

*Handwritten notes in blue ink:*  
@2023  
@2023-2024  
@2024-2025  
@2025-2026  
@2026-2027  
@2027-2028

**RECEIVED**  
AUG 04 2023



By: \_\_\_\_\_

## **DOUGLAS HALLOWEEN PARADE FOR ADULTS**

Saturday, October 28, 2023 - 9:00pm - Lineup | 10pm Parade

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August 3, 2023

Dear Douglas City Council,

Hystopolis Productions requests permission to host the 25th Annual Douglas Halloween Parade for Adults on Saturday, October 28, 2023 in Downtown Douglas. We considered last year a tremendous success with around 12-14,000 spectators and 720 participants. We anticipate another record turnout the 25th Anniversary.

Last year we changed the direction of the parade to start by the Old School House, at the suggestion of emergency services, and it worked extremely well. We plan to utilize the same route this year, but begin half hour earlier at 9pm. Please see additional details in the application attached.

Hystopolis kindly requests consideration for an alternate location for any approved food trucks. Each food trailer required a loud generator that expelled noxious fumes, and a truck to block it, which occupied a large footprint in the final block of the parade. It pushed the crowd further into the street, narrowing the route to the exit, and made it challenging to manage. It also impacted Everyday People Cafe's business. We suggest locating them on Mixer near lineup, to compliment the activities planned for the Old School House and OxBow House and keep them out of spectator areas.

Should you approve our application, we are looking forward to another amazing parade this year!

Please do not hesitate to contact me if you have any questions or concerns.

Thank you,

Erin K. Wilkinson  
Director of Events  
Hystopolis Productions



**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](mailto: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  
 Received by:  
*LK to Council 8/21/23*

## 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: Hystopolis Productions PH: 312-787-7387  
 Contact Name: Erin Wilkinson PH: 616-990-1817  
 Street Address/P.O. Box: PO Box 490  
 City/State/Zip Code: Douglas, MI 49406  
 E-mail: hystopolis@gmail.com  
**CONTACT PERSON ON DAY OF EVENT:** Erin Wilkinson PH: 616-990-1817

### EVENT INFORMATION

Name of Event: 25th Annual Douglas Halloween Parade for Adults  
 Event Date(s): Sat. Oct. 28, 2023 Anticipated Number of Attendees: 10-15,000  
 Purpose of Event: Promote tourism to the area and drive revenue to the local economy, to celebrate creative arts, and host an event that is fun, inclusive, and safe for everyone.  
 Location of Event: Center Street from Washington to Ellis  
 Event Start & End Hours: 9pm Lineup/10-11pm Parade  
 Estimated Date/Time for Set-Up: 12-8 pm  
 Estimated Date/Time for Clean-Up: 11 pm - 12 am  
 Estimated Number of Volunteers: 30-40

**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: 7pm (ish) end: 11pm (ish)

(Music starts when the crowd arrives)

**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: 30 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): Sponsor signs around town and signs in the parade  
Description of signs: Pumpkin King logo on an H stand or carried in the parade  
(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 2

Tables – Quantity \_\_\_\_\_

Portable Toilets – Quantity 6-10

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.) Website, social media, posters, cards, stickers, t-shirts, radio, tv,

press release, and other merchandise.

**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:**

*Set up at 4pm*

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

Trash Receptacles – Quantity 10-15

Barricades – Quantity All of them

Traffic Cones – Quantity 30-40

No Parking Signs – Quantity 40

*Fri @ 2:30*

Fencing – Quantity \_\_\_\_\_

Electric

Water

Restroom Cleaning

Approved  Denied

Approved with Conditions

*Pickey L. Zoet*

Authorized Personnel Signature \_\_\_\_\_ Date: \_\_\_\_\_

**DOUGLAS POLICE DEPARTMENT:**

Will this event require additional officers & equipment?  Yes  No

If yes, please describe & include times: 7:30p - ?

Full Staffing of Police AND MSP Bicycle units

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: 9 pm lineup / 10 pm start Parade finish time: 11 pm (ish) 1 am cleanup

Approved  Denied

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

Authorized Personnel Signature St M. [Signature] Date: 08/14/23

### 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.

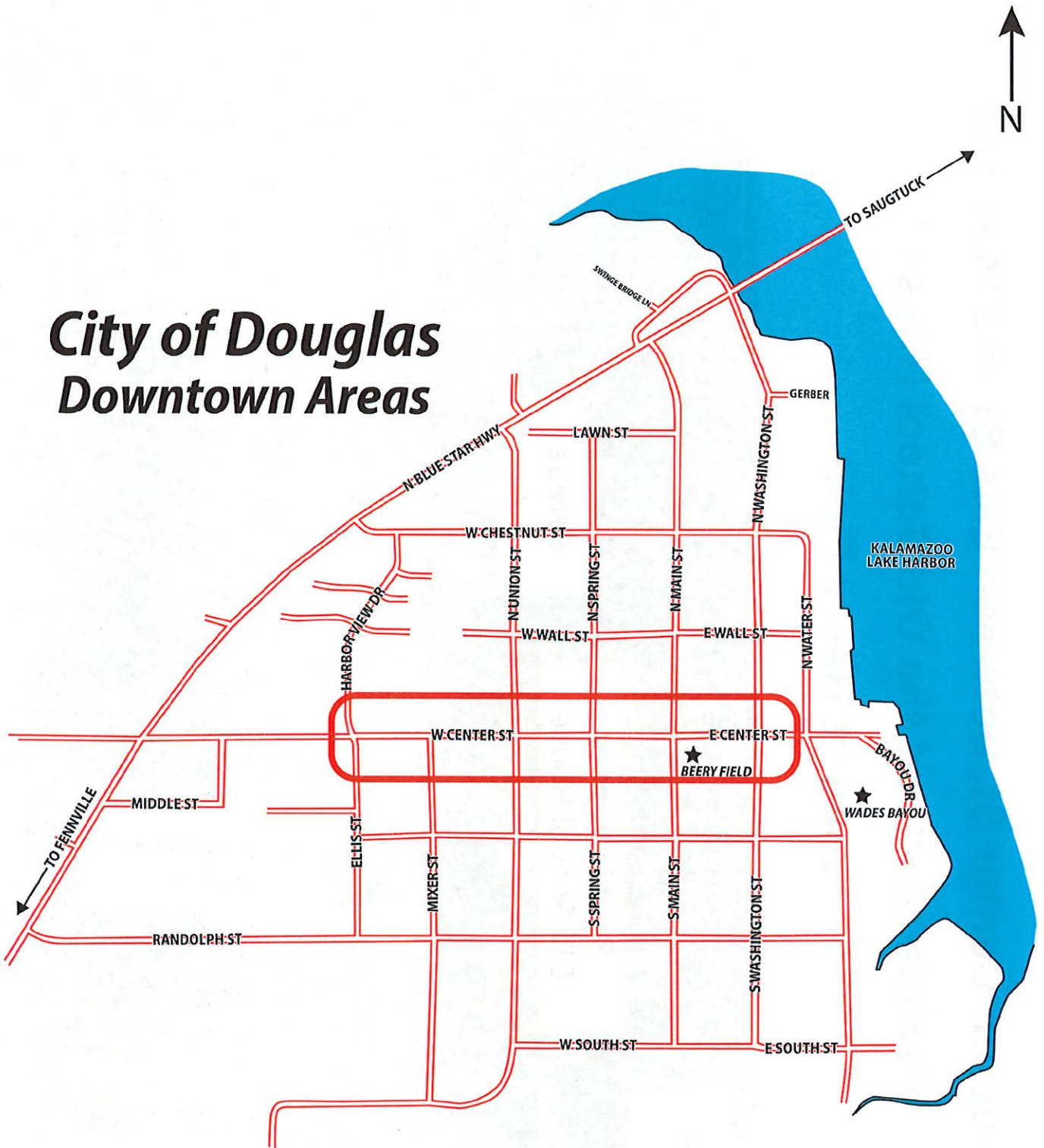
3. The Applicant/Organization shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Applicant/Organization further covenants that 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: Michael Schwabe Date: \_\_\_\_\_

Signature of Applicant:  Date: 7-30-'23  
President  
Hystopolis Productions

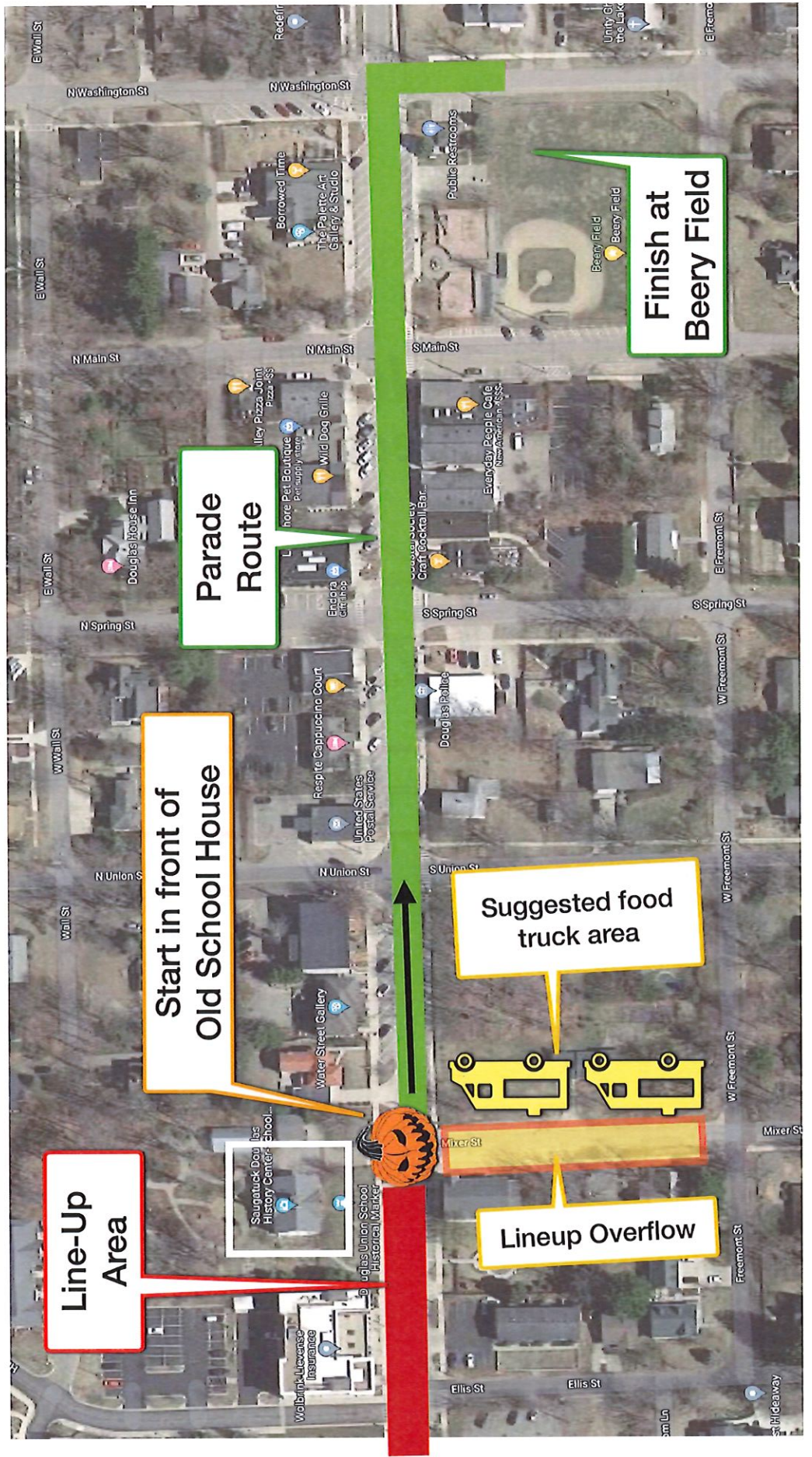
# City of Douglas Downtown Areas



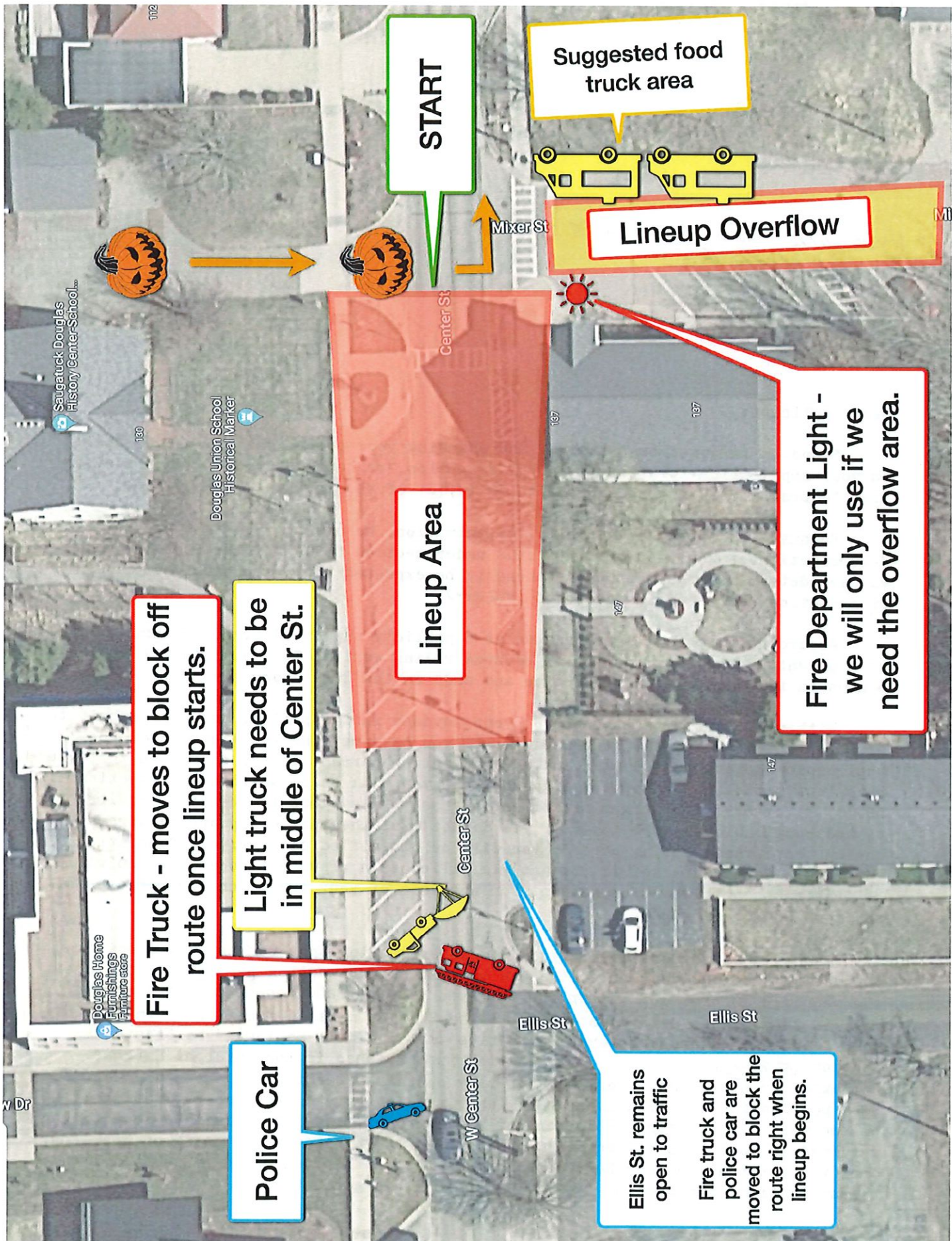
# Line-up on Center St. between Ellis St and Mixer St.

## Parade starts at the Old School House

## Ends at Beery Field







**START**

**Suggested food truck area**

**Lineup Overflow**

**Lineup Area**

**Fire Department Light - we will only use if we need the overflow area.**

**Fire Truck - moves to block off route once lineup starts.**

**Light truck needs to be in middle of Center St.**

**Police Car**

**Ellis St. remains open to traffic**  
**Fire truck and police car are moved to block the route right when lineup begins.**