



**MEMORANDUM**  
**REGULAR CITY COUNCIL MEETING**  
**April 1, 2024 at 7:00 PM**

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**TO: City Council**

**FROM: Laura Kasper, City Clerk**

**SUBJECT: Special Event Permit – Beats on Beery and Sidewalk Sales – August 15**

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The Saugatuck Douglas Convention and Visitors Bureau (CVB) would like to hold a “Beats on Beery and Sidewalk Sale” event. It will be a music in the park event similar to the June 28<sup>th</sup> event but will also include sidewalk sales. This event will be held on Thursday, August 15, 2024.

For the Sidewalk Sale portion of the event the CVB is requesting that Center Street between Spring Street to Washington Street be closed from 9:00am to 6:00pm. This will provide for one hour of set up and clean-up with the event open to the public from 10:00am to 5:00pm. Vendor sales/show spaces will be available for \$30. This money will be used for planning and execution of future events.

The live music portion, Beats on Beery, will be from 6:00pm-8:00pm. Applicant will provide a platform/stage as well as a canopy covering the stage. Around the park will be various yard games. Several side performers may also be present. This event is a free event with people encouraged to bring their own chairs or blankets. The CVB will encourage downtown businesses to either help sponsor the event or offer fun enticement to draw people to shop, grab drinks, or dine at a local restaurant.

In kind services would be barricade set up and removal, extra trash cans placed, and extra officers on duty.

**Sample Motion: I recommend City Council approve the special event permit application from the Saugatuck Douglas CVB and provide in-kind support for the Beats on Beery and Sidewalk Sale event on August 15<sup>th</sup> and allow applicant to close Center Street as requested.**



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](http://www.douglasmi.gov)  
info@douglasmi.gov  
Payable Online At: [tinyurl.com/PayItOnline](http://tinyurl.com/PayItOnline)

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

Fee: \$50 → 5013  
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: Saugatuck Douglas CVB PH: (269)857-1701  
Contact Name: April Gundy PH: (231)878-8566  
Street Address/P.O. Box: 2805 62nd Street  
City/State/Zip Code: Fennville  
E-mail: eventssaugatuckdouglas@gmail.com  
CONTACT PERSON ON DAY OF EVENT: April Gundy PH: (231)878-8566

### EVENT INFORMATION

Name of Event: Beats On Beery & Side Walk Sales w/art & craft vendors.  
Event Date(s): August 15 Anticipated Number of Attendees: 200  
Purpose of Event: Live Music on Beery Field, there will be a small platform to elevate entertainmet, with small canopy covering them. Games, and other family friendly entertainmnet will outline field. During the day will feature Side Walk sales.  
Location of Event: Beery Field. Center Street from Spring to Washington closure  
Event Start & End Hours: 8:00 am - 9:00 pm  
Estimated Date/Time for Set-Up: 8:00 am 8/15  
Estimated Date/Time for Clean-Up: :00 am 8/16 for Taylor Rental pickup ✕  
Estimated Number of Volunteers: 20

**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: 6:00 end: 8:00

**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): @Beery Field  
Description of signs: will display bands and sponsors.  
(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, Banner/fliers, and social media.

**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 \_\_\_\_\_
- Traffic Cones – Quantity \_\_\_\_\_
- Fencing – Quantity \_\_\_\_\_
- Water
- Barricades – Quantity \_\_\_\_\_
- No Parking Signs – Quantity \_\_\_\_\_
- Electric
- Restroom Cleaning

Approved  Denied

Approved with Conditions RZ has DPW notes

Authorized Personnel Signature Rich Zoet Date: 3/12/24

**DOUGLAS POLICE DEPARTMENT:**

Will this event require additional officers & equipment?  Yes  No

If yes, please describe & include times: Plus 2 foot officers

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

Street closure date/time: 9am 8/15/24 Street re-open date/time: 6pm 8/15/24





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:

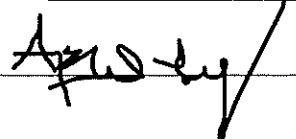
- A. Acts or omissions by the Applicant/Organization, its agents, employees, servants and Contractors in furtherance of the event, including, but not limited to, acts or omissions alleged to be in the nature of gross negligence or willful misconduct. The Applicant/Organization agrees to reimburse the 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: April Gundy Date: 3/2/2024

Signature of Applicant:  Date: 3/2/2024

# City of Douglas Downtown Areas

