



MEMORANDUM
REGULAR CITY COUNCIL MEETING
September 18, 2023 at 7:00 PM

TO: City Council

FROM: Laura Kasper, Interim City Clerk

SUBJECT: Special Event Permit – Halloween Parade Amendment

On August 21, 2023, Hystopolis Productions, a 501c3 non-profit organization, submitted a special event application that was approved by Council for the 25th annual Adult Douglas Halloween Parade to be held on Saturday, October 28th. The applicant would like to amend the original application to include a beer tent at Beery Field. This event will be held from 7:00pm until 11:00pm. Additional in-kind service are being requested. See attached application.

After review by the Douglas Police Department, the recommendation would be to stop serving intoxicants when the parade starts to help ensure that those leaving at the close of the event leave in a manner that does not endanger themselves and others. Clarification on crowd size and the number of staff and security volunteers is also requested. The Police Department, as well as the Department of Public Works, has a meeting scheduled 2 weeks before the event to review all details regarding the event.

The Department of Public works is currently a 5 person team with 1 seasonal employee. The additional work would include fencing Beery Field and adding additional refuse containers.

Sample Motion: I recommend City Council approve the amendment to the special event permit application from Hystopolis Productions and provide in-kind support for the beer tent at Beery Field with the following conditions...

DOUGLAS HALLOWEEN PARADE FOR ADULTS

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



September 14, 2023

Dear Douglas City Council,

On behalf of Hystopolis Productions, we respectfully request permission to host a beer tent at Beery Field for the upcoming 25th Annual Douglas Halloween Parade for Adults, scheduled for Saturday, October 28, 2023, in Downtown Douglas.

Our proposal to include a beer tent in the event aims to create a revenue stream, which would contribute to covering some, if not all, of the city expenses associated with the parade. It is important to note that the parade itself is not a revenue-generating event; it is entirely funded by local area businesses who generously sponsor it. The inclusion of the beer tent will help alleviate some of the financial burden on our valued sponsors and the city.

The beer tent would start at 7:00 pm and conclude at approximately 11:30 pm. We have carefully scheduled these hours to ensure that they do not disrupt other nearby businesses that cater to visitors before and after the parade. Additionally, we believe that the beer tent will serve to reduce the demand on the free Interurban shuttle service immediately following the parade, enhancing overall logistics and safety.

Saugatuck Brewing Company has agreed to partner with us for this endeavor. They will assist in recruiting volunteers and help set the event up for success.

Should you have any questions or concerns regarding our request or the proposed beer tent, please do not hesitate to reach out. We look forward to the opportunity to enhance the 25th Annual Douglas Halloween Parade for Adults with your approval.

Thank you,

A handwritten signature in black ink that reads "ekw". The letters are lowercase and connected in a cursive style.

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
 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
 Received by:

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: _____
 Contact Name: Erin Wilkinson PH: _____
 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: _____

EVENT INFORMATION

Name of Event: Douglas Halloween Beer Tent
 Event Date(s): Sat. Oct. 28, 2023 Anticipated Number of Attendees: 2-3000
 Purpose of Event: We will partner with Saugatuck Brewing Company to promote local beer and give paraders someplace to go immediately after the parade.
 Location of Event: Beery Field
 Liquor license will be pulled from 6:30 pm to 12:30 am, but hours of event will be 7-11:30pm.
 Event Start & End Hours: 7:00 pm - 11:30 pm
 Estimated Date/Time for Set-Up: 12-3 pm
 Estimated Date/Time for Clean-Up: 11:30 pm - 1 am
 Estimated Number of Volunteers: 10-15

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 end: 11:30 pm

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: We will create a secu

perimeter around Beery Field and have several dedicated security volunteers. We ll ID and u

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: 4 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): Signage to indicate where the entrance is
Description of signs: They will be temporary signs on H stands that will only be used the da
(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 5

Awnings – Quantity _____

Tables – Quantity 10-20

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:

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

Trash Receptacles – Quantity 10-15

Barricades – Quantity _____

Traffic Cones – Quantity _____

No Parking Signs – Quantity 4

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: _____

We will not need additional police beyond what will be in town for the parade already.

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: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ *Date:* _____

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.

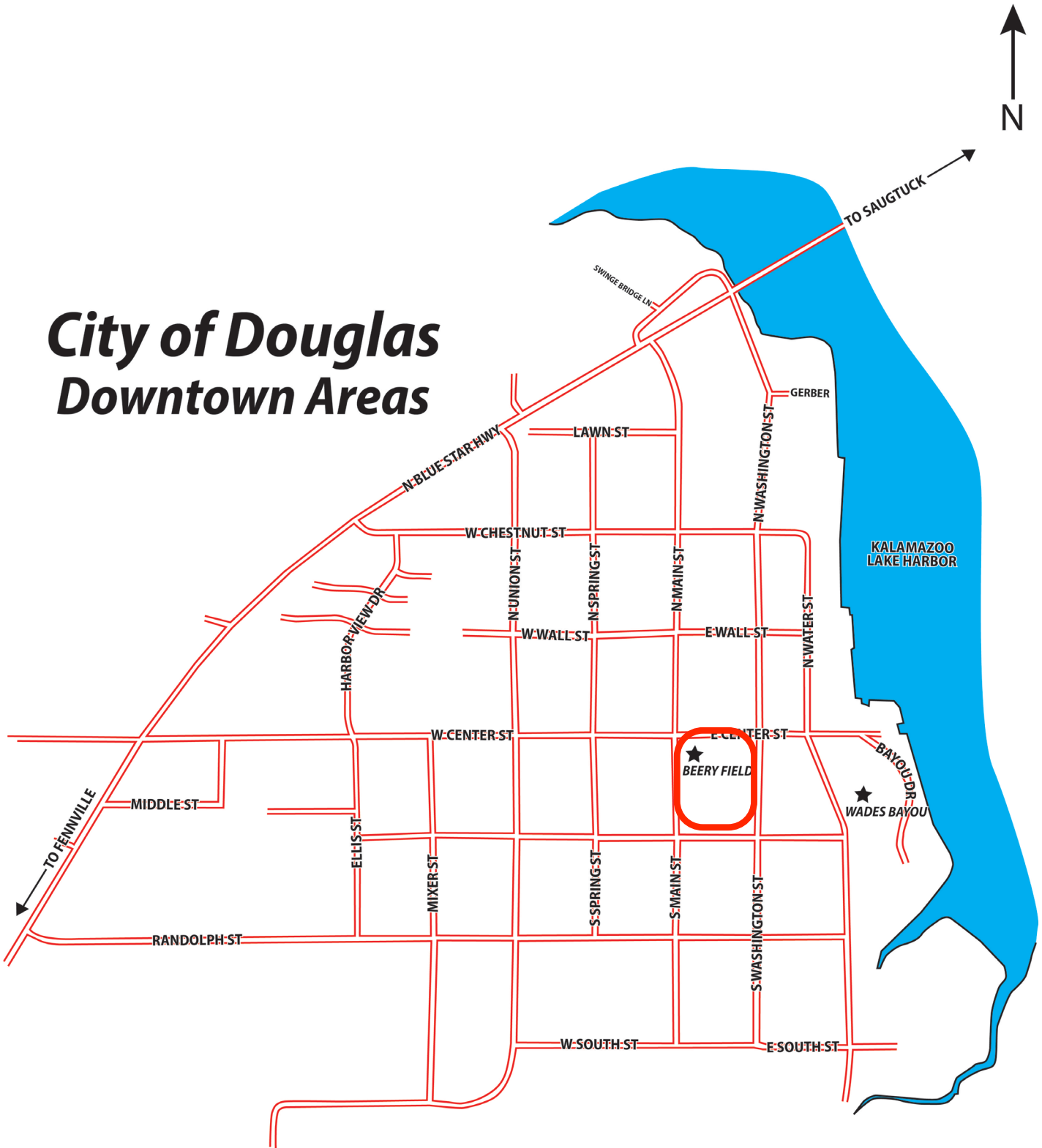
Michael Schwabe

Printed Name of Applicant: _____ Date: _____

Signature of Applicant:  _____ Date: 7-30-'23

President
Hystopolis Productions

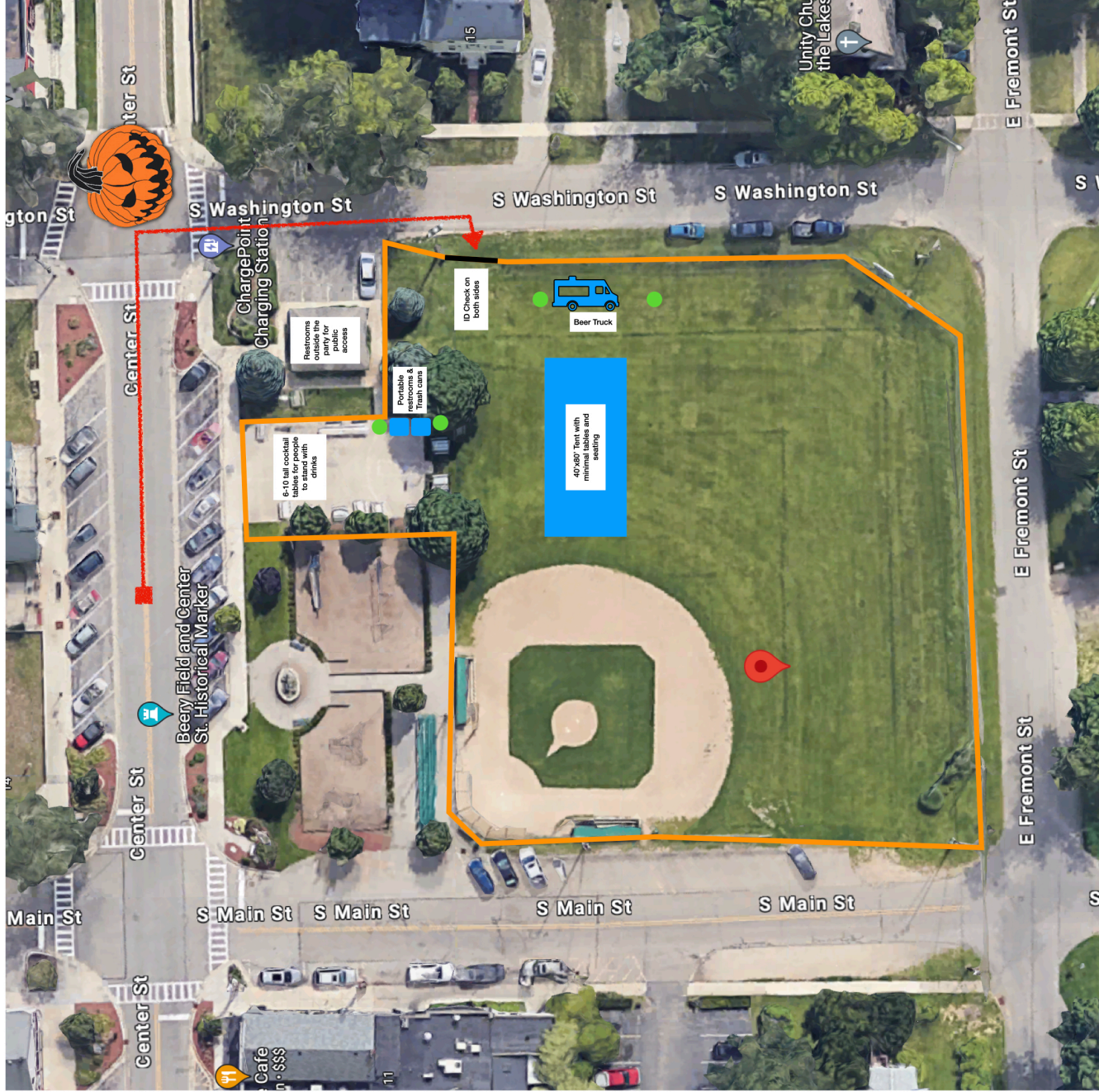
City of Douglas Downtown Areas



Beer Tent

Halloween Beer Tent 7-11:30 pm

- Paraders would round the corner at Washington to enter the party.
- An ID station will be setup to give wrist bands for 21+ only.
- Snow fence would be used to secure the field.
- Emergency exits will be established based on PD and FD recommendations.
- IHS Beer truck featuring SBC
- 40'x80' maximum size tent for event
- Tall cocktail tables will be around field and on basketball court
- Public restrooms would remain accessible for everyone outside the fence
- Portable restrooms will be added inside the fence for party goers
- 10-15 volunteers will help manage the bar with no less than 2 security guards near entrance.



Internal Revenue Service
District Director

Department of the Treasury

Date: 8 - OCT 1986

Employer Identification Number:

36-335-9884

Accounting Period Ending:

December 31st

Foundation Status Classification:

509(a)(2)

Advance Ruling Period Ends:

December 31, 1989

Person to Contact:

Ms. R. Wallace

Contact Telephone Number:

(312) 886-1278

▷ Hystopolis Productions, Inc.
441 W. North Ave.
Chicago, IL 60610

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(2)

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(2) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(2) organization.

(over)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

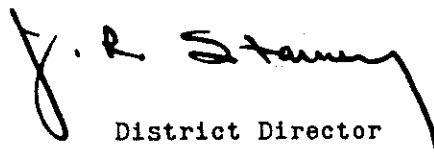
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director



Lansing, Michigan

This is to Certify That

HYSTOPOLIS PRODUCTIONS

a nonprofit corporation existing under the laws of the state of Illinois

was validly authorized to conduct affairs in Michigan on the 1 day of April, 2019 in conformity with 1982 PA 162.

Said corporation is authorized to conduct in this state any affairs of the character set forth in its application which a domestic corporation formed under this act may lawfully conduct. The authority shall continue as long as said corporation retains its authority to conduct such affairs in the jurisdiction of its incorporation and its authority to conduct affairs in this state has not been surrendered, suspended, or revoked.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 1st day of April, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau