Village of Grass Lake

**119 North Lake Street, P.O. Box 737**

# Grass Lake, Michigan 49240

**Phone: 517-522-4550**

**Fax: 517-522-8120**

## “Recipient of the 2017 Governor’s Most Active Community Award”

**Special Events Application Instructions**

**For Park Use, Facility Use and/or Road Closures**

This application applies to the following types of events:

1. Events requesting the use of Village parks and/or facilities.

2. Events requesting road closures.

3. Events on public property that involve any of the items listed on fee schedule of application.

**Instructions**

1. Applications must be filed at least three weeks prior to the scheduled event. The following items must be provided in addition to the complete application form:

a. Any outside approvals required for the event. Additional information is listed on the next page.

b. All supplemental documents as required for the event (proof of liability insurance, site map or diagram. See #2,#3 and #4 below)

c. Applicant and/or the sponsoring organization’s representative is required to sign the Hold Harmless Agreement on the application. This representative must be over the age of 18.

2. Applicants are required to provide proof of liability insurance, as follows:

a. For private events such as weddings and birthdays parties, a homeowners or renters policy certificate containing a minimum of $100,000 in off-site event coverage;

b. For all public events, general liability insurance in the amount of $1,000,000 naming Village of Grass Lake as additional insured, including all elected and appointed officials, employees, volunteers, commissions, and/or all authorities and their boards, employees/volunteers.

3. Applicants desiring to serve alcohol must comply with the following requirements:

a. The selling of alcohol requires a permit from the Michigan Liquor Control Commission. Evidence of permit application must be submitted before the Village will provide final approval of this application – allow ample time for Liquor Control Commission. A copy of the permit must be provided before the beginning of the event. General liability insurance must contain the serving of alcohol as a covered event, with the Village being named as additionally insured.

b. The serving of alcohol at a private event requires a homeowners or renters policy certificate containing host liquor coverage in the amount of $1,000,000. Single day coverage may be necessary – applicants should check with their insurance companies. Certificates of coverage must be provided before the Village will approve this application.

4. Applicants must provide a complete diagram or map showing the location and set-up of the event, including any required road closures.

a. Road closure diagrams should include the distance of road closure desired, effected intersections

(if any), barrier requirements, and the schedule times of road closure.

b. Park and/or facilities use diagrams should identify the location of any proposed booths, tables, barriers/fences, and event entrances and exits, as applicable. Additional permits may be required for certain structures or activities.

5. Signage: Off-Site signage (including promotional material and stake-in-ground signs) is permitted only with prior approval. On-Site signage requiring stakes in the ground are permitted only with prior approval.

6. Waste removal: Upon completion of the event, the applicant is responsible for removal of all equipment, and trash brought on site. The site is to be returned to the same condition that it was prior to the event.

7. Recognition of Events of Historic, Cultural, and Social Significance to the Village of Grass Lake

a. As Grass Lake has grown and evolved over the years, there are annual special events that have come to be synonymous with Grass Lake, serve as local markers of the seasons, serve as regional and national draws for visitors, and hold unique importance to the cultural and social life of the community. Such events may request a waiver or reduction of use fees by submitting a written request with the application to the attention of the Village Council. See “Waiver Requests” on page 4 of this document.

b. Community events include any event: 1) sponsored by the Village of Grass Lake or one of its entities, the Grass Lake Chamber of Commerce, the Grass Lake Community Schools, or other governmental or community non-profit entity; 2) which exists as a broad gathering for members of the community; 3) for which fundraising or commerce is not the intent; and 4) for which entry is open to all persons regardless of affiliation. Such may request a waiver of use fees.

**Terms of Use**

1. Authorization for use of park pavilion, restrooms, Village facility or designated space gives the applicant exclusive use of the pavilion, facility or space for the period of time designated in the permit.

2. The activity or use will not unreasonably interfere with the promotion of public health, welfare, safety

and/or recreation consistent with the Village of Grass Lake’s ordinances and policies.

3. Village of Grass Lake parks and public facilities, including, but not limited to, all structures, lighting, poles, benches, and play equipment and other physical assets, are to be treated with respect and care. The use of tape, glue, nails and anything else that can modify or damage Village assets is strictly prohibited. Use of such and any damage found after the event will result in a loss of security deposit, invoicing to applicant for the cost of repairs, and refusal of future reservation requests. Natural areas, trees, boulders, and other landscaping, and memorials are to be protected from damage and not subject to wear and tear from either human or animal activity.

4. A $100 damage deposit will be required for ALL events. The deposit will be returned within ten days after the event, *provided* the Events Park Facility is left in acceptable condition. The deposit may be picked up or destroyed upon inspection of the facilities the following workday. Damage will be documented with photos and provided to applicant if any portion of the damage deposit is retained. The Village of Grass Lake reserves the right to invoice the applicant and/or event sponsor for additional costs incurred as a result of the event. Such costs may be (but not limited to) police services, damage to facilities, landscaping, sidewalks, grass, or other park assets, or post-activity area or facility clean-up.

5. . Reservation dates are not confirmed until the contract and rental fee are received and application has been signed by Village Representative.

6 A copy of the approved application, signed by Village Representative, will be provided to the applicant must be available upon request for review at the event.

7. Rental times for the pavilion are strictly for the times listed on the Application Contract unless other arrangements have been made.

8. Cancellations received less than 14 days prior to the scheduled event will forfeit the rental fee.

9. The Village of Grass Lake has a noise ordinance that goes into effect at 10:00 pm. This means any music etc., ***must be*** turned off at 10:00 pm. Applicant may request from Village Council permission at the time of application an ordinance variation for special events.

10. Amenities outside of the pavilion itself is limited to restrooms and picnic tables. You must provide your own tables, chairs, trash bags, brooms for cleaning up and other misc. accessories.

11.Application should be completed and check or money order made payable to the Village of Grass Lake Attn: Village of Grass Lake/ Events Park Rental PO Box 737 Grass Lake MI 49240

12. Only *manufactured* fire pits (precast, moveable) are allowed to be utilized on the Events Park grounds. Any wood brought in for a fire pit, must be removed with the fire pit at the end of the reservation time. Failure to remove the wood will forfeit your security deposit. Fire pits are strictly forbidden under or within twenty feet of the pavilion.

13. The ice rink will only be available once the outside temperature allows for it. The ice rink is a *community* rink for public enjoyment - therefore reserving the rink is strictly on a first-come, first-serve basis and will be limited.

14. Glitter and confetti are prohibited at all events.

15. No plugging into outlets without prior approval.

16. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.

17. Fire Department permit and approval is required for events including display fireworks. Fireworks liability insurance is required for all fireworks display.

For any questions or concerns, please email j.keener@villageofgrasslake.com or call 517.522.4450. The pavilion, restrooms, and grounds should be clean upon your arrival. If you have *any* issues, please contact Village Office ASAP. For after-hours questions or concerns during the event call the Village Manager, Sabrina Edgar, at 734-323-9856.

**Applications for Street Closures**

1. No permanent paint of any kind may be used on or in any Village facility, park, or road. For bicycle or running events, temporary stake-in-ground directional signs are preferred. Temporary chalk markings may be permitted upon request.

2. Upon receiving application approval, notification to all residents and businesses that will be affected by the closure is required. Notification must be completed at least two (2) weeks prior to the event. Complaints from effected parties who were not notified may result in future requests being denied.

3. Village Council approval is required for road closures. The Council meets the first and third Tuesday of each month. Please allow ample time for Council approval.

**Waiver Requests**

The event sponsor may petition the Village, in writing, to request a waiver or reduction of one or more of the rules, policies or fees required by this application. If it appears to the Village Manager (or their designee) that one or more of the rules, policies or fees creates an unnecessary or genuine hardship (not created by the event sponsor), or due to unusual circumstances, the Village Manager may request that the Village Council waive such rule, policy or fee.