



# City of Ypsilanti Special Events Policy

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Applicant,

Thank you for your interest in selecting the City of Ypsilanti to organize your Special Event! Please read this Special Events Policy carefully, as it will help you determine the classification, permit and fee requirements for your event.

By submitting a Special Event Application, you and/or your organization agree to the following:

- The terms outlined in the Special Events Policy
- To comply with all other ordinances, laws and City requirements that may apply to Special Events
- That a fee will be billed for ALL Special Events

**Thank you!**



City Code Section 10-270). For the purposes of this policy, good cause or hardship may be demonstrated by startup organizations, charitable events, or any other reasonable cause for lacking in operating capital.

Park fee contributions must be approved by City Council no less than 30 days prior the event. City Council may, in its discretion, waive park rental on a per day basis, up to three (3) days. City Council may also impose conditions and/or require repayment terms after completion of the event. These events must meet the all requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of this support level. Non-Profit Organizations must submit a current IRS 501 C3 Statement.

- d. **For-Profit Events:** The City will allow Special Events operated by for-profit sponsors so long as they are beneficial to the City and the public. For-Profit events must pay 100% of all City costs related to the event and a 15% administrative fee. These events must meet all other requirements of the Special Event Policy, and must reimburse the City for any City costs in addition to the payment of the established rent.
  - o **Films:** For [instructions and regulations for obtaining a film permit in the City of Ypsilanti](#), please visit the [City's website](#).
- e. **Political or Ballot Issue Events:** The City will allow Political or Ballot Issue events providing that the political party, candidate or political organization pay 100% of all costs, including a minimum rental/usage/facility fee of \$250.00 per day.

## 1.4 Insurance

Special Events and/or facility rentals have prerequisite insurance requirements that are listed, where applicable, in this policy. Please submit only the Certificate of Liability/Property Damage insurance page of the policy with your application. **TIP:** Prior to purchasing a new insurance policy, check with your insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to the special event.

## Section 2- Special Event Application

Applications to conduct a Special Event must be made in writing to the Special Events Coordinator. Applications are available online or the City Clerk's Office.

### 2.1 Event Applicant/Organizer

The Event Applicant/Organizer must be the chief officer or a representative who has been authorized by the organization to complete the special event application. The contact person(s) listed on the event application must be the primary contact for all event planning meetings as well as follow up communications, as needed. Persons listed on the application must also be authorized to amend the event plan and approve expenditures on behalf of the event sponsor(s).

### 2.2 Event Details

Event Details must be as comprehensive as possible at the time the application is submitted. The Special Events Coordinator will process the application and formulate a billing estimate for the event

based on the application materials that are submitted. The more accurate the Event Details, the more accurate the billing estimate will be.

## **2.3 Annual and Recurring Events**

### **Annual Events**

For annual events, the Applicant may reserve a date for the following year. Although not required, preference will be given to Applicants who reserve the following year's event date at the time of completing the application. The proposed date may be amended once within 6 months.

### **Recurring Events**

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). The Applicant must specify on the application that the event is recurring in order to qualify to receive one permit per month in accordance with the fee schedule permit fee. This section does not apply to Special Events that occur on consecutive days.

## **2.4 Application Deadlines**

Application deadlines have been incorporated into this policy, where applicable. Late or incomplete applications will not be processed.

## **2.5 Application Fees**

For all Special Events, applicants are required to complete a [Special Events Application](#). The application fee is \$25, which includes processing the application form, reserving the date and time of the event, preparing an estimate of costs and fees, and if necessary, a pre-event planning meeting. Additionally, all permit applications have a fee. Application fees are non-refundable, but in some instances may be applied to the final billing statement.

## **2.6 Security Deposit**

A cash deposit, performance bond or other security acceptable to the City will be required in an amount equal to an estimate by the City to be billed for City Fees. The amount of the security deposit depends on the event classification. Security deposits are refundable and may be applied to the final billing statement for the event. Arrangements for the deposit, or other acceptable security, are to be made by event organizers not less than fourteen (14) working days before the start of the event.

**Note:** fees listed are only estimates; actual fees may be higher or lower.

<http://www.cityofpsilanti.com/EventsRecreation/EventPermits>

## **2.7 City Approval of Special Events**

Upon receipt of all mandatory application materials, permit fees, and the security deposit, written approval will be forwarded to the individual or organization requesting the event by the Special Events Coordinator. The Special Events Coordinator will also provide an Estimate of City Fees and any special

conditions that must be met. A sample approval letter is included as Attachment A to this policy. A sample Estimate of City Fees is included as Attachment B to this policy.

Two or More Applications for the Same Event Date- In the instance that two or more completed Special Event Applications are received for the same date and time, and prior to the final approval of either event, the date and time that each application was received by the City will determine the order of preference. For the purposes of this policy, an event has received final approval once an Approval Letter has been issued (Attachment A). Once the event is approved, it shall be the policy of the City to not award further permits for the same date, time and general location.

## 2.8 Pre-event Planning Meeting

The Special Events Coordinator will determine whether the event requires a Pre-Event Planning Meeting. If required, the fees for the meeting are included in the application fee. It is mandatory for the event organizer(s) to attend the Pre-Event Planning Meeting with City staff in order to gather all information and determine the need for services and cost estimates. If additional planning meetings are required or requested, the applicant will be billed for staff costs to attend.

## Section 3- Special Event Classifications

Review this section to determine the proper classification and permit requirements for your Special Event. Rental fees, city services and equipment are billed separately from the event classification permits.

**3.1 Class 1 Events** – (Low Hazard) involves no physical activity by participants and no severe exposure to spectators; Class 1 events are not open to the public. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, block parties, family reunions, and weddings.

Application deadline:	15 days prior to event
Non-Refundable application fee:	\$25
Permit fee:	\$55
Security Deposit:	\$100

Application deadline with Street Closure	30 days prior to event
Security Deposit with Street Closure:	\$100 + \$500 + per permit, fee per street, per day

### **Class 1 Insurance Requirements**

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
  - Setting up of tents/canopies, such at family reunions, weddings, etc.
  - A hired act – magician, animal rides, band, etc.
  - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.
- Property Damage insurance may be required up to \$5,000

**3.2 Class 2 Events** – (Moderate Hazard) involves limited physical activity by participants and no severe exposure to spectators; Class 2 events are open to the public. Events in this category include, but are

not limited to: amateur team sports, dances, animal shows, political rallies, flea markets, farm markets, picnics, and parades with no floats.

Application deadline:	30 days prior to event
Non-Refundable application fee:	\$25
Permit fee:	\$65
Security Deposit:	\$500
Security Deposit with Street Closure:	\$500 + \$500 + permit fee, per street, per day

### **Class 2 Insurance requirements**

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$5,000.

- 3.3 Class 3 Events** – (High Hazard) involves major participation by participants and/or moderate exposure to spectators; also involves sale of tickets or donations. Events in this category include, but are not limited to: parades with floats, marathons or races, car shows, circus/carnivals/festivals, and semi-pro team sporting events.

Application deadline:	150 days prior to event
Non-refundable application fee:	\$25
Permit fee:	\$200/day
Capital Park Improvement Fee:	\$250/day
Security Deposit:	\$1000
Security Deposit with Street Closure:	\$1000 + \$500 + permit fee, per street, per day

- **Class 3a**- A Class 3 event involving the distribution or sale of alcohol.  
Permit fee: \$300/day  
Capital Park Improvement fee: \$1000/day  
Security deposit: \$2000  
Security Deposit with Street Closure: \$3000 + \$500 + permit fee, per street, per day

### **Class 3 Insurance requirements**

Insurance will be required for all Class 3 Events in the amount of \$1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$15,000.

- 3.4 Class 4 Events** – (Severe Hazard/High Volume) involves severe exposure to spectators and /or participants. Examples of events in this category include, but are not limited to: rock concerts, fireworks displays, ice carving events, professional or collegiate sporting events, and events involving 10,000 or more participants within a day.

Application deadline:	150 days prior to event
Non-refundable application fee:	\$25
Permit Fee:	\$400/day
Capital Park Improvement fee:	\$1000/day
Security Deposit:	\$5000
Security Deposit with Street Closure:	\$5000 + \$500 + permit fees

- **Class 4a**- A Class 4 event involving the distribution or sale of alcohol.  
Permit fee: \$500/day

Capital Park Improvement fee:	\$1000/day
Security deposit:	\$6000
Security Deposit with Street Closure:	\$6000 + \$500 + permit fees

### **Class 4 Insurance requirements**

Insurance will be required for all Class 4 Events in the amount of \$1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured. Property Damage insurance may be required up to \$20,000

### **3.5 Food Permit**

If any food will be prepared, distributed, or sold at the event, 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. You must attach a copy of food vendor permits and include vendor locations in the Event Plan/Map where food vendors will be placed.

### **3.6 Alcohol**

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to City Code Section 6-4 (a) without a license. A special license to sell alcohol at your event may be obtained through this application process; however applicants are required to apply with the [Michigan Liquor Control Commission](#). If the sales are on a street (trunklines), the State of Michigan requires proof that the sale has been approved by the City.

You must attach a copy of a Liquor Control Permit, Event Plan/Map indicating where alcohol sales will take place (See Section 4.1), and proof of liquor liability insurance in the amount of \$1,000,000, naming the City of Ypsilanti as additionally insured is required. [Certificate of Liability Insurance](#). All documentation must be finalized and submitted within fourteen (14) days of the event.

**Note:** The City requires that all event staff handling alcoholic beverages receive appropriate training. The event plan must include how event staff will be trained, who will perform the training and how persons of legal drinking age will be identified.

**Note:** The City requires that all events handling alcoholic beverages pay an alcohol security deposit and per day Capital Park Improvement fee (See Sections 3.3 and 3.4)

### **3.7 Street Closure Permit**

A Street Closure Permit is required for any street closure/blockading within the city limits of Ypsilanti. A Street Closure Permit shall not be issued until the application has been reviewed and approved by the City Manager's designee according to City Code Section 10-268.

#### **Street Closure Permit Deadlines:**

- Application, 30 days prior to event date;
- Street closure map (See Section 4.1), 30 days prior to event date
- ***If you are closing a state trunkline***, applications are due 45 days prior to the event date because both the city and state are required to approve the permit.

### **Street Closure Permit Fees:**

- Each major street: \$160/day
- Each local street: \$100/day
- \$500 security deposit

#### [Street Closure Permit Application](#)

### **Street Closure Insurance requirements**

Insurance will be required for all Street Closures in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured.

### **3.8 Noise Permit**

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the Right Of Way along the perimeters of the parks. Events in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the YPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The Ypsilanti Police Department reserves the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

#### [Noise Permit Application](#)

### **3.9 Right of Way (ROW) Permit**

A ROW permit is required for each location that a Special Event will use public ROWs (e.g., sidewalks, public alleys).

#### [ROW Permit Application](#)

## **Section 4- Other Event Requirements**

### **4.1 Event Map**

Event maps are required for events serving alcohol, using streets and/or sidewalks (walk, run, etc), and/or the event will use multiple locations. Please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots requested to be blocked off. Event maps must be submitted within 30 days of the event.

- **Traffic Control Plan & Street Closures-** Event maps must include a traffic control plan for the event that includes the placement of signs, barricades, etc. In addition, major and local street closures must be specified in the plan. In the event the applicant has not prepared a traffic control plan, the City will prepare one and charge an administrative fee that will be added to the final billing (see fee schedule).
- **Vendors-** Event maps must include a detailed description of where all approved vendors will be placed, including licensed alcohol and/or food vendors.
- **Parking-** Event maps must include a detailed description of the parking available in the area surrounding the event, and how attendees will be directed to parking (signage is recommended).

**Public Lots:** the City does not permit private parties to rent parking spaces in public lots without prior authorization (see City Code Section 22-176). Parking spaces in designated lots can be rented/reserved by event organizers on a per-day basis (see fee schedule).

**Capped meters:** Applicants requesting capped meters or unlimited parking for an event must specify in the Special Events Application why unlimited parking is being requested, and note the locations on the event map.

**Private Lots:** written authorization from the property owner(s) is required and must be attached if using school, church, or private parking lots.

- **Temporary Apparatus-** Event maps must list and include the placement of all apparatus to be used for the special event (e.g., staging, fencing, bleachers, benches, tents, etc...).
- **Restrooms-** If the event requires restroom facilities, the Event Map must include the placement of all portable restrooms and how many will be supplied for the event. **Note:** City parks do not have restroom facilities.
- **Trash Receptacles & Disposal Plan-** If event organizers will be providing trash receptacles, the Event Plan must include the number of receptacles and trash disposal plan for the event. Penalties will be assessed for the event site not being restored to its original condition (See Section 4.9).

## 4.2 Event Signs

The Special Event Application shall include a description of the advertising signs that are proposed to be used for the event. The use of signs shall conform to the description contained in the application, or as modified by the City. Event signs erected prior to the first day of the event shall be approved by the City and may be subject to restrictions or a permit. The City ordinances do not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission.

[Sign Permit Application](#)

## 4.3 Security

Security requirements vary widely, depending on the hazard level for the event. The Ypsilanti Police Department has the authority to recommend the level of security deemed necessary. For example, the Police Department may require private bonded security for select events. The City will also assign

police officers, as necessary, and charge the permit holder for these services. The need for private security and/or police officers should be determined at, or before, the pre-event planning meeting (See Section 2.7).

If you plan to provide your own security for the event, please specify who will administer the security services for the event (e.g., event volunteers, private security). If private security, please attach a copy of the contract.

The following numbers will be determined by the Ypsilanti Police Department:

- Private security officers required
- Police officers required
- Volunteer service corps members required

#### **4.4 Site Restoration**

Site restoration and equipment removal are required by 1:00 pm the day after the event, unless prior arrangements have been made. Event organizers are required to restore the event location(s) to the condition that it was found. A fee of \$50 will be billed for every day the site is not restored. In the event the City has to restore the site, the City will bill a minimum of \$150, plus labor and fringes, and actual costs to restore the site.

### **Section 5- City Services & Fees**

#### **5.1 City Services**

The City of Ypsilanti provides a variety of facilities and public services for events, including, but not limited to: Parade routes, Traffic control plans, Walk/run routes, Site improvement, Building inspections and Fire inspections. Please contact the Special Events Coordinator if you are interested in one or more City services. Fees are listed in the fee schedule.

#### **5.2 City Parks & Facilities**

**Riverside & Frog Island Park-** Rental fees for Riverside and Frog Island Park are merged into Class 3 and 4 permit application fees and are subject to additional Capital Park Improvement and/or Administrative Fees for coordinating public park use, per day of the event. Capital Park Improvement fees do not apply on set-up or take-down days for events, however rental charges may apply.

**Weddings-** Private weddings that take place in Riverside & Frog Island Park may not be subject to Capital Park Improvement fees if, aside from the ceremony, no additional activity will take place in the park (such as the reception, a dance floor, tents/canopies, etc...).

Special Event applicants shall reimburse the City for actual costs of cleanup required (including but not limited to Public Works employees) if applicant fails to comply with site restoration. Employee and equipment costs shall be reimbursed at hourly rate plus 10% for non-profit events, or plus 15% for for-profit events.



#### **Riverside Park key fee**

Driveway gates at Riverside Park are locked when the park is closed. To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your

event at the DPW office anytime Monday through Friday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

### [City Parks & Facilities](#)

**Pavilion Rental:** Pavilions may be reserved for special events on an hourly basis. Pavilions are located in Candy Cane Park, Parkridge Park, Peninsular Park, Prospect Park, Recreation Park and Waterworks Park. Pavilion rental fees are non-refundable. A security deposit is required for all pavilions, but will be refunded, minus any expenses incurred to the facility. Utility charges may be applicable, depending on the event size and classification.

Rental Fee: \$55 first 2 hours/ \$25 each additional hour

#### **Pavilion Rental Insurance requirements**

Insurance will be required in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured if any of the following instances are planned:

- Event is open to the public
- Any commercial service being provided, including but not limited to:
  - Setting up of tents/canopies, stages etc.
  - A hired act, such as a band, etc.
  - A hired service, such as caterers, portable toilets, etc.

Rental Fee: \$55 first 2 hours/\$25 each additional hour

### [Reserve a Pavillion](#)

**Gazebo Rental:** The Gazebo may be reserved for special events on an hourly basis. The Gazebo is located in Riverside Park. The Gazebo rental fee is non-refundable. A security deposit is required for the Gazebo, but will be refunded, minus any expenses incurred to the facility.

Rental Fee: \$100 first 2 hours/ \$25 each additional hour

#### **Gazebo Rental Insurance Requirements**

Insurance will be required in the amount of \$250,000 per occurrence, naming the City of Ypsilanti as additionally insured if any of the following instances are planned:

- Event is open to the public
- Any commercial service being provided, including but not limited to:
  - Setting up of tents/canopies, stages etc.
  - A hired act, such as a band, etc.
  - A hired service, such as caterers, portable toilets, etc.

If you are interested in holding an event in a city park, please notify the Special Events Coordinator to determine the appropriate rental/facility fees.

### [Reserve the Gazebo](#)

**5.3 City Equipment-** City Equipment may be rented for Special Events. Please see Attachment C for a list of Special Event fees related to equipment. The City will also bill for any City equipment used to execute or coordinate the event.

#### **5.4 Fees for Special Events**

Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates herein are for informational purposes only and do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees should be submitted with the application and may be paid via cash, check or money order payable to "**City of Ypsilanti.**" If the actual costs differ from the amount paid, the City or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full. These rates are subject to change without notice and will change annually on July 1.

Fees shall be charged for City services provided to Special Events as follows (See Attachment C for a detailed fee schedule):

- a. **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by the City Administration. Please note that these rates are reviewed and adjusted annually. Please refer to Attachment C to confirm rates. Hourly Rate shall include all expenses related to the employee working on your event, including fringe benefits and overhead.
- b. **Purchased or Rented Materials** shall include all direct costs for all materials purchased or rented by the City of Ypsilanti for use at the event. An Administrative Fee of 10% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
- c. **Equipment Charges** shall be the current equipment rental rates charged by the City of Ypsilanti.
- d. **Replacement Costs** will be billed for missing/damaged equipment/supplies/landscaping.
- e. **Administrative Fee** will be billed to cover costs related to coordinating the special event, including, but not limited to: order processing, vendor payments, coordinating police/fire personnel, city equipment usage/rental, coordinating public services, and coordinating event planning meetings.

Administrative fees will be applied to the subtotal of Municipal Services, Municipal Service Employee time, Police Employee time, Fire Department time, Equipment Charges, Purchased Materials and/or Rented Materials. Administrative fees are not applied to facility or park rentals fees.

- 10% administrative fee will be added to Not-For-Profit Events
- 15% administrative fee will be added to For-Profit events

#### **5.5 Billing for Special Events**

Special Event billings by the City shall be itemized as follows (See Attachment B for a sample Estimate of City Fees):

Municipal Services \$  
Municipal Services Employee Time \$  
Police Employee Time \$  
Fire Department Time \$  
Equipment Charges \$  
Purchased Materials \$  
Rented Materials \$  
Missing/Damaged Equipment/Supplies \$  
    Sub-Total \$  
    Administrative Fee \$+  
    Rent/Facility Fee if applicable \$ +  
    Less amount of City support \$ -  
    Less amount of security deposit (if applicable) \$-  
NET /TOTAL BILLING \$



## **APPLICATION APPROVAL/DENIAL LETTER** **Attachment A**

DATE  
APPLICANT NAME  
ADDRESS  
CITY, STATE ZIP

RE: (event name)

Dear

This is to inform you that your recent Special Event Application has been Approved / Denied by the City Manager on \_\_\_\_/\_\_\_\_/ 20\_\_\_\_.

If "Approved" is indicated above, please be advised that there may be charges for City Services in accordance with the Special Events Policy and Fee Schedule. Special Events fees can be found in the Special Events Policy as well as the website. In addition, we have provided an Estimate of Fees, which estimates the potential costs, if any, that you will incur for your event and lists possible additional restrictions and/ or requirements for your event. Please be advised that this cost is only an initial estimate, and your actual costs may be substantially higher depending on your need for services.

For events requiring certificates of Insurance, the City requires a copy of your certificate of insurance and it must list the City of Ypsilanti as an additional insured on your policy. The City cannot accept documentation that shows the City as a certificate holder, unless it also states that the certificate holder is an additional insured on the policy.

If "Denied" is indicated above, or if you have any additional questions regarding your application status, please contact me at 734-482-9825.

Sincerely,

Amanda Holsinger  
Special Events Coordinator

Enclosures



