



CITY OF THE VILLAGE OF DOUGLAS  
86 West Center Street, P.O. Box 757  
Douglas, MI 49406  
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[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 *WAIVED BY CLERK*  
Received by: *FAM*  
*Adlerink*

*NOTE: ORDER FLOWERS*

## 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: Rob Boyce/VFW/American Legion PH: 616-218-7278

Contact Name: S/D American Legion PH: \_\_\_\_\_

Street Address/P.O. Box: 248 Mason St

City/State/Zip Code: Saugatuck, MI 49453

E-mail: \_\_\_\_\_

CONTACT PERSON ON DAY OF EVENT: Rob Boyce PH: 616-218-7278

*Rob Boyce*

### EVENT INFORMATION

Name of Event: Douglas Memorial Day Parade

Event Date(s): May 29, 2023 Anticipated Number of Attendees: \_\_\_\_\_

Purpose of Event: Show honor to fallen military service men and women

Location of Event: Center Street to Beery Park

Event Start & End Hours: 10 A.M.-11 A.M.

Estimated Date/Time for Set-Up: 5/29/23 9 A.M.

Estimated Date/Time for Clean-Up: 5/29/23 11 A.M.

Estimated Number of Volunteers: None

## **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: \_\_\_\_\_ end: \_\_\_\_\_

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

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**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): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(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.) None

## 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 \_\_\_\_\_

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

## DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? ☒ Yes ☐ No

If yes, please describe & include times: ONE EXTRA OFFICER w/ OFFICER

ON DUTY

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

Street closure date/time: 5/29/23 9:30am Street re-open date/time: 5/29/23 11:15am

Parade Type: ☒ Pedestrian ☐ Vehicle

☒ Parade Route: (Use attached map to outline route)

Parade start time: 10 AM

Parade finish time: 11 AM

☒ Approved ☐ Denied

☒ Approved with Conditions PEDESTRIAN SAFETY BARRIERS AND

VEHICLE BARRIERS

Authorized Personnel Signature ST

Date: 04/26/23

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Douglas Downtown Areas



 = PARADE ROUTE

 = ROAD CLOSURES

\* SHORT CEREMONY/MEMORIAL @ BEERY FLAG POLE

Revision 03.23.2022

MAY 29<sup>TH</sup>