Actions' dropdown menu in the rightmost column of the row. Below the table area, there are three buttons: 'Add a Row' (highlighted with a red box), 'Edit Selected', and 'Delete Selected'. Below the table area, there are two buttons: 'Save and resume later' (orange) and 'Continue Application »' (blue, highlighted with a red box).

8. Step 2: General Info > Event:

Info: Other Information - when you click on “Event Day Onsite Contact” some of the contact information you entered in the reservation will auto-fill the “Info” section. Review and complete

the information for accuracy. Any boxes with a red asterisk must have data entered. Be sure to enter your “Event Announcement” date and information under the “Elements” tab.

Step 2: General Info > Event

* indicates a required field

The screenshot shows a web form titled "Info" with a blue header. Below the header, there is a section for "OTHER INFORMATION" containing several required fields (marked with an asterisk):

- * Event Day Onsite Contact: [text input]
- * Onsite Contact Phone: [text input]
- * What is the name of the individual/organization planning this event?: [text input with value "SOP Evette Pittman Test"]
- Type of Organization: [dropdown menu with value "Non-Profit Organization"]
- What is the website or FaceBook page for this event?: [text input with value "N/A"]
- * Event Announcement: [text input with value "MM/DD/YYYY" and a calendar icon]
- * Number of people estimated to attend this event: [text input with value "99"]
- * Is this a ticketed event?: [radio buttons for "No Tickets (Free to Public)"]
- * Is this the first time this event is taking place in Grand Rapids?: [radio buttons for "Yes" (selected) and "No"]
- * Will alcohol be served/sold at this event?: [dropdown menu with value "No"]

Below this section is a section titled "ELEMENTS" (highlighted with a red box), which contains several yes/no questions:

- Animals Allowed?: [radio buttons for "Yes" and "No"]
- Art Installation/Mural?: [radio buttons for "Yes" and "No"]
- Inflatable/Bounce Houses?: [radio buttons for "Yes" and "No"]
- Fireworks/Pyrotechnics/Open Flame?: [radio buttons for "Yes" and "No"]

There are two text input areas for descriptions, each with a "spell check" link below it:

- If yes, please describe: [text area]
- Other unique elements? (Please describe here): [text area]

SERVICES: Under the “Services Requested” tab, select any City Department Services needed for your event.

Services

SERVICES REQUESTED

Grand Rapids Police Department:

Grand Rapids Fire Department:

Equipment Rental:

City Recycle and Refuse Carts:

Noise Ordinance Extension:

Parking Meter Hoods:

Other:

Describe additional City services requested for this event:

[spell check](#)

EQUIPMENT:

If you elect to rent equipment for the Office of Special Events, reference the Planning and Resource Guide for the complete list of rental equipment. Under “Add Equipment Type” select the number of types of equipment you want to rent. For example, **“Add 2 Types.”**

Equipment

OSE RENTAL EQUIPMENT

You will need to add a single row for each requested type of equipment. Examples of equipment offered include folding chairs, tables, metal crown control fencing, and tents. Select the desired type of equipment, then enter the requested quantity.

NOTE: All fees listed above are commercial rate. Please see our [Planning & Resource Guide](#) for a complete list of equipment, community rates and guidelines. Overtime rates will apply for anything outside our operational hours. For questions about OSE equipment, please call 616-780-8831.

Showing 0-0 of 0

Equipment	Inventory	Dimensions	Rental Fee (Each)	Quantity	Notes
No records found.					

Add Equip Type ▾ [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application >](#)

In the pop-up window, under “Equipment” use the drop box to select the type of equipment you need. Note, that the “Inventory” and “Rental Fee” tabs will autofill. Enter your desired “Quantity” and any “Notes” for each type of equipment. When you have entered all your equipment types, click on the “Submit” button.

OSE RENTAL EQUIPMENT

You will need to add a single row for each requested type of equipment. Examples of equipment offered include folding chairs, tables, metal crown control fencing, and tents. Select the desired type of equipment, then enter the requested quantity.

NOTE: All fees listed above are commercial rate. Please see our [Planning & Resource Guide](#) for a complete list of equipment, community rates and guidelines. Overtime rates will apply for anything outside our operational hours. For questions about OSE equipment, please call 616-780-8831.

* Equipment: 6 ft Tables	Inventory: 66	Dimensions:
Rental Fee (Each): \$7	* Quantity: ? 4	Notes: spell check
* Equipment: Black Folding Chairs (25 minimum)	Inventory: 205	Dimensions: -
Rental Fee (Each): \$1 per chair	* Quantity: ? 8	Notes: spell check

A summary of your Equipment request will appear under the “Equipment” section. You may edit or add equipment as needed. Click on the “Continue Application” tab to move forward with your application.

Equipment

OSE RENTAL EQUIPMENT
You will need to add a single row for each requested type of equipment. Examples of equipment offered include folding chairs, tables, metal crown control fencing, and tents. Select the desired type of equipment, then enter the requested quantity.
NOTE: All fees listed above are commercial rate. Please see our [Planning & Resource Guide](#) for a complete list of equipment, community rates and guidelines. Overtime rates will apply for anything outside our operational hours. For questions about OSE equipment, please call 616-780-8831.

Showing 1-2 of 2

<input type="checkbox"/>	Equipment	Inventory	Dimensions	Rental Fee (Each)	Quantity	Notes	
<input type="checkbox"/>	6 ft Tables	66		\$7	4		Actions ▾
<input type="checkbox"/>	Black Folding Chairs (25 minimum)	205	-	\$1 per chair	8		Actions ▾

[Add Equip Type](#) ▾ [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application](#) ▸

If you receive an error message, reference the area the error message refers to and complete that step to move forward. Click on the “Continue Application” to proceed.

 **1 error(s) occurred on current page.**
Please click the specific error item below to navigate to the failed field and correct your input.

1.Event Announcement: Required Enter as MM/dd/yyyy

Special Event Application

1 Reservation 2 General Info 3 Event Details 4 Services 5 Signature 6 7 8

Step 2: General Info > Event

* indicates a required field.

Info

OTHER INFORMATION

* Event Day Onsite Contact:

* Onsite Contact Phone: 

* What is the name of the individual/organization planning this event?:

Type of Organization:

What is the website or FaceBook page for this event?: 

 * Event Announcement: Enter as MM/dd/yyyy
 

* Number of people estimated to attend this event:

* Is this a ticketed event?:

* Is this the first time this event is taking place in Grand Rapids?:
 Yes No

* Will alcohol be served/sold at this event?:

9. Step 2: General Info > Site Map & EAP:

Complete the information under the “Site Map & Event Action Plan” section and upload your site map and event action plan by clicking on the “Add” tab under the “Attachment” section. Note, that your **site map is a required document** to complete and submit your application.

Create an Application Search Applications

Special Event Application

1 Reservation	2 General Info	3 Event Details	4 Services	5 Signature	6	7	8
---------------	----------------	-----------------	------------	-------------	---	---	---

Step 2: General Info > Site Map & EAP

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 always require a clear path of 6' for ADA accessibility from east to west.

Event Action Plan - Due 45 Days Before Event

Please submit an event action plan which can be downloaded [here](#).

* indicates a required field.

Site Map & Event Action Plan

SITE MAP & EVENT ACTION PLAN

Site map detailing my event layout and equipment placement is attached: Yes No

Route-Written Detail Attached:

My Event Action Plan detailing safety and severe weather plans is attached: Yes No

Attachment

PDF and JPEG are preferred file types.

When saving an attachment, select document type "Site Map/Direction" for your site map and "Event Action Plan" for your event action plan.

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pii;scr;sc;shb;sys;txt;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

Add

Save and resume later

Continue Application »

To upload an attachment, select the "Add" tab and a pop-up window will appear where you can upload your site map. In the pop-up window, select "Add", then choose your file to upload. Once your file is uploaded, select "Add" again to add another file or "Continue" to close out the window.

File Upload



The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

Site Map-Access Walk for Good	100%
-------------------------------	------

Continue

Add

Remove All

A summary of your attachment(s) will appear in the “Attachment” section. Select the appropriate “Type” for each document and provide a brief description. Click “Save” to save your documents.

Attachment

PDF and JPEG are preferred file types.

When saving an attachment, select document type "Site Map/Direction" for your site map and "Event Action Plan" for your event action plan.

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scs;shb;sys;txt;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

*Type: Site Map/Direction

File: Site Map-Access Walk for Good Food 2022.pdf
100%

*Description - 2 LINE (200 character) MAX:
site map
spell check

Remove

*Type: Event Action Plan

File: Parking Plan and EAP.docx
100%

*Description - 2 LINE (200 character) MAX:
event action plan
spell check

Remove

Save Add Remove All

Save and resume later

Continue Application >

When your documents are successfully uploaded you will see a green check box on your screen. Select “Continue Application” to move forward.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Special Event Application

- [1 Reservation](#)
- [2 General Info](#)
- [3 Event Details](#)
- [4 Services](#)
- [5 Signature](#)
- [6](#)
- [7](#)
- [8](#)

Step 2: General Info > Site Map & EAP

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 always require a clear path of 6' for ADA accessibility from east to west.

Event Action Plan - Due 45 Days Before Event

Please submit an event action plan which can be downloaded [here](#).

* indicates a required field.

Site Map & Event Action Plan

SITE MAP & EVENT ACTION PLAN

Site map detailing my event layout and equipment placement is attached: Yes No

Route-Written Detail Attached:

My Event Action Plan detailing safety and severe weather plans is attached: Yes No

Attachment

PDF and JPEG are preferred file types.

When saving an attachment, select document type "Site Map/Direction" for your site map and "Event Action Plan" for your event action plan.

The maximum file size allowed is 100 MB.

ade;adp;ba;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pic;scr;scf;shb;sys;txt;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
04/17/2024	Site Map-Access Walk for Good Food 2022.pdf	Site Map/Direction		04/17/2024	Actions ▼
04/17/2024	Parking Plan and EAP.docx	Event Action Plan		04/17/2024	Actions ▼

Add

Save and resume later

Continue Application »

If your site map is not uploaded, you will receive this error message:



1 error(s) occurred on current page.
Please click the specific error item below to navigate to the failed field and correct your input.

1. Site map detailing my event layout and equipment placement is attached: Required

Special Event Application

- [1 Reservation](#)
- [2 General Info](#)
- [3 Event Details](#)
- [4 Services](#)
- [5 Signature](#)
- [6](#)
- [7](#)
- [8](#)

Step 2: General Info > Site Map & EAP

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 always require a clear path of 6' for ADA accessibility from east to west.

Event Action Plan - Due 45 Days Before Event

Please submit an event action plan which can be downloaded [here](#).

* indicates a required field.

Site Map & Event Action Plan

SITE MAP AND ROUTE DIAGRAM

⚠ Site map must be provided to proceed with the application.
* Site map detailing my event layout and equipment placement is attached: Yes No

Route-Written Detail Attached:

My Event Action Plan detailing safety and severe weather plans is attached: Yes No

10. Step 3: Event Details > Insurance

Select your insurance status and upload your attachment. See the “Site Map” upload instructions for how to upload documents. Note insurance certificate is due 45 days before your event date. **If your event is less than 45 days away, your insurance is due with this application.**

Home **Permits** Registration Planning Economic Enforcement Grants Business

[+ Create an Application](#) [Search Applications](#)

Special Event Application

1 Reservation 2 General Info 3 **Event Details** 4 Services 5 Signature 6 7 8

Step 3: Event Details > Insurance

Certificate of Insurance - Due 45 Days Before Event

All events that occur on public property in the City of Grand Rapids require a Certificate of Insurance for \$1,000,000. The certificate should include the description, dates, and location of the event. Make sure your insurance company is "A" rated or acceptable by the City of Grand Rapids.

- List the City of Grand Rapids as the Certificate Holder
 - Address:
300 Monroe Ave NW
Grand Rapids, MI 49503
- Name the City of Grand Rapids as "Additional Insured". You will need to provide an additional insured endorsement with your Certificate of Insurance
- Indemnify and hold the City harmless from and against any and all claims/actions
- Be sure to inform your insurance provider if you will have a bounce house/inflatables

We recommend you use the [GatherGuard](#) program.

* indicates a required field.

Insurance

CERTIFICATE OF INSURANCE

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 45 days prior to the event setup date:

Attachment

PDF and JPEG are preferred file types.

When saving an attachment, select document type "Certificate of Insurance" for your certificate of insurance.

The maximum file size allowed is 100 MB.

ade,adp,bar,chr,cmd,com,cpl,exe,hta,htm,html,ins,isp,jar,js,jse,iib,lnk,mde,mht,mhtml,msc,msp,mst,php,pif,scr,scf,shb,sys,txt,vb,vbe,vbs,vxd,wsc,wsf,wsn are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

[Add](#)

[Save and resume later](#) [Continue Application >](#)

Step 3: Event Details > Notification:

Enter your Community Notification information and upload your documents. See the “Site Map” upload instructions for how to upload documents. Note, community notification is a

required step for all special event permit applications. Please refer to the Planning and Resource Guide for more details.

Special Event Application



Step 3: Event Details > Notification

Community Notification - Due 45 Days Before Event

* indicates a required field.

Notice

COMMUNITY NOTIFICATION
[Visit our Planning & Resource Guide](#) for more information.

I have notified residents and businesses about my event:

I plan to notify businesses and residents about my event:

When/Date:

How/Method:

Additional Notification:

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:

Attachment

PDF and JPEG are preferred file types.

When saving an attachment, select "Community Notification" for your document type.

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;piif;scr;sc;shb;sys;txt;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

Add

Save and resume later

Continue Application >

11. STEP 4: Services > Service Details

Street Closures:

If your event is requesting a street closure, written support is required for all businesses and residents directly within your requested closure area. This includes those impacted by the street closure request. Select your street closure details and upload the signature sheet under the "Attachment" tab.

Special Event Application

1	2 General Info	3 Event Details	4 Services	5 Signature	6 Review	7	8
---	----------------	-----------------	------------	-------------	----------	---	---

Step 4: Services > Service Details

* indicates a required field.

Street Closures

TRAFFIC SAFETY/STREET CLOSURES
Street closures require written support from affected businesses.

I am not requesting a street closure for my event:

Written details of my requested street closure are attached:

My requested street closures are clearly demarcated on my site map:

Attachment

PDF and JPEG are preferred file types.

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;text;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Latest Update	Name	Type	Virtual Folders	Upload Date	Action
No records found.					

Add

Step 4: Services > Service Details

For the following sections, select what services apply to your event and complete the information. Click on "Continue Application" once you have selected all your desired services.

Recycling & Refuse

RECYCLING AND REFUSE CLEAN-UP

Receptacle locations are demarcated on my site map:

I plan to reach out to Public Works for my needs 45 days before my event:

I plan on collecting and disposing my own trash:

I am using a private company:

Refuse Removal Company:

Phone Number:

Drop Off Date: 

Drop Off Time:

Pick-Up Date: 

Pick-Up Time:

Security Plan

SECURITY PLAN

A security plan is not required:

Number of Security Guards:

Overnight Security?: Yes No

Private Security Company:

Phone Number:

Primary Contact:

Email:

Grand Rapids Police Department presence requested?:

Parking Services

PARKING SERVICES

Parking plan must be submitted at least 45 days before the event.

*My event will require parking services: Yes No

If yes, please describe the intended usage (event parking, food trucks, etc.):

[spell check](#)

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

RESTROOM FACILITIES

Public restrooms are not available at all parks. Portable restrooms are required for events with more than 100 attendees.

I plan to use public restrooms:

I am bringing in portable restrooms for my event:

Portable Bathroom Company:

Phone Number:

Number of Portable Restrooms:

Number of Handicap Units:

Drop Off Date: 

Drop Off Time:

Pick-Up Date: 

Pick-Up Time:

Portable restrooms are demarcated on my site map:

Amenities

AMENITIES

Amenities detailed below may not be available for each park.

Bollard Down:

Gates Unlocked:

Electricity Turned on:

Sprinklers off:

Park Lighting on:

Water Spigot access:

Other? Please describe:

Save and resume later

Continue Application »

12. Step 4: Services > Food and Alcohol

Continue to select what applies to your event. For Alcohol, you must submit a copy of your MLCC-issued service license. Review the Planning & Resource Guide for details.

Step 4: Services > Food and Alcohol

* indicates a required field.

Alcohol

ALCOHOL
A copy of your MLCC issued special license must be submitted at least 45 days before the event if alcohol will be sold, served or consumed.

Will alcohol be served?: Yes No

Will alcohol be sold?: Yes No

Will alcohol be consumed?: Yes No

Will alcohol be served in a social zone or district?: Yes No

Location of Zone/District:

Does your site map show the location where alcohol is served/sold?: Yes No

I plan to submit the State Issued Liquor license 30 days prior to the event setup date: Yes No

Food

FOOD

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-packaged food served?: Yes No

Will a grill be used?: Yes No

If yes, please list the type of grill(s):

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

If you are cooking or preparing food on-site or using a mobile food vendor, then you will need to list your food vendors. Select "Add a Row" to enter the amount of food vendors at your event.

Food Vendors

LIST OF FOOD VENDORS/FOOD TR.
Please refer to the OSE Planning & Resource Guide

Showing 0-0 of 0

Vendor
No records found.

x

LIST OF FOOD VENDORS/FOOD TR.
Please refer to the [OSE Planning & Resource Guide](#)

Vendor:

Vendor:

Submit

Cancel

Your completed food vendor list will appear in your “Food Vendors” event summary. Select “Continue Application” to move forward.

Food Vendors

LIST OF FOOD VENDORS/FOOD TR.
Please refer to the [OSE Planning & Resource Guide](#)

Showing 1-2 of 2

<input type="checkbox"/>	Vendor	
<input type="checkbox"/>	Toya's Food Truck	Actions ▾
<input type="checkbox"/>	Patty Matters	Actions ▾

[Add a Row](#) ▾[Edit Selected](#)[Delete Selected](#)

Save and resume later

Continue Application >

13. Step 4: Services > Tents, Generators, and Sound

Select what applies to your event, complete the information and then click on “Continue Application” to move forward.

Tents & Generators

TENTS

Will there be tents at your event?: Yes No

Number of tents?:

Will your tents be larger than 20 X 20?: Yes No

Will lighting be used in/under the tent?: 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:

Tent Company:

Phone Number:

Will there be any generators at your event?: Yes No

Sound

AMPLIFIED SOUND NOISE CONTROL

Will any sound amplification equipment or public address system be used at the event?: Yes No

The locations of the stages and sound system and locations and directions of all speakers with proximity to residential areas are included on my site map: Yes No

Amplified sound usage start time:

Amplified sound usage end time:

Sound Company Name:

Email:

Contact Name:

Mobile:

Save and resume later

Continue Application »

14. Step 5: Signature > Application Agreement

Enter your name and continue the application.

Citizen Access

Search...

Home **Permits** Registration Planning Economic Enforcement Grants Business

Create an Application Search Applications

Special Event Application

1 2 3 Event Details 4 Services 5 Signature 6 Review 7 Pay Fees 8

Step 5: Signature > Application Agreement * indicates a required field.

Application Agreement

APPLICATION AGREEMENT

By submitting this 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 non-refundable Application Fee.

NAME:

Save and resume later **Continue Application >**

15. Step 6: Review

Review your application. You may click on **“Edit”** to make changes as needed. After completing your review, click **“Continue Application”** for payment.

Special Event Application

1	2	3	4 Services	5 Signature	6 Review	7 Pay Fees	8 Record Issuance
---	---	---	------------	-------------	----------	------------	-------------------

Step 6: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Application Type

Special Event Application

Office of Special Events Approval

RESERVATION APPROVAL

Event Classification: Community Event
Event Summary Description: Testing the SOP
Reservation Approved Date: 04/11/2024
Approved Locations: Test
Reservation Approved Conditions:
Application Due: 03/25/2024

Edit

Event Type

EVENT TYPE

Type of Event: Carnival/Street Fair
City-Sponsored: N/A
Name of Event: SOP Test - EP
Briefly describe the event.: Testing the SOP
Which of the following best describes the frequency of this event?: Once a year
Number of Events within Series:

Edit

Location

LOCATION

Blue Bridge: No
Calder Plaza: Yes
Gillett Bridge: No
Lyon Square: No
Rosa Parks Circle: No
Park Name:
Describe other public sites not listed: SOP Tes

Edit

16. Step 7: Pay Fees

A summary of your event charges will appear. Select "Check Out" to proceed to payment.

- Home
- Permits**
- Registration
- Planning
- Economic
- Enforcement
- Grants
- Business

- Create an Application
- Search Applications

Special Event Application

- 1
- 2
- 3
- 4 Services
- 5 Signature
- 6 Review
- 7 Pay Fees
- 8 Record Issuance

Step 7: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$100.00
Application Late Fee - Less than 55 days	1	\$100.00

TOTAL FEES: \$200.00

Note: This does not include additional inspection fees which may be assessed later.

- Check Out »
- Continue Shopping »

- Home**
- Permits
- Registration
- Planning
- Economic
- Enforcement
- Grants
- Business

- Dashboard
- My Records
- My Account
- Advanced Search

Cart

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address

1 Application(s) | \$200.00

Special Event Application 24TMP-017223 Total due: \$200.00

Total amount to be paid: \$200.00

Note: This does not include additional inspection fees which may be assessed later.

- Checkout »
- Edit Cart »
- Continue Shopping »

Enter your payment information and select "Submit Payment". The City of Grand Rapids accepts, VISA, MasterCard, and Discover. You will receive a confirmation email confirming your application has been submitted.

Citizen Access

Home [Permits](#) [Registration](#) [Planning](#) [Economic](#) [Enforcement](#) [Grants](#) [Business](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

1 Select Item to pay

2 Payment Information

3 Receipt/Record issuance

Step 2: Payment information
---\$7,000 MAXIMUM FOR ONLINE CREDIT CARD TRANSACTIONS---

The City of Grand Rapids accepts Visa, MasterCard, and Discover payments for Online Inspection Services.

TROUBLE WITH DATA ENTRY? - [CLICK HERE](#) * Indicates a required field.

Payment Options

Amount to be charged: \$200.00
 Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

Congratulations! You have completed the Special Events Permit Application Process! Please allow 48-36 business hours for the Office of Special Events to process your application.

****Important Note:** After completing your first Special Event Permit Application, you will have the option to **renew** your application in the following years. When renewing your permit application, the previous event information will repopulate in your new application, and you will only need to enter the new event date(s) and attach the updated supporting documents.