



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

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

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

Fee: \$50 - Waived - School  
 Received by: LK

## 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: DES PTO PH: 904-655-4101  
 Contact Name: BIRDIE HOLLEY PH: SAME AS ABOVE  
 Street Address/P.O. Box: 6335 127TH AVE  
 City/State/Zip Code: FENNVILLE, MI 49408  
 E-mail: BIRDIEWESTER@GMAIL.COM  
 CONTACT PERSON ON DAY OF EVENT: BIRDIE HOLLEY PH: SAME AS ABOVE

### EVENT INFORMATION

Name of Event: DES PTO - SCREEN FREE WEEK - COLOR RUN  
 Event Date(s): FRIDAY, MAY 10 2024 Anticipated Number of Attendees: 250-300  
 Purpose of Event: CELEBRATE A WEEK OF NO SCREENS WITH OUR DES STUDENTS  
KIDS WILL RUN AROUND AND GET SPRAYED WITH POWDERED COLOR  
 Location of Event: SCHULTZ PARK - SOCCER & BASEBALL AREA (OR ONE OR THE OTHER WORKS TOO)

Event Start & End Hours: 3-7P  
 Estimated Date/Time for Set-Up: 3-4P  
 Estimated Date/Time for Clean-Up: 6-7P  
 Estimated Number of Volunteers: 25

**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.) THROUGH OUR PTO PAGE AND SCHOOL NEWSLETTER

**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

*No requests of DPW*

Authorized Personnel Signature

*Richy L. Zet*

Date:

**DOUGLAS POLICE DEPARTMENT:**

Will this event require additional officers & equipment?  Yes  No

If yes, please describe & include times: \_\_\_\_\_

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

Street closure date/time: \_\_\_\_\_

Street re-open date/time: \_\_\_\_\_

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: ELIZABETH BIRDIE HOLLEY Date: 10/16/23

Signature of Applicant:  Digitally signed by Elizabeth Holley Date: 2023.10.16 13:25:57 -04'00' Date: 10/16/23

