



City of Ypsilanti, Michigan

Application Packet For Events, Park Reservations, and Street Closures

Please use this application packet if you intend to hold an event, make a park reservation, or request a street closure anywhere within the city limits of Ypsilanti

Please note: "The City's event ordinance Section 10-288(c) prohibits the following within the event area: dogs (except service dogs), horses, farm animals, uncaged domestic animals, snakes, exotic animals, bicycles, skateboards, roller-skates, rollerblades, and glass containers"

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Received: _____

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Ypsilanti. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

Megan Turf, Event Coordinator
1 S Huron St, Ypsilanti, MI 48197
Cell: (734) 218-0018

E-Mail: mturf@cityofypsilanti.com or SpecialEvents@cityofypsilanti.com
www.cityofypsilanti.com

Event Title: _____

Type of Event: _____

Estimated Class Level (please circle): Class 1 Class 2 Class 3 Class 4

Event Date(s): _____ Event Hours: _____

Location (if only interested in a portion of a park, please specify the portion): _____

Additional days for set up: _____ Additional days for clean-up: _____

Please name the person(s) principally responsible for this event (applicant):

Name: _____ E-mail Address: _____

Phone 1: _____ (work/home/cell) Phone2: _____ (work/home/cell) Fax: _____

Legal name of applicant's organization: _____

Form of ownership:

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Doing Business As | <input type="checkbox"/> Corporation | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Association | <input type="checkbox"/> Partnership |

Applicant organization is:

- Resident or located in the City (proof of residency is required) Non-resident

Legal address: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

The permit shall not be issued until the application (pages 9-16) has been reviewed and approved by the City Manager's designee according to City Code Section 10.268

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant Section 6-4(a) of the Ypsilanti City Code.
A waiver may be obtained (for beer and wine only) through this application process.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: <ul style="list-style-type: none"> • Any street closure or park reservation that is not open to the public <ul style="list-style-type: none"> ○ Neighborhood association block parties. ○ Family reunion or private organization park reservation. ○ Less than 500 people in attendance at any one time. ○ No alcoholic beverages sold, served, or consumed. ○ Single day event. 	Not required	\$100	May require DPW services post-event.	15 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: <ul style="list-style-type: none"> • Any event, street closure or park reservation that is <u>open</u> to the public <ul style="list-style-type: none"> ○ Less than 1,000 people in attendance at any one time. ○ No alcoholic beverages sold, served, or consumed. ○ Single day event. 	Determined by City Event Organizer	\$500	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 3 event: (large events) <ul style="list-style-type: none"> • Any event without alcohol and one or more of the following – <ul style="list-style-type: none"> ○ More than 1,000 people in attendance. ○ Sale of tickets for admission or request of donation. ○ No alcoholic beverages sold, served, or consumed. ○ Event runs multiple consecutive days (2 or more days). 	Required 30 days prior to event	\$1000	May require DPW and YPD officers or VSC. To be determined by City department liaisons.	60 days prior to event.	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 4 event: Shall not be scheduled on consecutive weekends. <ul style="list-style-type: none"> ○ Any event with alcohol. 	Required 30 days prior to event	\$1500	May require DPW and will require YPD (and VSC) services for the event. To be determined by City department liaisons.	60 days prior to event.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date: <ul style="list-style-type: none"> • Notice of Intent • Application Fee • Security Deposit 	14 Days Prior to Event Date: <ul style="list-style-type: none"> • Application • Copy of insurance rider (if necessary). 	
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Class 2 Permit Deadlines

30 Days Prior to Event Date: <ul style="list-style-type: none"> • Notice of Intent • Application Fee • Security Deposit 	14 Days Prior to Event Date: <ul style="list-style-type: none"> • Application • Copy of insurance rider. • Pre-event meeting scheduled (if necessary). 	
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Class 3 Permit Deadlines

60 Days Prior to Event Date: <ul style="list-style-type: none"> • Notice of Intent • Application Fee • Security Deposit 	30 Days Prior to Event Date: <ul style="list-style-type: none"> • Application • Pre-event meeting scheduled. 	14 Days Prior to Event Date: <ul style="list-style-type: none"> • Copy of insurance rider • Any outside agreements, such as those with other security agencies, parking agreements, etc.
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Class 4 Permit Deadlines

60 Days Prior to Event Date: <ul style="list-style-type: none"> • Notice of Intent • Application Fee • Security Deposit 	30 Days Prior to Event Date: <ul style="list-style-type: none"> • Application • Pre-event meeting scheduled. 	14 Days Prior to Event Date: <ul style="list-style-type: none"> • Copy of insurance rider • Any outside agreements, such as those with other security agencies, parking agreements, etc. • Copy of liquor license.
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INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, auto, renters, home owners, etc) to see if they will extend your coverage to cover the event before starting from scratch.

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, moonwalks, rides, etc.

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.

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.

Class 4 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$1,000,000 per occurrence, naming the City of Ypsilanti as additionally insured.

FEES

The City of Ypsilanti provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below 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 are paid at the Treasurer's Office on the 3rd floor of City Hall 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.

Riverside Park key fee

Please note that the 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 deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Paid via check or money order payable to "Ypsilanti Area Jaycees"
 - \$55 for City residents and/or City based organizations
 - \$150 for all others

Security Deposit (refundable minus any costs incurred)

- Dependant upon event class.
- Paid via check or money order payable to "City of Ypsilanti"

Ypsilanti Police Department Service Fees

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$41.13/hour
- Uniformed sergeant: \$51.55/hour
- Uniformed lieutenant: \$54.80/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a

City of Ypsilanti – Ypsilanti Area Jaycees
Event Permit

Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).

- 1-4 VSC members \$51.55/event
- 5-8 VSC members \$103.10/event
- 9-12 VSC members \$154.65/event

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$23.84/hour
- Park worker (Overtime): \$35.76/hour

Equipment Rates

- Trailer 12.83/hr
- Pick Up Truck 9.83/hr
- Stake Truck 16.89/hr
- Weed Whip 9.38/hr
- Mower 27.91/hr
- Sweeper 84.84/hr
- Loader 57.97

INVOICE EXAMPLES FROM PREVIOUS YEARS

DPW

This is a common invoice for trash removal. Four of Waste Management’s trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs	DPW Parks Employees	\$20.65	\$51.63
.5 hr	Pick-up Truck	\$7.87	\$3.94
.5 hr	Loader	\$52.32	\$26.16
1 hr	Stake Truck	\$8.09	\$8.09
4.5 cubic yards	Trash removal	\$20 per cubic yard	\$85.00

YPD

This is an invoice for a class four event.

Qty	Description	Unit Price	Total
12 hrs	Decoy Car	\$8.09	\$97.08
19 hrs	Command Post	\$11.44	\$217.36
12 VSC	Volunteer Service Corps	\$53.20 per 4	\$212.80
10.5 hrs	Police Officers	\$39.93	\$419.27

Received: _____

EVENT PERMIT

Please note Event Organizer(s) is responsible for notifying vendors and attendees: "The City's event ordinance Section 10-288(c) prohibits the following within the event area: dogs (except service dogs), horses, farm animals, uncaged domestic animals, snakes, exotic animals, bicycles, skateboards, roller-skates, rollerblades, and glass containers"

Event Title: _____

Location: _____

Estimated Class Level (please circle): Class 1 Class 2 Class 3 Class 4

Event Date(s)/hour(s):

Day 1: Date: _____ Start: _____ AM/PM End: _____ AM/PM

Day 2: Date: _____ Start: _____ AM/PM End: _____ AM/PM

Day 3: Date: _____ Start: _____ AM/PM End: _____ AM/PM

Please name the person(s) principally responsible for this event (applicant):

Name: _____ E-mail Address: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

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Were there any changes to event date/location/time/structure/etc since the Notice of Intent was submitted? If yes, please describe and explain:

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Event Permit

Section requirement by class	
1, 2, 3, 4	<p>1. Ordinance inclusion on Promotional Materials Please check the box to indicate you have read and understood this section.</p> <p>The City of Ypsilanti highly encourages adding the following information on all promotional materials, fliers, websites, etc because people violating this ordinance will be asked to leave the premises:</p> <p><input type="checkbox"/> "The City's event ordinance Section 10-288(c) prohibits the following within the event area: dogs (except service dogs), horses, farm animals, uncaged domestic animals, snakes, exotic animals, bicycles, skateboards, roller-skates, rollerblades, and glass containers"</p> <p>Please note that the event organizer is responsible for informing vendors and other participants of this ordinance.</p>
1, 2, 3, 4	<p>2. Attendance: Please estimate the number of people you expect to attend the event: _____</p>
3, 4	<p>3. Parking: 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). The City does not permit paid parking in any public lots without a license. Written authorization from the property owner is required and must be attached if using school, church, or private parking lots.</p>

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Event Permit

Section requirement by class
1, 2, 3, 4 DPW

6. Street closures:

Washtenaw, Michigan, Huron, Hamilton, and Ecorse are considered State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.
 Example:

Street to close	From	To	Date	Time	Trunkline?
Normal	Michigan	Congress	12/17/07	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes No

If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (DPW will deliver and retrieve the barricades from the corners of the street intersections listed above.)

If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes No

If no, how do you intend to accommodate residents? _____

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<p>Section requirement by class</p>	<p>4 YPD</p> <p>7. Alcohol Sales:</p> <p>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.</p> <p>The City requires that all event staff handling alcoholic beverages receive appropriate training.</p> <p>When will your event staff be trained? _____</p> <p>Who will perform the training? _____</p> <p>How will persons of legal drinking age be identified (wristbands, hand stamps, etc.)? _____</p> <p>How will unruly or drunken persons be ejected (security, volunteers, etc.)? _____</p> <p>Police Department Approval:</p> <p>_____</p> <p>Name & Title (printed) Signature Date</p>
<p>1, 2, 3, 4</p>	<p>8. Food Permit:</p> <p>Will any food be prepared, distributed, or sold at event?</p> <p><input type="checkbox"/> Yes (see below) <input type="checkbox"/> No</p> <p>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.</p> <p>Please note that the City Event Organizer will contact the Health Department and advise them of the event date(s), times, and event organizer contact information in case they have any questions.</p>

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Event Permit

Section requirement by class
1, 2, 3, 4
1, 2, 3, 4 YPD
1, 2, 3, 4

9. Restrooms:
No park in the city of Ypsilanti has restroom facilities.
 Does this location have sufficient restroom facilities for the event?
 Yes No (see below)

 How many portable restrooms are you supplying? _____

10. Noise Permit:
 For events not being held on city property: If the applicant is not the property owner, the property owner’s authorization for the noise permit is required.

Property owner name: _____ Address: _____
 Property owner telephone number: _____ (day) _____ (evening)

Requested time permit is to be in force:

Date:	Time from:	Time to:

Type of sound at this event:
 p.a. system live band stereo equipment other: _____

The noise will occur: indoors outdoors (lawn, etc)
 If outdoors – provide a scaled layout/set up _____

11. Signage:
 The City does 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 (please attach copies of written authorization).

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Event Permit

<p>Section requirement by class</p>	
<p>1, 2, 3, 4 DPW</p>	<p>12. Temporary Apparatus: (see "Fees for Event Services" section) Will your event include any of the following? <input type="checkbox"/> Yes (see below) <input type="checkbox"/> No</p> <p>If yes, check all that apply and include placement of each on event site plan:</p> <p><input type="checkbox"/> Tent(s) <input type="checkbox"/> Portable stage(s) <input type="checkbox"/> Fencing <input type="checkbox"/> Portable lights <input type="checkbox"/> Other _____ <input type="checkbox"/> Bleacher(s) Number requested from the City _____ <input type="checkbox"/> Picnic Table(s) Number requested from the City _____</p>
<p>1, 2, 3, 4 DPW</p>	<p>13. Trash: How many trash receptacles (with liners) do you intend to provide _____</p> <p>How do you intend to dispose of the trash following your event? _____</p> <p>_____</p> <p>Waste Management sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You can contact them at -1-800-796-9696</p>
<p>1, 2, 3, 4 DPW</p>	<p>14. Site Restoration: Site restoration and equipment removal are required within 48 hours of the closing of the event. What date do you agree to restore the location to the condition in which you found it? _____</p>

