



**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 – June 28**

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The Saugatuck Douglas Convention and Visitors Bureau (CVB) would like to hold a “Beats on Beery” event. It will be a music in the park event similar to Saugatuck’s. This event will be held on Friday, June 28, 2024, and feature two bands. The first band will be from 4:30pm – 6:30pm and the second band will be from 7:00pm - 9:00pm. Beery Field will be reserved from 3:00pm to 10:00pm for set up and clean up. 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 extra trash cans set up 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 event on June 28<sup>th</sup>.**



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.douglasmich.gov](http://www.douglasmich.gov)  
 info@douglasmich.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 50103 ✓  
 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: AprilGundy PH: (231)878-8566

### EVENT INFORMATION

Name of Event: Beats On Beery  
 Event Date(s): June 21-28 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.  
 Location of Event: Beery Field

Event Start & End Hours: 4:30pm-9:00pm  
 Estimated Date/Time for Set-Up: 6/21@3:00pm 6/28  
 Estimated Date/Time for Clean-Up: 6/22@8:00am X6/29  
 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: 4:30pm end: 9:00pm

**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 \_\_\_\_\_
- Tents – Quantity \_\_\_\_\_
- Awnings – Quantity \_\_\_\_\_
- Tables – Quantity \_\_\_\_\_
- Portable Toilets – 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 \_\_\_\_\_
- Barricades – Quantity \_\_\_\_\_
- Traffic Cones – Quantity \_\_\_\_\_
- No Parking Signs – Quantity \_\_\_\_\_
- Fencing – Quantity \_\_\_\_\_
- Electric \_\_\_\_\_
- Water \_\_\_\_\_
- Restroom Cleaning \_\_\_\_\_

Approved  Denied

Approved with Conditions RZ has DPW notes

Authorized Personnel Signature Picky L. 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: \_\_\_\_\_ Street re-open date/time: \_\_\_\_\_

Parade Type:  Pedestrian  Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: \_\_\_\_\_ Parade finish time: \_\_\_\_\_

Approved  Denied

Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature Stm. N Date: 03/12/24

### 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: \_\_\_\_\_

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: April Gundy Date: 3/2/2024

Signature of Applicant: \_\_\_\_\_ Date: 3/2/2024