

MEMORANDUM



To: City Council

From: Rich LaBombard
City Manager

Date: August 21, 2023

Subject: Douglas Halloween Parade for Adults
Special Event Permit

Hystopolis Productions, a 501c3 non-profit organization, has submitted an application for a special event permit for the 25th annual Douglas Halloween Parade for Adults to be held on Saturday, October 28th. The parade lineup will start at 9:00 p.m. with the parade starting at 10:00 p.m., and cleanup is anticipated to end by midnight. Music, sound amplification, and spotlights will be utilized for the event between the hours of 7:00 p.m. and 11:30 p.m. The parade route will require barricading Center Street between Washington Street and Mixer Street with additional barricading surrounding the site within approximately a one block radius. Overflow parking for the event will be at designated spots in both cities, Douglas and Saugatuck. The event traditionally draws 10,000± visitors to the City to participate in the parade. More information about the event can be found at www.douglashalloween.com.

Traditionally, the City has contributed its support to the event in the form of in-kind services such as policing, staffing, portable restrooms, barricading, donation of equipment, event setup, and post event clean up. The Police Chief is coordinating with local first responders to provide additional security and traffic control on the evening of the event. Saugatuck Township Fire District will assist with barricading the parade route and traffic control.

I recommend the City Council approve the special event permit application from Hystopolis Productions and provide in-kind support for the 25th Annual Douglas Halloween Parade for Adults.