



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.** 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

Name of Event _____

Event Organization/Sponsor _____

Billing Contact _____ Email _____

Mobile Phone _____ Business Phone _____

Billing Address _____

Street

City

State/ Zip Code

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? Inflatables/Bounce Houses? Generator? Street Closures? Not-For-Profit Organization? Meter Hooded? Sidewalk Closures? Animals Allowed? Raffle/Drawing? GRPD Requested? Food Trucks/Vendor? Art Installation/Mural? City Refuse and Recycling? OSE Rental Equipment? Yearly event? Tents? Alcohol Served/Sold? If yes, # of Years

Fireworks/Pyrotechnics/Open Flame? Yes No If yes, describe _____

Check all amenities that apply to your event: (not available at 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 the event date is more than 45 days away. Applications submitted without a site map or route diagram with written details 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.

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

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General Event Description (Provide a brief description and purpose of the event and any activities planned) _____

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. Be sure to disclose all your planned activities as only the items listed will be permitted.

Activity Location Time/Duration

Activity Location Time/Duration

Activity Location Time/Duration

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 the OSE Planning & Resource Guide for requirements and to print off the form.

This is a document where you can provide details on safety and severe 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*. When/Date How/Method
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

*Attach a copy of your community notification to this application.

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Equipment Rental

Please see the *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 set up and tear down 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 the 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.

| Equipment | Inventory | Dimensions | Rental Fee | Quantity | Notes |
|---|-----------|---------------------|--------------------------------|----------|----------------------------|
| Showmobile Stage | 2 | 28' x 14' 6" | \$600 | | |
| Stage extensions (showmobile only; panels differ for each showmobile) | 19 or 9 | 4' x 8' | \$25 each | | |
| Bleachers 180 seats | 5 | 34'9" x 17'9" x 13' | \$500 each | | |
| Bleachers 50 seats | 1 | 15' x 9' | \$250 | | |
| Bleachers 30 seats | 1 | 15' x 5' | \$250 | | |
| P.A. System (electric) | 2 | - | \$200 | | |
| Podium | 2 | - | \$100 | | |
| Power Boxes (not a power source) | 17 | - | \$80 each | | |
| Electric Cord Covers | 27 | 20" x 36" | \$10 each | | |
| Metal Crowd Control Fencing | 118 | 4'x8' sections | \$10/each or \$700 for trailer | | |
| Metal Crowd Control Fencing | 20 | 4'X6' sections | \$10 each | | |
| Drum Risers | 9 | 3' x 5' x 10' | \$15 each | | |
| Stage Risers w/ stairs (2 minimum) | 4 | 4' x 8' x 3' | \$40 each | | *1 set of stairs available |
| Blue Grand Rapids City Logo Tents | 10 | 15' x 15' | \$150 each | | |
| Blue Tent Sidewalls (per kit) | 5 | 7' x 15' | \$50 | | |
| Pop-Up Tents | 7 | 10' X 10' | \$50 each | | |
| Tables (10 minimum) | 66 | 2' x 6' | \$7 each | | |
| Narrow Tables (10 minimum) | 18 | 6' x 18" | \$7 each | | |
| Round Tables (6 minimum) | 12 | 60" | \$10 each | | |
| Cocktail Tables (6 minimum) | 12 | 32" | \$10 each | | |
| Stacking Chairs (25 minimum) | 186 | - | \$1 per chair | | |
| Black Folding Chairs (25 minimum) | 205 | - | \$1 per chair | | |
| White Folding Chairs (25 minimum) | 88 | - | \$1.30 per chair | | |
| Stanchions | 24 | - | \$10 each | | |
| A-Frames Signs | 50 | - | \$5 each | | |
| Hand Sanitizer Stands (comes with one bag inside) | 4 | - | \$45 each | | \$40.00 per additional bag |
| Easels | 2 | - | \$5 each | | |



| Outdoor Games Rental | Inventory | Dimensions | Rental Fee | Quantity | Notes |
|---------------------------------|-----------|------------|------------|----------|-------|
| Kan Jam Original Disc Toss Game | 1 | - | \$5 | | |
| Giant Wooden Yard Dice: Yardzee | 1 | - | \$5 | | |
| Giant Wooden Dominoes | 1 | - | \$5 | | |
| Spikeball Games Set | 1 | - | \$10 | | |
| Pro Sport Swingball | 1 | - | \$10 | | |
| Giant Tumbling Blocks | 1 | - | \$10 | | |
| Classic Cornhole | 1 | - | \$15 | | |
| Giant Connect 4 | 1 | - | \$15 | | |

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 of 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 collecting and disposing of 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 Community Engagement only (not assigned to event)

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 provide overnight security. Refer to OSE Planning & Resource Guide for more information.



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 - What will be placed at the meters? _____
- 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 the end of September.

- 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
 Will alcohol be served in a social zone or district? Yes No Location of Zone/District: _____
 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 am planning to submit the State issues Liquor License before the event set-up 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 the 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: _____



Special Event Permit Application Signature

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.

The Special Event Permit may be denied or revoked by the OSE when the property authorized under the permit interferes with the regular use of property or is used for any purpose other than what was initially determined. The holder of the permit or designated person in charge, shall be responsible for the event, and shall be present at the site/facility specified throughout the duration of the event. It is their responsibility to ensure that all members/participants adhere to community standards. During the course of any event or activity for which the OSE has granted a permit; if the activities of any participant(s) or spectator(s) have become abusive or destructive to City property or equipment, the OSE reserves the right to immediately adjourn the event or activity. Additional fees may apply.

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? _____