



# SPECIAL EVENT APPLICATION

## Contact Information

**Applicant/ Organization's  
Name**

**Street Address**

**City**

**State**

**Zip Code**

**Phone**

**Fax**

**Organization Website**

**Form of Ownership**

**Applicant Organization is**

Located or resident of the City

Nonresident

**Brief Description of  
Organization or Applicant**  
(350 characters or less)

---

(City of Ypsilanti Special Events Policy, Section 2.1)

**Person(s) Principally  
Responsible for Event**

**Title**

**Contact Number**

**E-mail**

Best method to receive written notices      E-mail  
First Class Mail

Mailing address to receive written notices

---

## Event Details

(City of Ypsilanti Special Events Policy, Section 2)

Event Title

Event Date(s)

If consecutive days, list all

Will it be a recurring event weekly, biweekly, monthly, etc?      Yes      If recurring, how often?  
No

Proposed Location

Event set up time

Event start time

Additional days required for set up

Event end time

Event break down time

Additional days required for clean up

Has this event occurred in Ypsilanti before?      Yes      Is this an annual event expected to occur next year?      Yes  
No      No

Would you like to reserve an event date for next year?      Yes      Proposed event date for next year     

**Note:** If an event will run recurrently, the City may issue one permit per month so long as the event will run for 30 days or longer (for weekly events), 60 days or longer (for biweekly events), or 90 days or longer (for monthly events).

---

**Type of Event**  
(check all that apply)

Parade      Festival  
Athletic Event (run, walk, etc)      Concert  
Co-Sponsored      Non-Profit  
For-Profit      Political or Ballot Issue  
Wedding  
Other

---

**Pavilion Rental:** (City of Ypsilanti Special Events Policy, Section 5.2)

Pavilion Rental	Yes	Pavilion Location
	No	
Will the Pavilion be open to the public?	Yes (Class 2 Events)	
	No (Class 1 Events)	

---

**Gazebo Rental (Riverside Park):** (City of Ypsilanti Special Event Policy, Section 5.2)

Gazebo Rental	Yes	Total hours requested	Two (2) hours or less
	No		Over two (2) hours

---

---

## Event Classification and Requirements

**Event Category** (City of Ypsilanti Special Events Policy, Section 3)

**Note:** All events held in Riverside or Frog Island park are automatically categorized as Class 3 or Class 4

Event Class Category

Total # of Participants Expected

**Full Description & Purpose of Event (include all activities, attach additional documents if necessary)**

---

**Security Deposit** (City of Ypsilanti Special Events Policy, Sections 2.5 and 3)  
(check all that apply)

Select Event Class	Class 1 Event (\$100)	Class 2 Event (\$500)	
	Class 3 Event (\$1000)	Class 3a Event (\$2000)	
	Class 4 Event (\$5000)	Class 4a Event (\$6000)	
Gazebo Rental	\$100	Pavilion Rental	\$100 (Not Open to Public) \$500 (Open to Public)
Street Closure	\$500		

**Note:** Permit and utility fees may also be required up front with the security deposit.



**Food** (City of Ypsilanti Special Events Policy, Section 3.5)

Will any food be prepared, distributed, or sold at event?      Yes      No

**Note:** If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the Washtenaw County Environmental Health Department, 705 Zeeb Rd, PO Box 8645, Ann Arbor, or (734) 222-3800.

---

**Alcohol** (City of Ypsilanti Special Events Policy, Section 3.6)

Will alcohol be served?      Yes      No

If yes, please attach a copy of your Liquor Control Permit and proof of liquor liability insurance in the amount of \$1,000,000 naming the City of Ypsilanti as additionally insured is required.

**Alcohol Training-** The City requires that all event staff handling alcohol receive appropriate training.

Is your event staff trained to handle alcohol?      Yes      No      If no, when will your event staff be trained?

Describe how event staff is trained, or will be trained, to handle alcohol

How will persons of legal driving age be identified?      21+ only event  
Wristbands  
Hand stamps  
Other

---

**Parking** (City of Ypsilanti Special Events Policy, Section 4.1)

Please attach a detailed description of the parking available in the area surrounding your event and how you intend to direct attendees to parking (signage is recommended).

Will your event use public lots?      Yes      No      **Note:** The City does not permit paid parking in any public lots without a license

Will your event use private lots?      Yes      No      **Note:** Written authorization from the property owner is required and must be attached if using school, church, or other private parking lots

Are you requesting unlimited parking or capped meters?      Yes      No

Please list why unlimited parking is being requested, and the specific locations

---

**Street Closure** (City of Ypsilanti Special Events Policy, Sections 3.7 and 4.1)



---

**Temporary Apparatus** (City of Ypsilanti Special Events Policy, Section 4.1)

Will your event include any of the following ? (check all that apply)	Tents	Portable stage(s)	Fencing
	Portable lights	Bleachers	Portable tables
	Grills		

**Note:** Please include placement of all apparatus listed above in your attached event site plan. Bleachers, benches, picnic tables, and charcoal grills are available for rental in City parks.

---

**Noise** (City of Ypsilanti Special Events Policy, Section 3.8)

Will amplified sound be used at the event?	Yes	List the days and times sound will be used	
	No		
What type of sound will be at the event? (check all that apply)	P.A. System	Live Band	Disc Jockey
	Stereo Equipment		
	Other		

**Note:** Event coordinators are responsible for ensuring compliance with permissible noise levels. Please review the Special Events Policy to determine if a noise permit is required for your event.

---

**Restrooms** (City of Ypsilanti Special Events Policy, Section 4.1)

Does your event require restroom facilities?	Yes	If yes, how many portable restrooms are you supplying?
	No	

**Note:** No city parks have restroom facilities; Riverside park is the only city park with water service available.

---

**Trash** (City of Ypsilanti Special Events Policy, Section 4.1)

Do you intend to provide your own trash receptacles?	Yes	If yes, how many trash receptacles do you intend to provide?
	No	

Provide the trash disposal plan for your event

**Note:** Waste Management sells event trash boxes (55 gallons each, 1 box is equal to ¼ cubic yard). You can contact them at 1-800-796-9696.

---

**Site Restoration** (City of Ypsilanti Special Events Policy, Section 4.4)

**Note:** Site restoration and equipment removal are required by 1:00 p.m. the day following your event.

Do you agree to restore the the location(s) to the condition in which you found it?      Yes  
No

---

**Insurance** (City of Ypsilanti Special Events Policy, Sections 1.4 and 3)

Have you reviewed the prerequisite insurance requirements for your event and agree to submit proof of liability and/or property damage insurance with your application?

Yes  
No

---

---

## City Services & Equipment

### Permits

Permits required for your event (check all that apply)

Electricity	Water
Street Closure Permit	Noise Permit
Food Permit	Right of Way Permit
Temporary sign permit	
Other	

---

**City Services Requested** (City of Ypsilanti Special Events Policy, Section 5.1)

Check all that apply:

Uniformed Police Officers	Volunteer Service Corps
Event Planning Meetings	Traffic Control Plan
Parade Route	Walk/Run Route
Building Inspection	Fire Inspection

---

**City Equipment Requested** (City of Ypsilanti Special Events Policy, Section 5.3)

Check all that apply:

Electricity	Water Hook-Up
Street/Lot Sweeping	Fence Installation
Traffic Control Devices	Dumpsters
Generator	Bleachers
Picnic Tables	Benches

---

**Attestation** (City of Ypsilanti Special Events Policy, Attachment D)

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit(s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Ypsilanti Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Manager or their designee. I authorize the Fire Marshal to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

By typing my name below, I attest that this application represents my intent for the proposed event to the best of my knowledge. I am authorized to submit this application on behalf of the organization:

Applicant Full Name

Date

---