



CITY OF THE VILLAGE OF DOUGLAS
86 West Center Street, P.O. Box 757
Douglas, MI 49406
(269) 857-1438 phone
www.douglasmi.gov
info@douglasmi.gov
\$50 Fee (Free for non-profit organizations)

Date Received: 1/8/2024
CITY COUNCIL ACTION:
Approved _____ Denied _____ Date _____
POLICE DEPARTMENT ACTION:
Approved _____ Denied _____ Date _____
DEPARTMENT OF PUBLIC WORKS ACTION:
Approved _____ Denied _____ Date _____
Estimated Fees: _____

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 90 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. Please see the City of Douglas' Event Policy for more information. **Required Authorizing Personnel Signatures page must be completed prior to submitting it to City Hall for Council approval.** A Cost Confirmation Form will be provided to the applicant/organization after application submittal. This form will outline the total estimated costs of the event. If the total estimated costs do not exceed \$3,000, then no payment will be required. However, should costs exceed this threshold, then the applicant/organization will be responsible for the additional charges above and beyond \$3,000.

APPLICANT/ORGANIZATION INFORMATION

Organization: Town Crier Races

Applicant Name: Shelly Silva/Sue Poolman

PH: [REDACTED]

Street Address/P.O. Box: [REDACTED]

City/State/Zip Code: [REDACTED]

E-mail: [REDACTED]

CONTACT PERSON ON DAY OF EVENT: Sue Poolman

PH: [REDACTED]

EVENT INFORMATION

Name of Event: Town Crier Race- 25th Year

Location of Event: The Race starts at SHS and ends at the finish line Downtown douglas, in front of Beery Field

Event Date(s): 6/20/2026 Start Time: 6:00 am End Time: 11:00 am

Estimated Date/Time for: Set-Up 6/20/2026 - 5:45 am Clean-Up 11-11:30 am

Anticipated Number of Attendees: 600-800 Anticipated Number of Volunteers: 50

Event Description: This event hosts a Fun Run, 5k, 10k and Half Marathon for runners in our community and greater Midwest region. Hundreds of runners participate year after year to enjoy the beautiful course through Saugatuck, Douglas and along the lakeshore. The proceeds from this event provide a majority of the funding for the Saugatuck Public Schools excellent running program, donating over \$129,000 since 2002. We are excited to celebrate our 25th year of bringing this event to our community.

EVENT DETAILS

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

Street closure date/time: 6/20/2026 @ 6am Street re-open date/time: 6/20/2025 @ 11:30am

Parade: (Use attached map to outline route) Parade Type: Pedestrian Vehicle

Parade start time: _____ Parade finish time: _____

MUSIC:

Will Music be provided during this event? Yes No

If yes, type of music proposed: Live Amplification Recorded Loudspeakers

Time music will begin: 7:30 am end: 11-11:30 am

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 or on City property.

Please visit www.douglasmi.gov to obtain the 14 Day Temporary Sign Permit application.

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 City Clerk

TENTS/CANOPIES/BOOTHES:

Will tents/canopies be installed? Yes No

If yes, Tents – Quantity _____

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

Fill out the Tent Inspection form found at www.saugatuckfire.org and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

Will booths be set up? Yes, Quantity _____ No

The City of Douglas does have tables and chairs available for rental through the Downtown Development Authority – see www.douglasmi.gov for application. Pick up and drop off are the responsibility of the applicant.

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. See event fee schedule for associated costs.

DEPARTMENT OF PUBLIC WORKS:

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

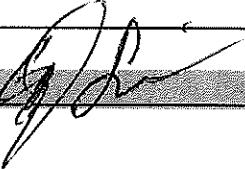
Trucks – Size _____ Qty _____ Loaders – Tele or Regular
 Trash Receptacles (limit 10) – Qty 4
 Fencing - _____ feet Electric Hook Up – Yes/No
 Barricades – Concrete Qty _____



Trailer – Size _____ Qty _____
 Traffic Cones – Qty _____
 Water Hook Up – Yes/No
 Barricades – 3 Bar Qty TBD



Approved Denied
 Approved with Conditions _____

Authorized Personnel Signature 

Date: 1/12/2026

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No

If yes, please describe & include times: _____

We usually have the Police Department involved on the day of. We typically have a meeting with City officials prior to the race to see what support is needed the day of.

+ 2 officers for event.

Approved Denied
 Approved with Conditions _____

Authorized Personnel Signature 

Date: 01/12/2026

APPLICANT/ORGANIZATION CHECK LIST

- Completed Application
- Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, parade route, event signage, etc.)
- Certificate of Insurance (listing the City of Douglas as additional insured – once approved)
- 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
- Police Department Authorized Personnel Signature
- Yes, I have read the City of Douglas' Event Policy

If document(s) are missing, please explain: Insurance provided by SPS

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 L. Poolman Date: 1-12-2026

Signature of Applicant:  Date: 1-12-2026

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 - *Debbi & Randy*
- 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 Ptu.

2024-06-20
TCR 5K 2024-06-15-V2

3.15 mi

Distance

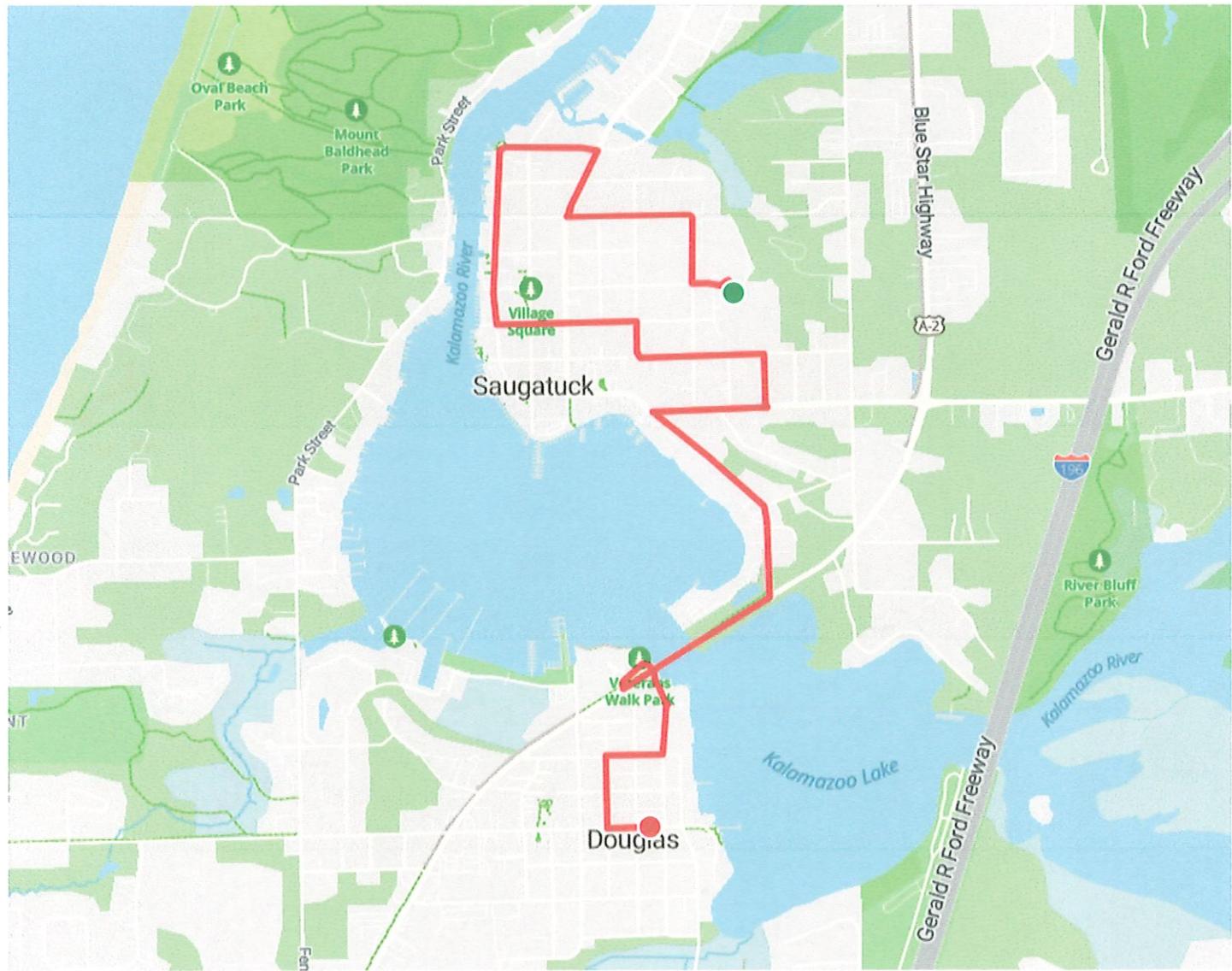
135 ft

Elevation Gain

Run

Activity Type

Notes



2025-06-20
TCR HALF 2025-06-14

13.04 mi

Distance

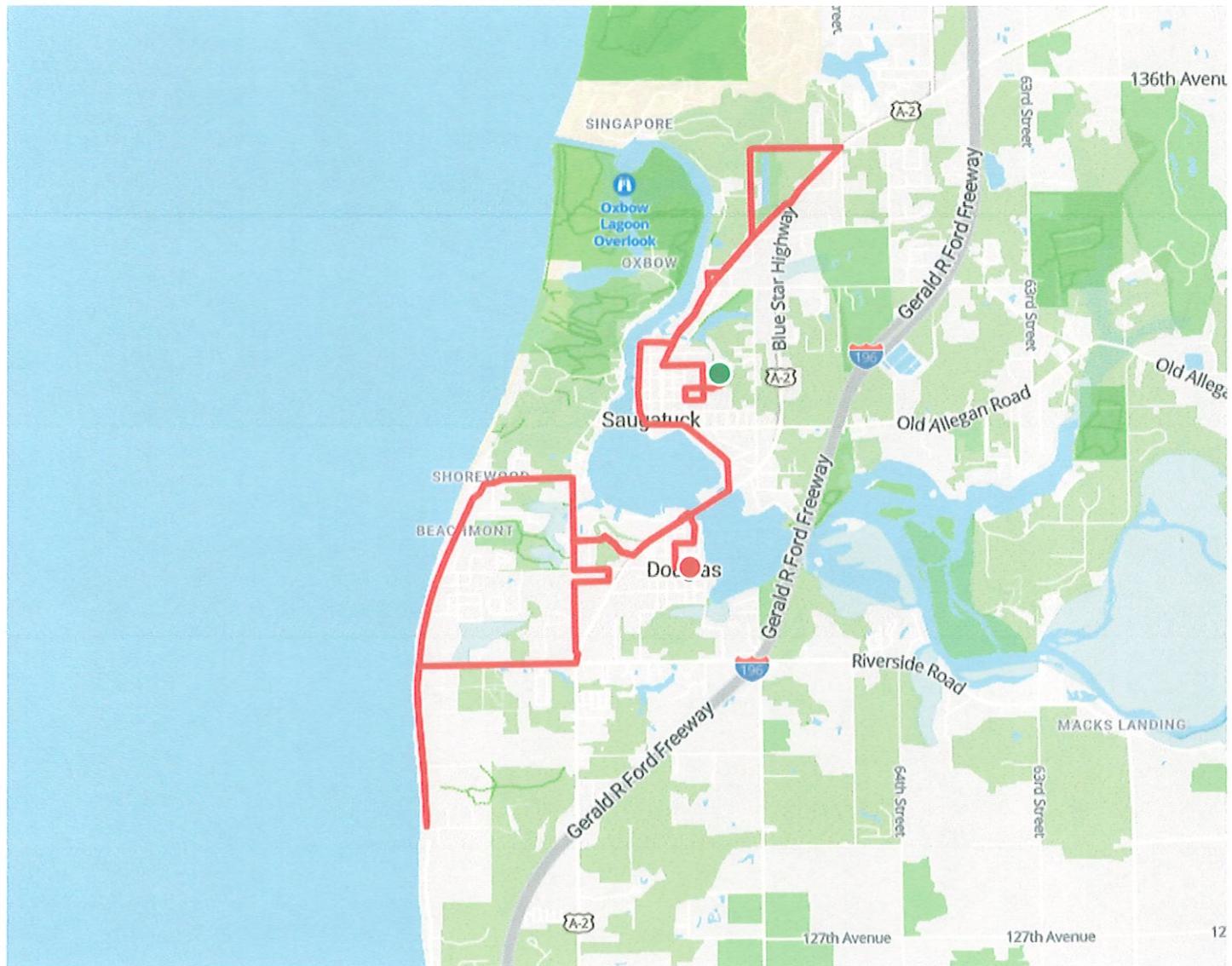
307 ft

Elevation Gain

Run

Activity Type

Notes



2025-06-20

TCR 10K 2025-06-14

6.20 mi

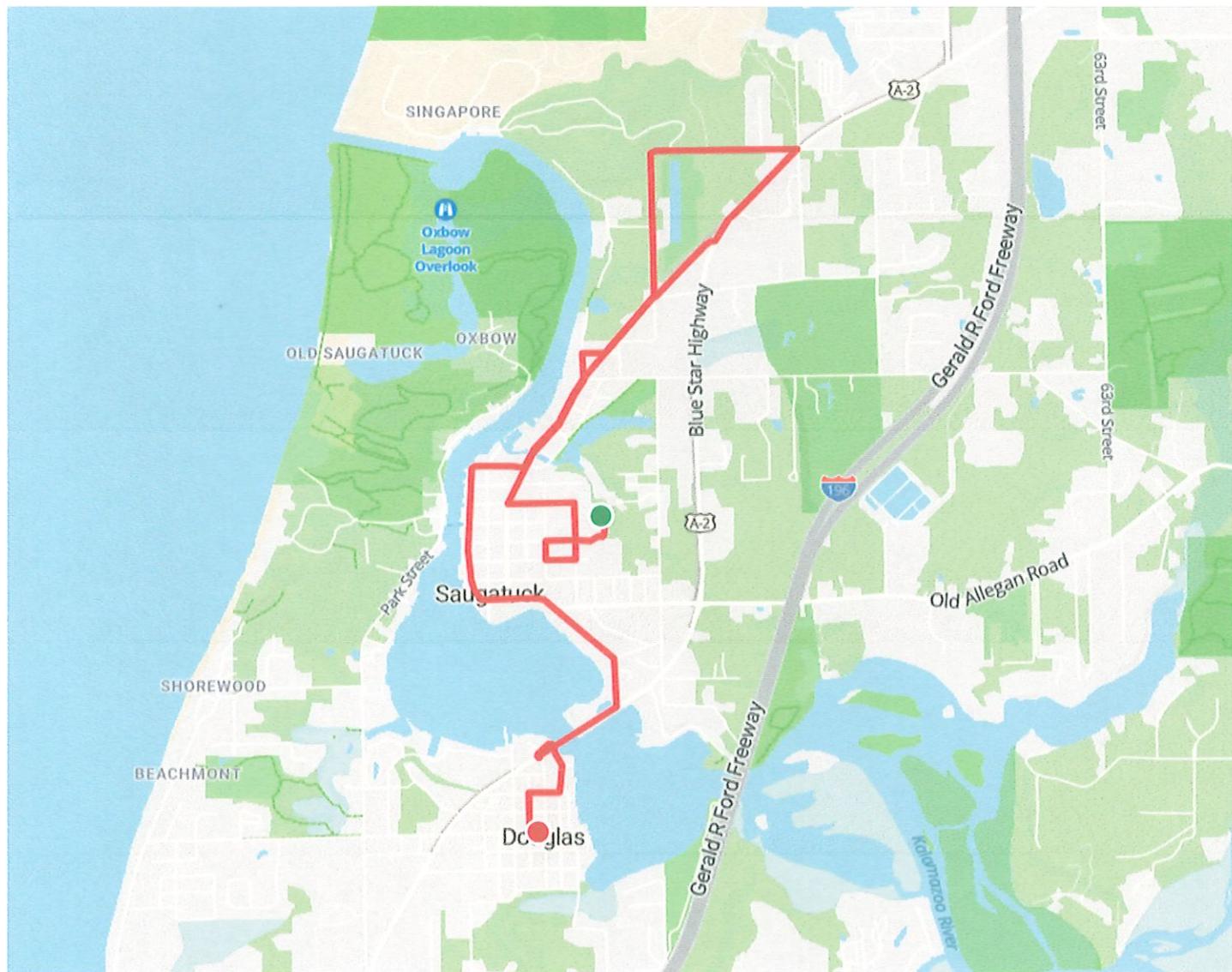
Distance

166 ft

Elevation Gain

Run

Activity Type

Notes

Downtown Douglas

- = barricade
- = partial barricade
- ★ = volunteers

○ = Officers Needed

