



CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
info@douglasmi.gov
 Payable Online At: tinyurl.com/PayItOnline

Fee waived as we are non-profit

CITY COUNCIL ACTION: Approved Denied
 POLICE DEPARTMENT: Approved Denied
 DEPT. PUBLIC WORKS: Approved Denied

Fee: \$50 *SBIC3*
 Received by:

APPLICATION FOR SPECIAL EVENT PERMIT

The City of Douglas offers two types of permits for events within the City. A **Special Event** is described as a large gathering of people that covers a broader range of the City, such as, the entire park(s), right-of-ways, trails, street closures, sidewalks, etc. These events also require significant coordination and requests of City resources, such as, Douglas Police Department, Department of Public Works, and Saugatuck Township Fire Department. **Special Event Permits will require approval from City Council and need to be filled out in its entirety and returned to the City Clerk's office a minimum of 60 days prior to the scheduled event.** A **Park Reservation** permit is described as a small gathering confined to a small area of a park and does not require significant City coordination or resources. Park Reservation permits require only City administration approval. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Town Crier Races PH: 269.857.2133
 Contact Name: Susan Poolman PH: 269.227.3448
 Street Address/P.O. Box: PO Box 1040
 City/State/Zip Code: Douglas, MI 49406
 E-mail: towncrierrace@gmail.com
 CONTACT PERSON ON DAY OF EVENT: Rick Bauer PH: 616.848.9313

EVENT INFORMATION

Name of Event: Town Crier Race Event - 22nd Year
 Event Date(s): 06/15/2024 Anticipated Number of Attendees: 800
 Purpose of Event: \$\$ for SPS CC, Track & Running Club
 Location of Event: Event starts at SHS, then ends in Douglas in front of Beery Field
 Event Start & End Hours: 6:00am - 11:30am
 Estimated Date/Time for Set-Up: 06/15/2024 - 5:45am
 Estimated Date/Time for Clean-Up: 06/15/2024 - 11:30am/12pm
 Estimated Number of Volunteers: 30-50

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No
If yes, type of music proposed: Live Amplification Recorded Loudspeakers
Time music will begin: _____ end: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)

Will Food Vendors/Concessions be available at your event? Yes No
If yes, Provide Copy of Health Department Food Service License

ALCOHOL:

Will alcohol be served at your event? Yes No
If yes, Provide Copy of Liquor Liability Insurance (Listing the City as additional insured)
 Provide Copy of Michigan Liquor Control License

Please describe measures to be taken to prohibit the sale of alcohol to minors: _____

***NOTE:** It shall be unlawful for any person within the City to consume intoxicating liquor of any kind in any street, alley, park, public building, or other land owned by the City, unless the consumption is authorized under a valid permit issued by the City or its authorized agent. (1995 Code, 42-166) (Ord.43, passed 6-5-1961)*

EVENT SIGNAGE:

City approval is required for any temporary signage in the public right-of-way, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: _____ Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

FIREWORKS:

Will fireworks be a part of your event? Yes No
If yes, Provide Copy of Liability Insurance (Listing the City as additional insured)
 Council Resolution will be Required – see attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No

If yes, Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field and Schultz Park)

Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

- Booths – Quantity _____
- Awnings – Quantity _____
- Portable Toilets – Quantity _____
- Tents – Quantity _____
- Tables – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) CVB, social media, local newspaper along with different runner media outlets

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, please seek proper authorization. Applicable fees may apply depending upon the assistance required by the City.

DEPARTMENT OF PUBLIC WORKS:

Will this event require the use of any of the following municipal equipment?

- Trash Receptacles – Quantity 4
- Traffic Cones – Quantity 10?
- Fencing – Quantity _____
- Water
- Barricades – Quantity 14
- No Parking Signs – Quantity _____
- Electric
- Restroom Cleaning

Approved Denied
 Approved with Conditions _____

Authorized Personnel Signature *Picky L Zpet* Date: 3/25/24

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: We believe so. Typically we set up a meeting with

everyone (city officials) to see what we need for day of

Street Closure: (Use attached map to outline proposed closure)

Street closure date/time: 06/15/24 @ 6am Street re-open date/time: 06/15/24 @ 11:30am

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

(+ 2 officers)

Authorized Personnel Signature

S. M. M.

Date:

03/26/2024

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)

Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)

Fireworks Resolution – 60 days in advance (if applicable)

Michigan Liquor Control Commission Special Event License (if applicable)

Health Department Food Service License (if applicable)

Requirements for Tent Structures (if applicable)

Department of Public Works Authorized Personnel Signature (if applicable)

Police Department Authorized Personnel Signature (if applicable)

If document(s) are missing, please explain: _____

sup. will be provided

The Applicant/Organization understand and agrees to the following:

1. Provide a certificate of insurance with all coverage deemed necessary for the event, naming the City of Douglas as an additional insured on all applicable policies. The certificate shall be submitted to the City Clerk's Office no later than 1 (one) week following notice of the event approval.
2. Comply with all local and applicable State Laws and City policies. Applicant/Organization acknowledges that the special events permit does not relieve the Applicant/Organization from meeting any requirements of law or those of other public bodies or agencies applicable to the event.
3. Applicant/Organization further understands the approval of the event may include additional requirements and/or limitations based on the City's review of this application. The Applicant/Organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary before the event may be held.
4. Applicant/Organization understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.
5. Applicant/Organization also agrees to clean-up and leave/restore the area in the condition it was found. The City is not responsible for equipment or personal items left on public property.
6. Prohibit its organization and guests from engaging in profane or inappropriate language or actions.
7. Abide by City of Douglas Ordinance Chapter 95.01 regarding Noise Nuisances.

8. A breach of any of these understandings and agreements may result in the denial of Application or revocation of an approval of the City.

HOLD HARMLESS/INDEMNITY

1. Upon approval of Event Permit, Applicant/Organization agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and Contactors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:

- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims, or demands arising from the operations of the Applicant/Organization due to the above referenced acts or omissions.
- B. Violations of state or federal law by Applicant/Organization, its agents, employees, servants, and Contractors whether administrative or judicial, arising from the nature and extent of this Application. Permit and/or event.
- C. Other acts of Applicant/Organization or attendees causing personal injury or property damages in connection with this event, unless resulting from the sole negligence of the City, its officers, employees, or agents.

2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such property and materials.

3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or sub-Contractor involved in the hosting of this event.

As the Applicant or duly authorized agent of the Organization, I hereby apply for approval of this special event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

Printed Name of Applicant: Susan Poolman Date: 03/22/2024




Signature of Applicant:  Date: 03/22/2024

*This is what we had for
2023 and will update
as we get closer*

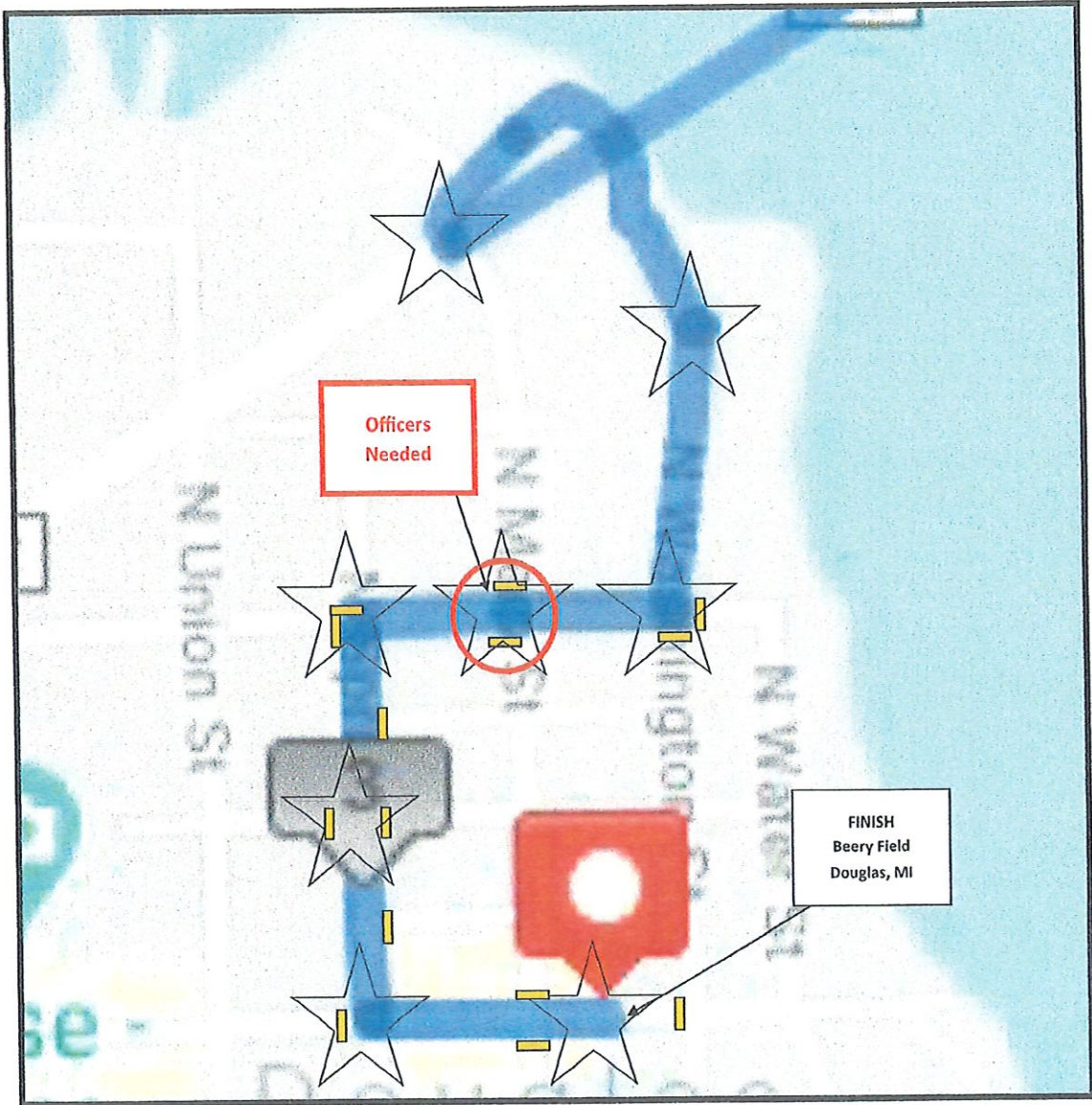
- **Douglas Notes**

- Cones will need to be setup night before so no one parks in the section of the finish line in front of Beery Field
 - Night officer to put cones out, Ricky will supply to them
 - Need on Borrowed Time side and Beery Field side
- J3 Timing will need power in downtown Douglas
 - They would setup on opposite side of Borrowed Time
 - See attached image of Downtown Douglas
- DPW to setup barricades according to our map
 - Should be setup in Douglas no later than 7:45am
- DPW to clean up and remove barricades after race event
- Water Station #3 (Bridge - Washington/Blue Star)
 - 1 Trash receptacle needed with bags
 - 3 Bar barricade and a no thru traffic sign
- Water Station #1 (Lakeshore & Wiley)
 - 1 Trash receptacle needed with bags
 - Fire Dpt setup - Sue to follow up on this
- Finish Line
 - 2 - 4 Trash receptacles needed
- Beery Field Bathrooms
 - Open at 7am
- We would need someone from the Downtown Douglas Authority to notify the businesses on Center St that are between Spring St and Washington St that the road is closed until 11/11:30am *- I can email them*
- Police Officers
 - It was mentioned that there are "Floating Officers" that could help during the event
- Need officials on the corner of Spring and Chestnut
- Interurban Transit
 - We'll have them picking up runners on the corner of Center & Washington starting at 8:30am and then on the half hour until Noon or sooner *and have a sandwich board w/ that for a Plu.*

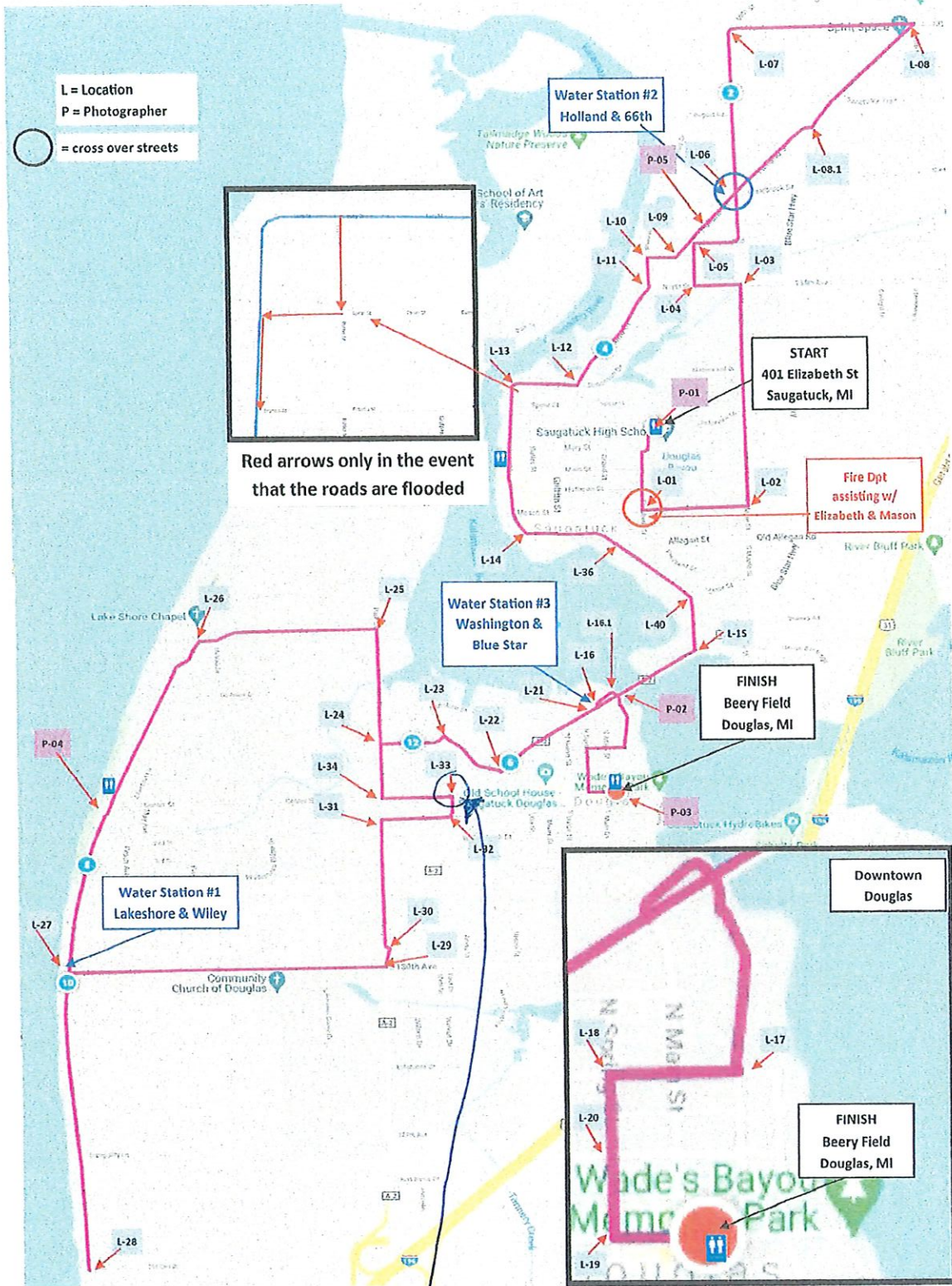
Downtown Douglas

-  = barricade
-  = partial barricade
-  = volunteers

 = Officers Needed



Town Crier Races - Half Marathon



Red arrows only in the event that the roads are flooded

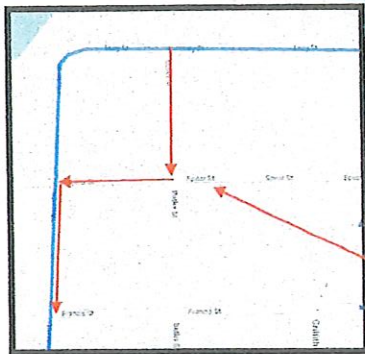
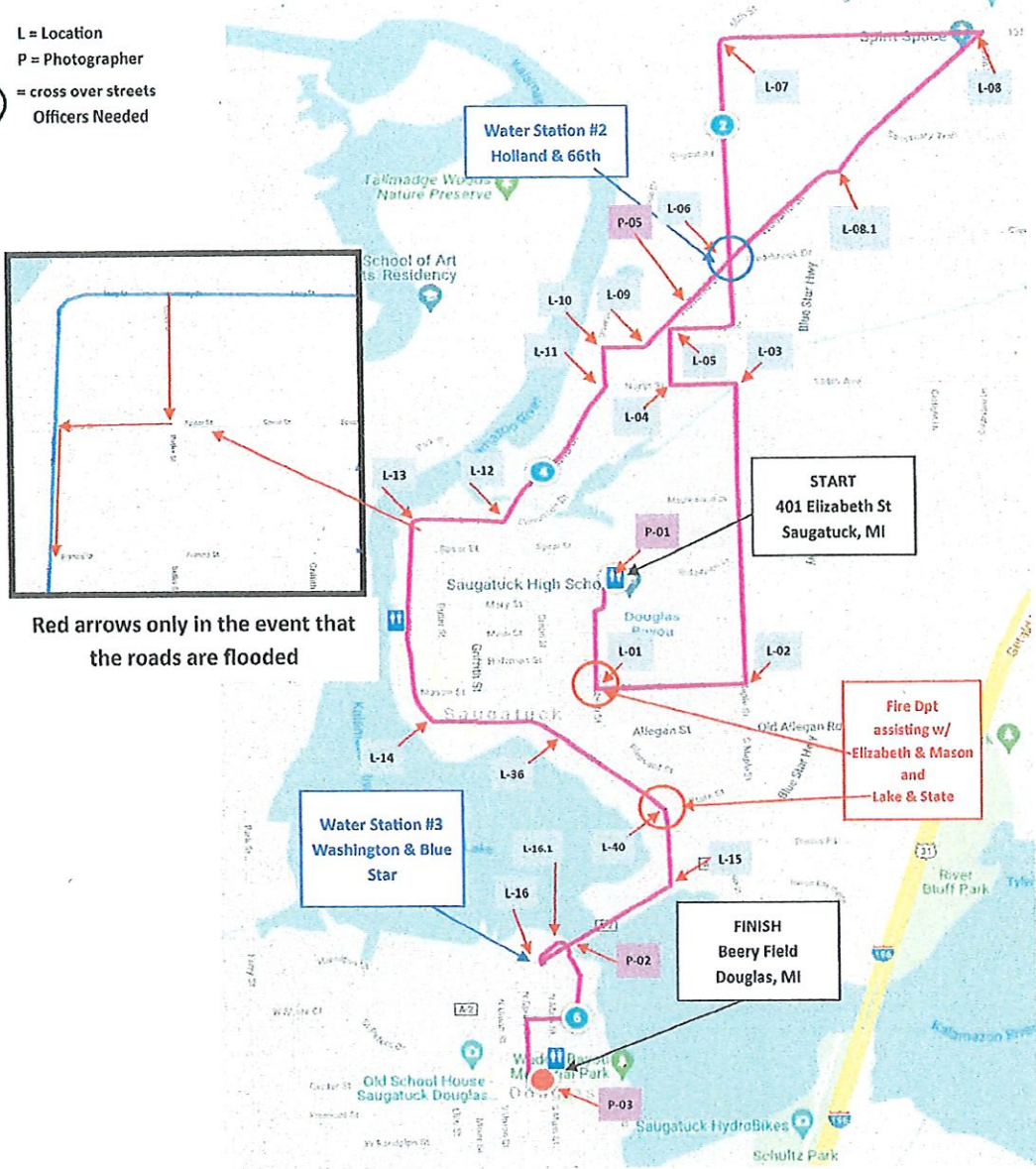
L-33 needs an assist



Public Restrooms

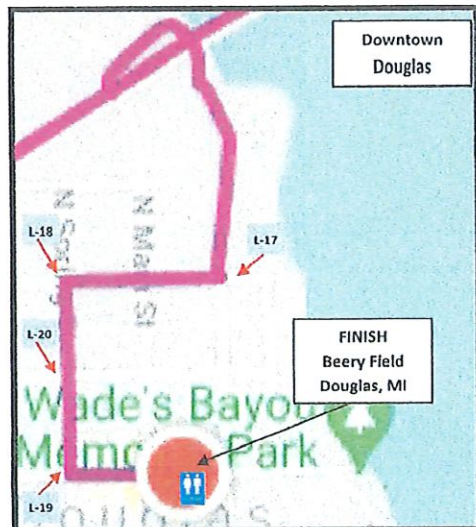
Town Crier Races - 10k

- L = Location
- P = Photographer
- = cross over streets
Officers Needed

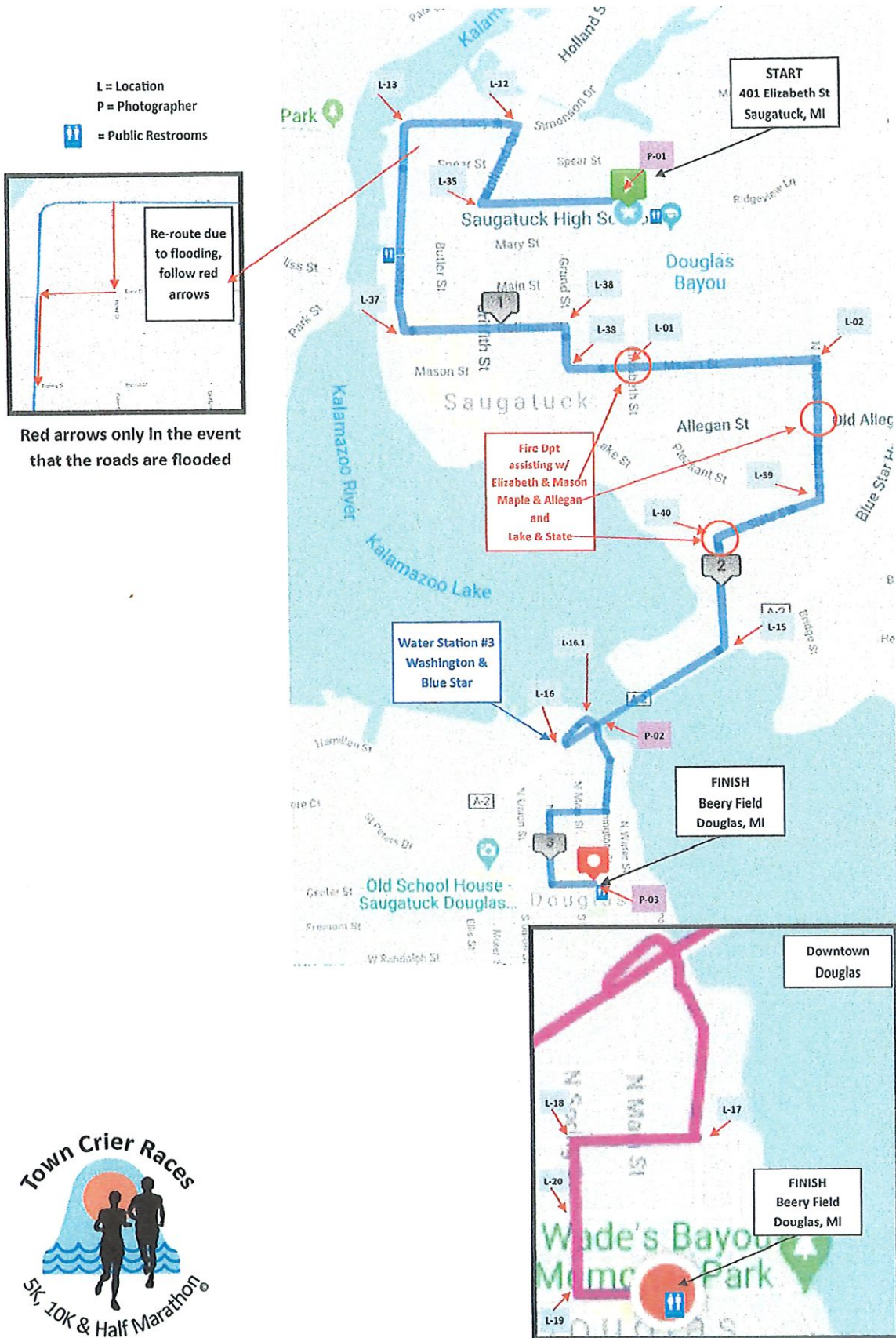


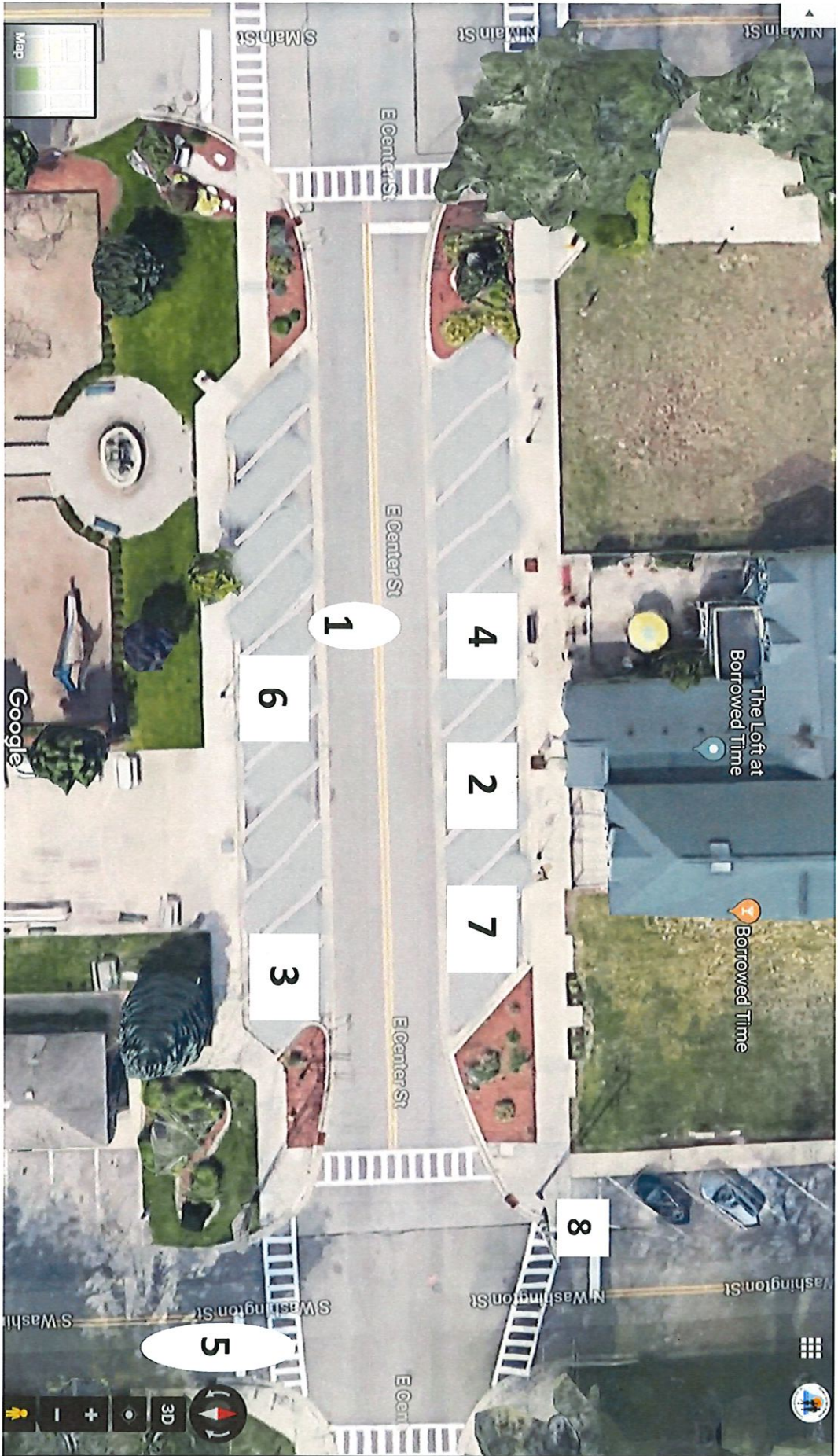
Red arrows only in the event that the roads are flooded

= Public Restrooms



Town Crier Races - 5k





#1 = Finish line gantry

#2 = Food/Water Table
State Farm Insurance

#7 = Awards/Announcer
(10 x 15 tent??)

#3 = Biggby Coffee

#4 = Medical Tent??

#8 = Interurban Pickup
Sandwich Board

#5 = Kids Free Fun Run

#6 = J3 Timing

The Loft at
Borrowed Time

Borrowed Time

8

1

4

2

7

6

3

5

3D

Map