

**VILLAGE OF FIFE LAKE
SPECIAL EVENT PERMIT INFORMATION**

The Village of Fife Lake encourages special events for the greater good, cultural diversity, and the promotion of the Village. Some gatherings and organized activities may place unique demands on public resources or pose a potential danger to public health, safety and welfare. In order to plan for these demands and ensure safety, it is necessary that the Village receive advance notice of these events.

A Special Event Permit is a written license from the Village to hold an event in compliance with the terms of that Permit, the Village's Special Event Ordinance, and all applicable Village Ordinances (including noise, debris, parking, etc.) and other law. This Special Event Permit is necessary when an event involves one or more of the following activities:

- Hosting an event which anticipates over 500 attendees
- Closing a public street
- Blocking Village-owned property
- Providing a public fireworks display
- Erecting a tent larger than 100 square feet on Village-owned property
- Installation of a stage, trailer or other portable buildings on Village-owned property
- Placement of portable toilets, temporary no-parking signs or pedestrian boundary markers on Village owned property

A Special Event Permit Application must be completed at least 30 days before the event in order to assure time for Village processing.

This application secures the time of the event as well as the site on the special event calendar

Examples of special events requiring permits include, but are not limited to: parades, block parties, marathons/runs/races, concerts, carnivals, fireworks displays, other types of festivals or gatherings that use Village owned property or rights of way.

Examples of events that **DO NOT** require Special Events Permits include: fund-raisers and other events held on private property that do not implicate the terms of the Village Special Event Ordinance.

Special Events Costs

A non-refundable application fee and the fees for Village services are due with the filing of the final permit application.

Application fee:	\$40	Non-Profit Application Fee:	\$25
Special Event Permit (granted):	\$100	Non-Profit Permit Fee (granted):	\$75
Special Event Permit Late Fee:	\$200	Non-Profit Late Fee:	\$150

(Late Fee applies to applications turned in less than 30 days before event)

Noise Ordinance Waiver:	\$ 75	Non-Profit noise waiver:	\$50
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Bond: \$500 (deposited with Village Clerk's office; refundable, pursuant to the terms of the Special Event Ordinance)

Fire Inspection Fee: Contact Grand Traverse Rural Fire for current fees

Fire/EMT team: Contact Grand Traverse Rural Fire for current fees

Security/ Police Support: Contact Grand Traverse Sheriff Dept for current fees

*Fees will be charged based on the need(s) created by the Special Event activities.

Insurance

A Certificate of Liability Insurance specifically listing the Village of Fife Lake as an additional insured is required for all events operating in the Village-owned property or rights-of-way. Proof of insurance must be provided before an event will be considered for approval.

Some Minor Events will be exempt from insurance requirements (non-commercial closures). Below are the standard insurance requirements. Additional insured parties may be added depending on the location(s) of your event (Utilities, etc):

Certificate of Insurance with required minimums:

- \$2 million Coverage for non-alcohol events
- \$3 million Coverage for events where alcohol will be consumed
- \$10 million Coverage for fireworks displays
- \$175,000 Personal Injury
- \$25,000 Property Damage

The COI must state that Village of Fife Lake is an additional insured party utilizing the following address:

The Village of Fife Lake
616 Bates St,
PO Box 298,
Fife Lake, MI 49633
fax number 231.879.5153.

The Applicant may also forward an electronic copy of the COI to villageoffifelake@gmail.com or send same via fax to 231.879.5153.

Notification

All events are required to provide proper notice to adjacent/affected properties. When notifying, your street closures must be illustrated and described. The description should clearly define the dates and times of your closures, with setup and teardown times included.

In areas of your event site considered to be temporarily closed (athletic event routes, parade routes, procession routes, etc.), you are required to notify abutting property owners/lessees. The full impact of your event should be defined to the contacts at these properties. This can occur no less than thirty (30) days prior to your event date. Various methods can be used (postcards, email, flyers, etc.).

Additionally, a written notice affidavit must be signed, and returned before your event will be considered for approval. We strongly recommend that you notify as many businesses and residents around your event site as you can. Please make the Village Office aware of any large-scale marketing done for your event, such as broadcast commercials, print ads or billboards.

Police

The Grand Traverse County Sheriff Department (GTSD), Michigan State Police and/or Michigan DNR should be hired for safety and security at public events. If you plan to use another public safety agency for your event, the names and direct contact numbers for hired officers needs to be provided as a part of your traffic control and public safety plans.

The GTSD team can provide recommendations or assist you with: Needs for uniformed officer(s) or other Police personnel; Locations, route(s) adjustments, traffic planning and implementation, volunteers, staging areas, event parking, traffic flow, etc.; Overnight security and any other safety and security issues

If your event includes a barricaded or traffic-controlled route, you are required to provide a contact person (course director) to the Village. This person should be the main point of contact for route safety, barricade and volunteer-related issues. The course director will need to be available from setup through teardown of the event to ensure the course is setup and cleared properly and safely.

Fire & Pyrotechnics

The Grand Traverse Rural Fire Department can assess safety issues regarding fire, buildings, tents and the physical safety of all those involved in your event. You are required to contact the Fire Chief's Office if any of these conditions exist (additional permits may be required):

- Tents or canopies larger than 225 square feet (15x15);
- Propane is used for cooking (additional permits may be required);
- Electrical wiring will be utilized on site;
- Changes are made to building exits or when the character or use of a facility is altered
- Liquid or gas-fueled vehicle or equipment, for display or competition, inside a tent or building;
- Candles, open flame devices, flammable or combustible liquids or gases;
- Pyrotechnics/special effects (see below);
- Cryogenics

- Anytime a material, occupancy load or operation is introduced into a tent or building that could possibly pose a hazard
- Special amusements are provided, such as haunted houses, rides.

All pyrotechnics and fireworks must be provided utilizing currently licensed/certified professionals, with proof of said licensure/certification to accompany the Applicant's Special Event Permit Application.

Fireworks displays must comply with all International Fire Codes and Standards as well as all local, state and federal regulations. This includes but is not limited to the operational permit for public displays, manufacturing, and storage requirements.

Additional insurance is required for fireworks displays (See above).

In accordance with Michigan law (MCL 28.466), additional insurance is required for pyrotechnics and fireworks displays. Therefore, an Applicant requesting permission for a pyrotechnic or fireworks display must furnish proof of financial responsibility by a bond or insurance in an amount equal to that set forth in the Special Events Ordinance (at a minimum).

Inspections will be required by the Grand Traverse Rural Fire Chief at the delivery of fireworks, and upon set-up of the show. This may incur additional fees payable to Grand Traverse Rural Fire.

Emergency and Evacuation Plan

Every event differs based on the activities involved. We require that you establish an emergency plan. The Sheriff and Fire Departments can make suggestions and help you gain a better understanding of the issues associated with these risks: inclement weather structure collapse crowd control medical emergencies lost child accident fire loss of utilities communications malfunction lost and found in cases where severe weather or other concerns pose a threat to your event, Village and/or the Special Events Office will be in touch with the Grand Traverse County Emergency Manager.

A threat to public safety is cause for revocation of a permit, so please keep in mind that your event can be canceled upon guidance from the Village, the Emergency Manager and other public safety officials. In the case that a permit is revoked due to an existing threat, your cooperation with Village staff will be needed and appreciated to ensure that all of your event participants stay safe.

Emergency plans must include pertinent details, drawing or lists containing Preventive Action, Notification Chart, Notification Procedures, Responsibilities, Emergency Identification.

Please call (231) 879-4291 or write to villageoffifelake@gmail.com for questions related to special events permits or visit us at 616 Bates Street.

**VILLAGE OF FIFE LAKE
SPECIAL EVENT REVIEW CHECKLIST**

1. Application Requirements - each element must be complete prior to approval

- Name, address, telephone of Applicant
- Special Event Name
- Written description of Special Event, including nature and purpose
- Days and hours of the event
- Number of workers and event presenters
- Number of attendees (expected)
- Lots and street address for the event
- Description of products and services for event
- Procedures for parking, traffic and circulation
- Procedures and facilities for sanitation
- Procedures for crowd control and public safety
- Description of food, beverages and alcohol
- Scale drawing of parking, signage, sanitary facilities, cooking facilities, lighting, and structures.
- Written permission from lot owner if applicant does not own lot
- Written evidence of approvals/reviews from agencies
- Demonstration of liability insurance
- Completed notice to property owners within 300 feet
- License Fee paid

2. Application Review

- Application complete
- Applicant is not in default to the Village of Fife Lake

Applicant has no previous special event violations

No unreasonable creation of negative impact on public health, safety and welfare, including traffic flow, parking, lighting, hours, signage, and noise.

Notes:

This Special Event Application is:

Approved

Approved with the following conditions: _____

Denied

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Village of Fife Lake

Special Event Permit Application

Applicant/Organization Name _____

Address (Physical/ mailing) _____

City, State, Zip _____

Main contact name/phone _____

Main contact email _____

Alternate contact name/phone _____

Alternate email _____

Description of the event _____

Location of Event _____

Date/Hours of event (include set-up and teardown) _____

Number of presenters, worker, exhibitors' _____

Expected number of attendees _____

Description of product or services for event _____

Procedures for parking, traffic control, and circulation _____

Procedures and facilities for sanitation _____

Procedures for crowd control and public safety _____

Description of food, beverage, and alcohol _____

Scale drawing of parking, signage, sanitary facilities, cooking facilities, lighting structures, trash, and public safety exits _____

Written permission from lot owner if applicant does not own lot _____

Written evidence of approvals/reviews from agencies _____

Certificate of liability insurance with Village of Fife Lake listed as additionally insured _____

Completed notice to property owners within 300 feet _____

License fee paid _____

Description of village property or right of way affected by event and requested closures _____

Emergency agency for policing _____

Number of officers' _____

Inspection with Grand Traverse Rural Fire Scheduled Date _____

(A copy of this completed form should be forwarded to GT rural fire & Sheriff Dept. applicant)

Review checklist and all supporting documents _____

Authorized signature of organizer _____

Date _____

Approved by Village signature/date _____

Denied by Village signature/date _____

Applicant has no previous special event violations

No unreasonable creation of negative impact on public health, safety, and welfare, including traffic flow, parking, lighting, hours, signage, and noise.

Notes:

Special events application is:

Approved

Approved with these conditions _____

Denied