



MEMORANDUM

REGULAR CITY COUNCIL MEETING

July 21, 2025 at 6:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Special Event Permit – Halloween Parade 2025

Hystopolis Productions, a 501c3 nonprofit organization, has submitted an application for a special event permit for the 27th annual Douglas Halloween Parade for Adults to be held on Saturday, October 25th. The parade lineup will start at 9:30pm with the parade starting at 10:00pm. Music, sound amplification, and spotlights will be utilized for the event.

The application has received a departmental review from both the Police Department and the Public Works Department. Per the City's Special Event Policy, a cost confirmation form was provided to Hystopolis Production outlining the total estimated costs for City services. After initial review at the July 7th Council meeting, staff was directed to remove two police officers, since they are on duty that day, and remove all equipment costs. Below are the two cost confirmation options with and without equipment.

Option 1 – \$12,890.02 with equipment

Option 2 – \$9,330.83 without equipment

Sample Motion: I recommend City Council approve the special event permit application from Hystopolis Productions for the 27th annual Douglas Halloween Parade for the estimated cost of \$_____ to be paid no later than one week prior to the event.

COST CONFIRMATION FORM

The City of the Village of Douglas

86 W. Center St. P.O. Box 757

Douglas, MI 49406

Phone 269-857-1438

DATE: 07/21/25

EVENT Halloween Parade

This 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.

Event Applicant: Hystopolis Productions / Erin Wilkinson

DESCRIPTION	OPTION #1 with equipment	OPTION #2 without equipment
	AMOUNT	AMOUNT
Police Services:		
Douglas Police and Michigan State Police Staffing	\$8,168.23	\$8,168.23
- Douglas Police - Chief, Corporal, 5 Officers, and Police Clerk (\$1,360.60)		
- Michigan State Police - 2 Sergeants, 10 State Troopers (\$6,807.63)		
Equipment, Supplies, and Barricades:		
Douglas Police Patrol Vehicles	\$300.53	
DPW Services:		
Contracted Help	\$400.00	\$400.00
DPW Overtime Hours	\$2,885.85	\$2,885.85
Extra Bathroom Cleaning Sunday Morning	\$82.38	\$82.38
Equipment, Supplies, and Barricades:		
Dump Trucks, Loaders, Pickups, Trailers, Bobcat UTV and Tractors	\$3258.66	
Trash Receptacles & Liners, T-Posts and Fencing	\$241.62	\$241.62
Concrete Barricades, 3-Bars, and Cones	\$552.75	\$552.75
	(\$3,000)	(\$3,000)
TOTAL	\$12,890.02	\$9,330.83

*Difference of \$3,559.19

Make all checks payable to **The City of the Village of Douglas**

If you have any questions concerning this invoice, contact the Clerks Department.



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:	6/20/25
CITY COUNCIL ACTION:	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/> Date 7/7/25
POLICE DEPARTMENT ACTION:	
*Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> Date 6/30/25
DEPARTMENT OF PUBLIC WORKS ACTION:	
*Approved <input checked="" type="checkbox"/>	Denied <input type="checkbox"/> Date 6/30/25
Estimated Fees:	

*APPROVED w/ conditions

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: Hystopolis Productions

Applicant Name: Erin Wilkinson - Event Director PH: [REDACTED]

Street Address/P.O. Box: 3200 N. Lakeshore Dr., Ste. 2403, Chicago, IL 60657 (corporate)

City/State/Zip Code: PO Box 490, Douglas, MI 49406 (mailing)

E-mail: [REDACTED]

CONTACT PERSON ON DAY OF EVENT: Erin Wilkinson PH: [REDACTED]

EVENT INFORMATION

Name of Event: Douglas Halloween Parade for Adults - 27th Annual

Location of Event: Center Street from Ellis to Washington

Event Date(s): Saturday, Oct. 25, 2025 Start Time: 8:00 pm End Time: 12:00 am

Estimated Date/Time for: Set-Up 10/25/2025 - around noon Clean-Up 10/25 @12am & 10/26 9a

Anticipated Number of Attendees: 15-20k Anticipated Number of Volunteers: 40-50

Event Description: This is a Halloween parade for adults intended to promote tourism and drive
It is a celebration of creative arts that is fun, inclusive, and safe for everyone.

This year we may have several sponsor vehicles at the front to pose for photos with the
crowd and Pumpkin King. They' ll be parked after Center street is closed, and moved before

EVENT DETAILS

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

Street closure date/time: 8:00 pm Street re-open date/time: 12:30 am

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

Parade start time: 9pm lineup / 10 pm parade Parade finish time: 11:30-12am

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 pm end: 12 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 Max 10

☐ 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 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?

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Trucks – Size _____ Qty _____ | <input checked="" type="checkbox"/> Loaders – Tele or Regular | <input checked="" type="checkbox"/> Trailer – Size _____ Qty _____ |
| <input checked="" type="checkbox"/> Traffic Control Trailer | <input checked="" type="checkbox"/> Bobcat UTV | <input checked="" type="checkbox"/> Tractor with Loader |
| <input checked="" type="checkbox"/> Barricades – Type A Qty _____ | <input checked="" type="checkbox"/> Barricades – Concrete Qty _____ | <input checked="" type="checkbox"/> Barricades – 3 Bar Qty _____ |
| <input checked="" type="checkbox"/> Trash Receptacles – Qty _____ | <input checked="" type="checkbox"/> Traffic Cones – Qty _____ | <input type="checkbox"/> Fencing - _____ feet |
| <input checked="" type="checkbox"/> Electric – Yes/No | <input type="checkbox"/> Water – Yes/No | <input checked="" type="checkbox"/> Additional Restroom Cleaning – Yes/No |

☐ Approved ☐ Denied

☒ Approved with Conditions Approved as this permit is
as of 6/30/25

Authorized Personnel Signature

Picky L. Zet

Date:

6/30/25

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times: Minimum required by DPD

☐ Approved ☐ Denied

☒ Approved with Conditions PAYMENTS FOR MSP SERVICES / DPD SERVICES

SOUND CHECK PRIOR TO EVENT. WALKING PARADE
ONLY - NO ANIMALS OR MOTORIZED VEHICLES.

CHANGES TO GO BEFORE COUNCIL.

Authorized Personnel Signature

St V

Date:


06/30/25

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: I will have food and sponsor/vendor info closer to ever

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 J. Schuchman / President

Date: 5/20/2025

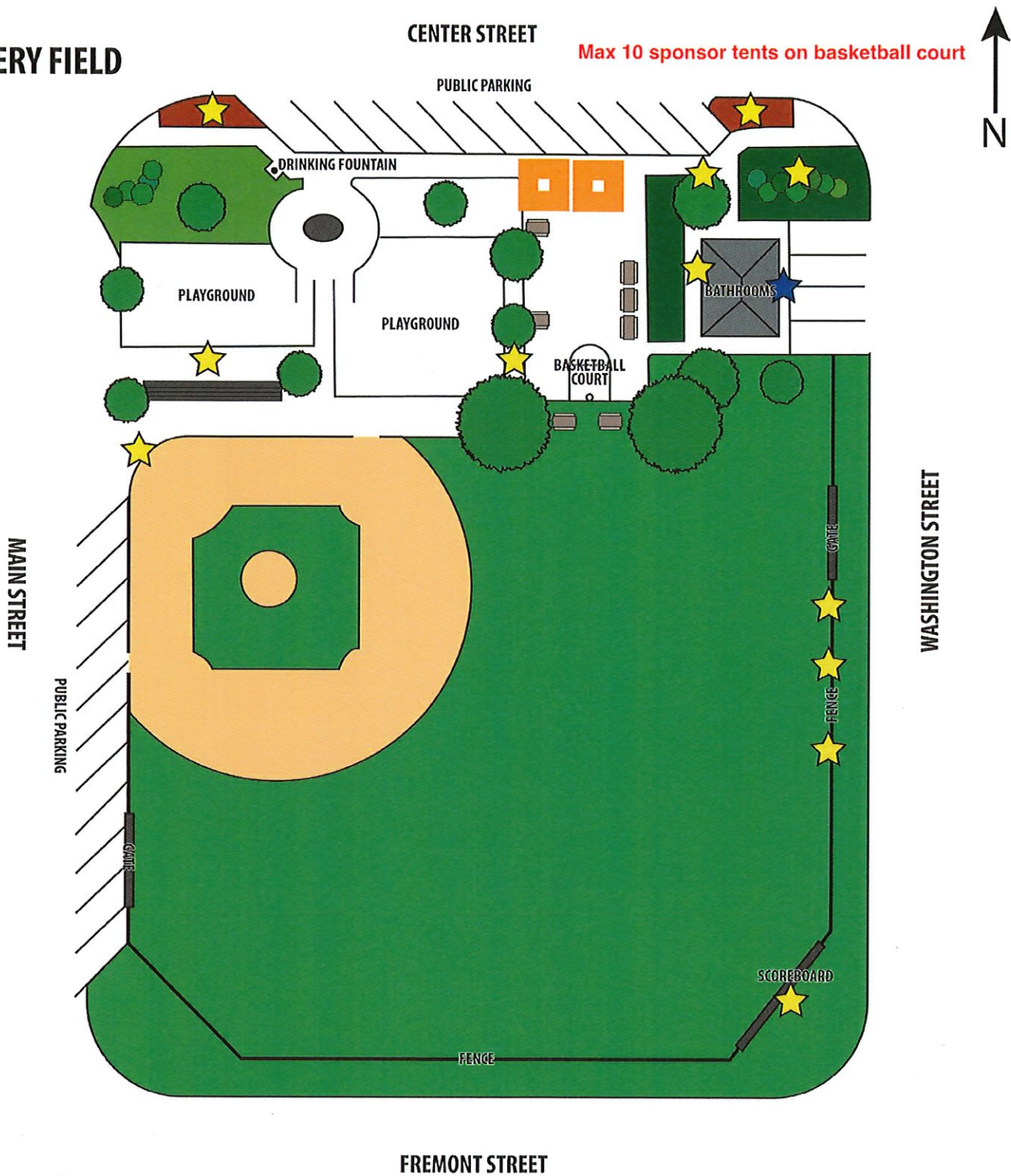
Signature of Applicant

Date: 6/26/25

City of Douglas Downtown Areas



BEERY FIELD

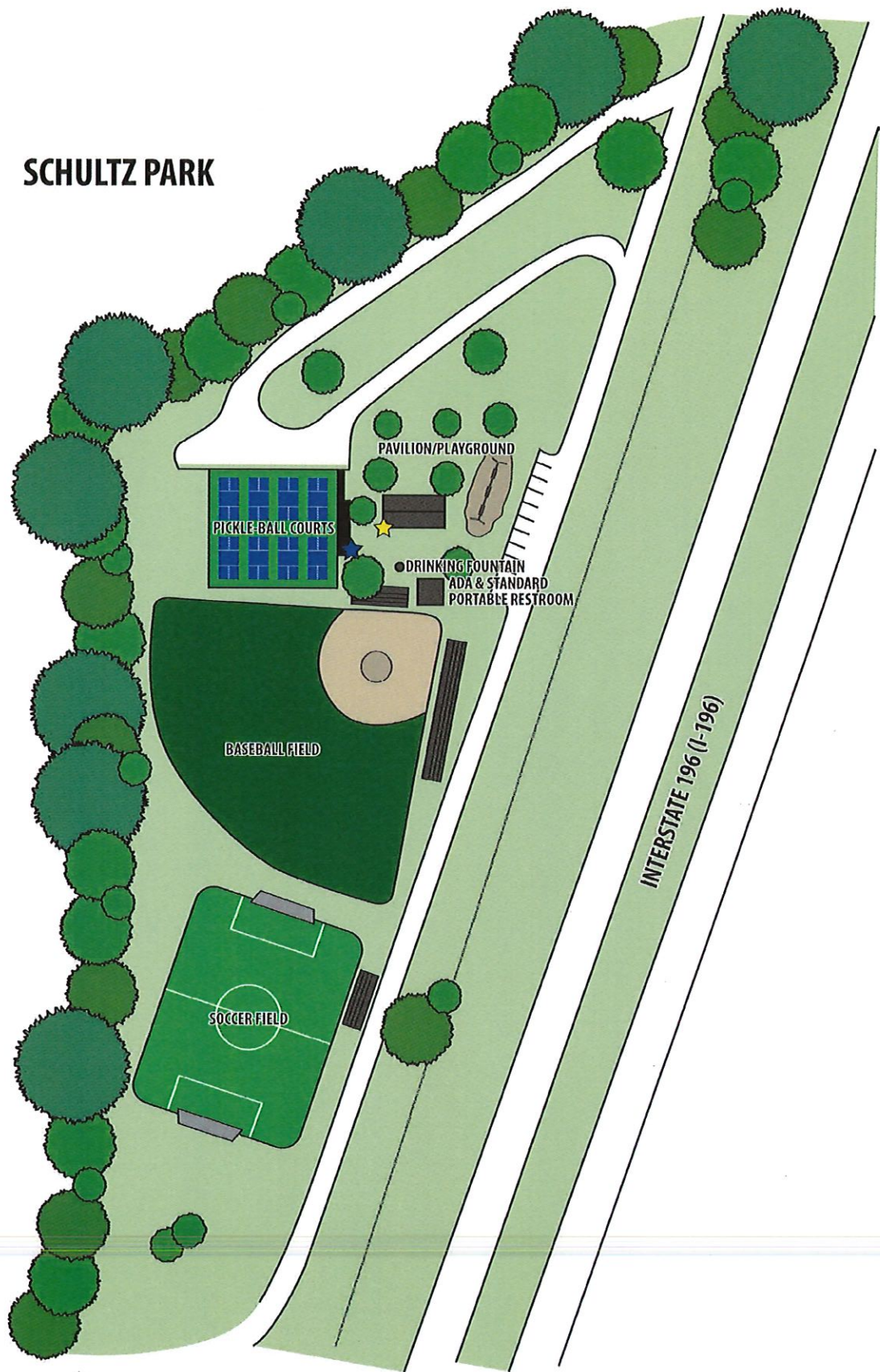


-  Water Hose Hookup
-  Electrical Outlet

Note: Beery Field has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.



SCHULTZ PARK

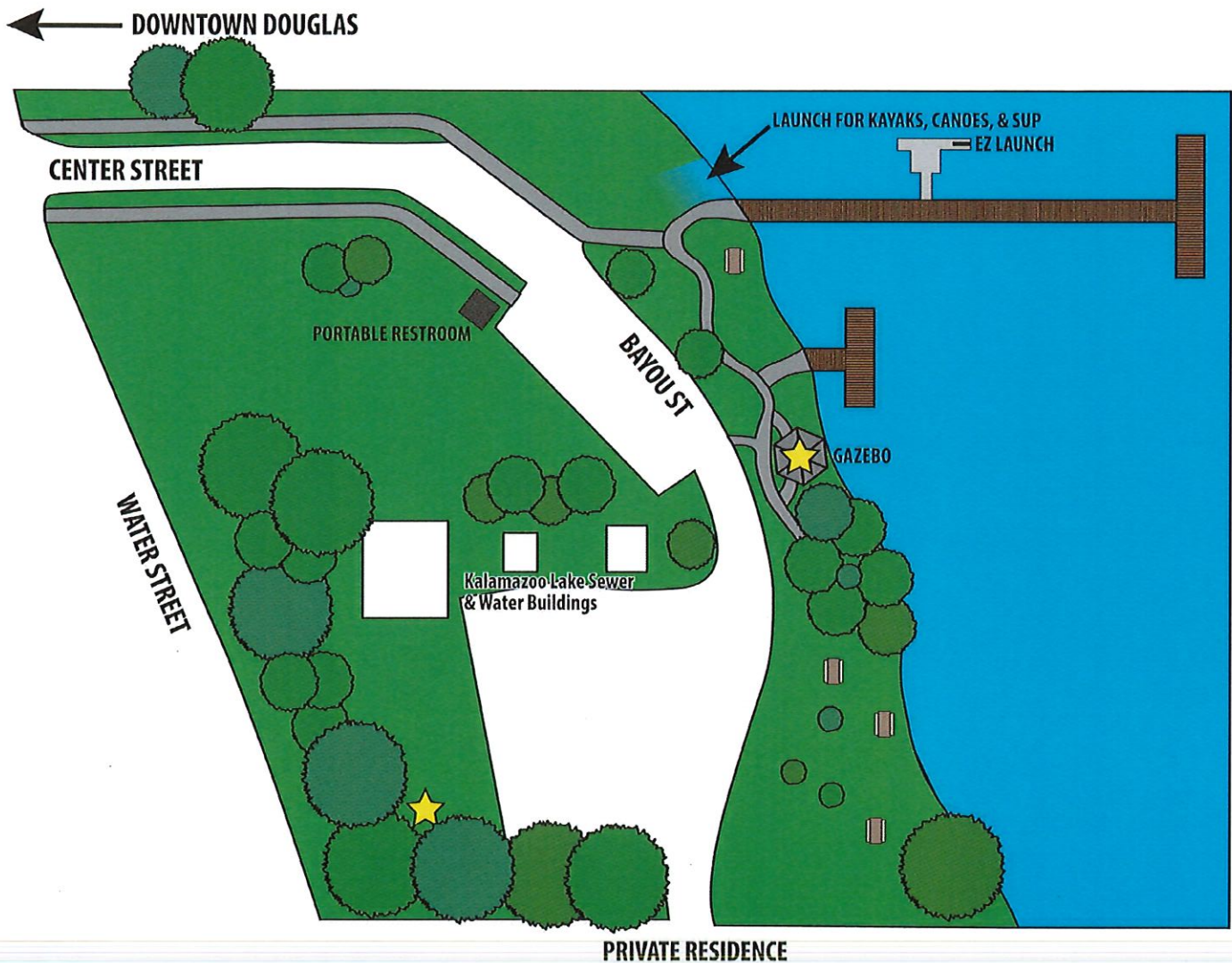


★ Electrical Outlet ★ Water Spigot

Note: Schultz Park has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

Revision 1.13.2025

WADES BAYOU



Note: Wades Bayou has an underground irrigation system. Please notify the Director at the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.

Main Line-Up

Start

Exit Parade to Right or Left
Reserved spectator areas for paraders

Parade Route down Center St.

VIP Lineup

Washington St.

9:00 pm Lineup
9:30 pm VIP Lineup
10 pm Parade

[illegible]

Lineup Area Emergency Vehicles Placement

START

STFD Command @Center/Harborview Drive (condos)

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

4-beam Search Light trailer needs to be in middle of Center St. behind lineup area, then emergency vehicles

Main Lineup Area

Ellis St. remains open to traffic

Fire truck and police car are moved to block the route as lineup begins at 9pm or when crowd arrives.

VIP Lineup

Volunteer Parking

Police Car

Lineup Area Emergency Vehicles Placement

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

**STFD Command
@Center/Harborview
Drive (condos)**

4-beam Search Light trailer needs to be in middle of Center St. behind lineup area, then emergency vehicles

Main Lineup Area

START

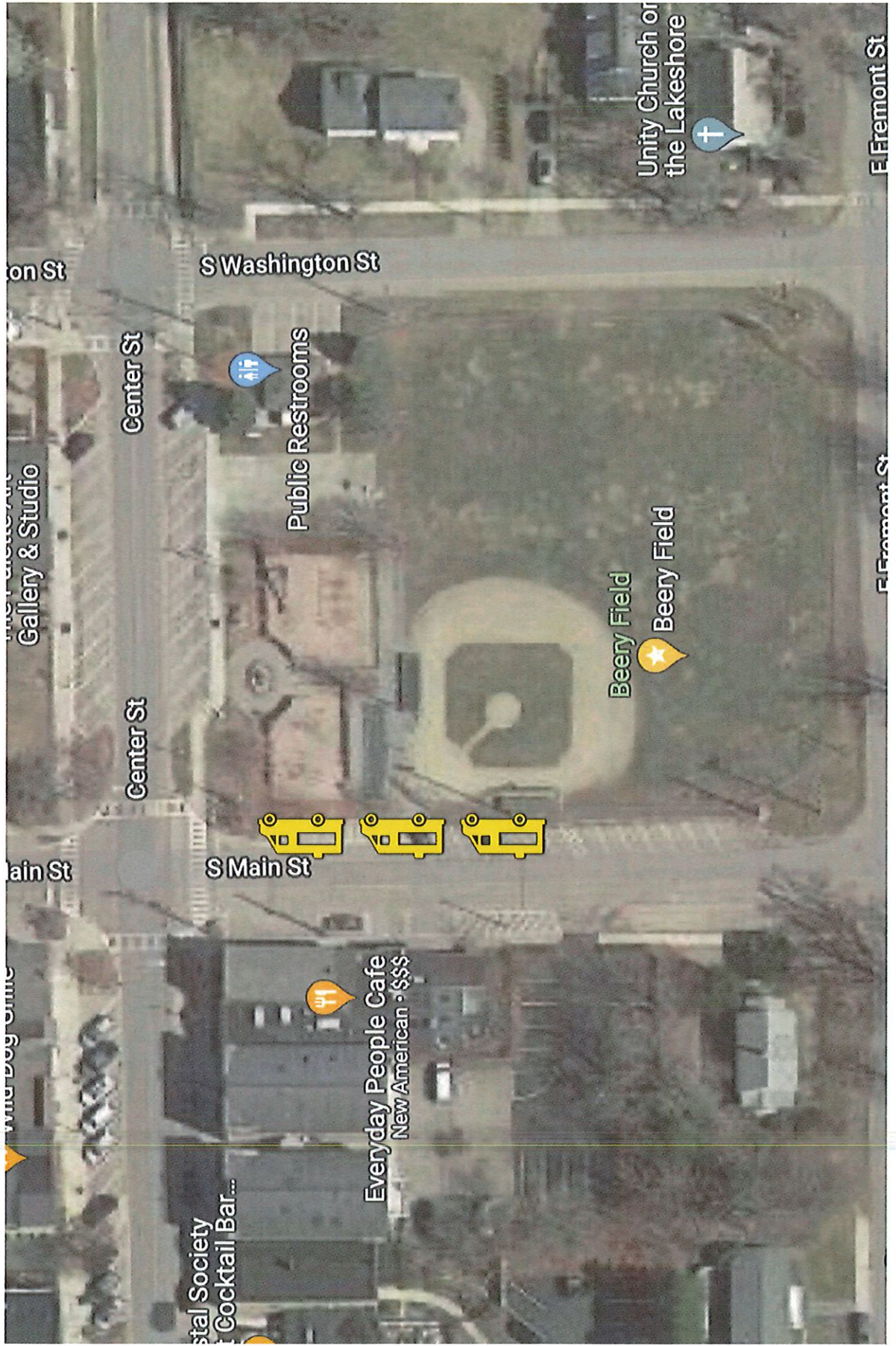
Ellis St. remains open to traffic

Fire truck and police car are moved to block the route as lineup begins at 9pm or when crowd arrives.

**Volunteer
Parking**

VIP Lineup

Food Truck Placement

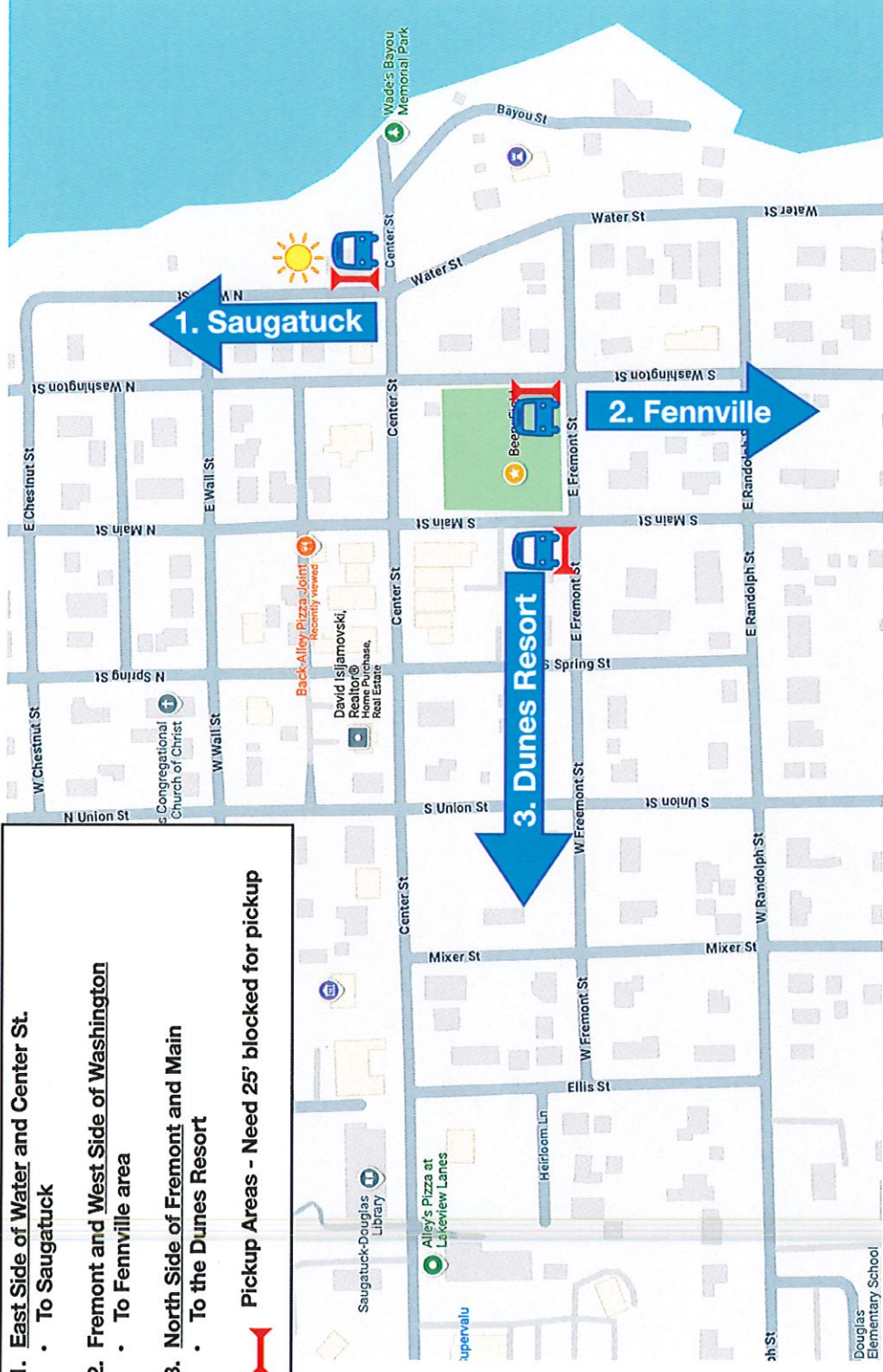




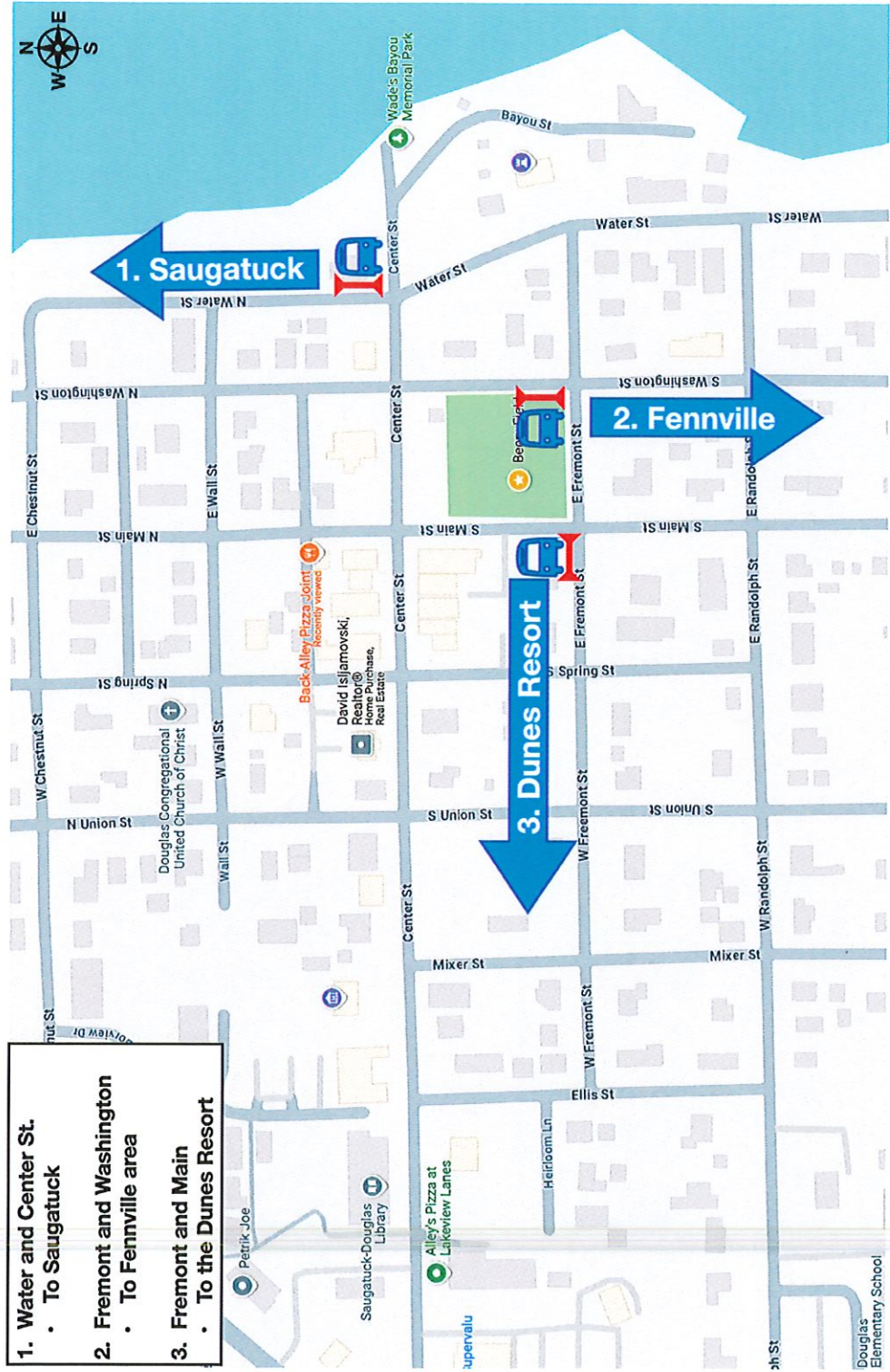
2025 Interurban Pickup/Drop Off



1. East Side of Water and Center St.
 - To Saugatuck
 2. Fremont and West Side of Washington
 - To Fennville area
 3. North Side of Fremont and Main
 - To the Dunes Resort
-  Pickup Areas - Need 25' blocked for pickup



2025 Interurban Douglas Pickup/Drop Off



Internal Revenue Service
District Director

Department of the Treasury

Date: 8 - OCT 1986

▷ 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(c)(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(c)(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(c)(2) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(c)(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.

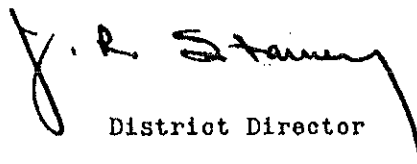
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are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

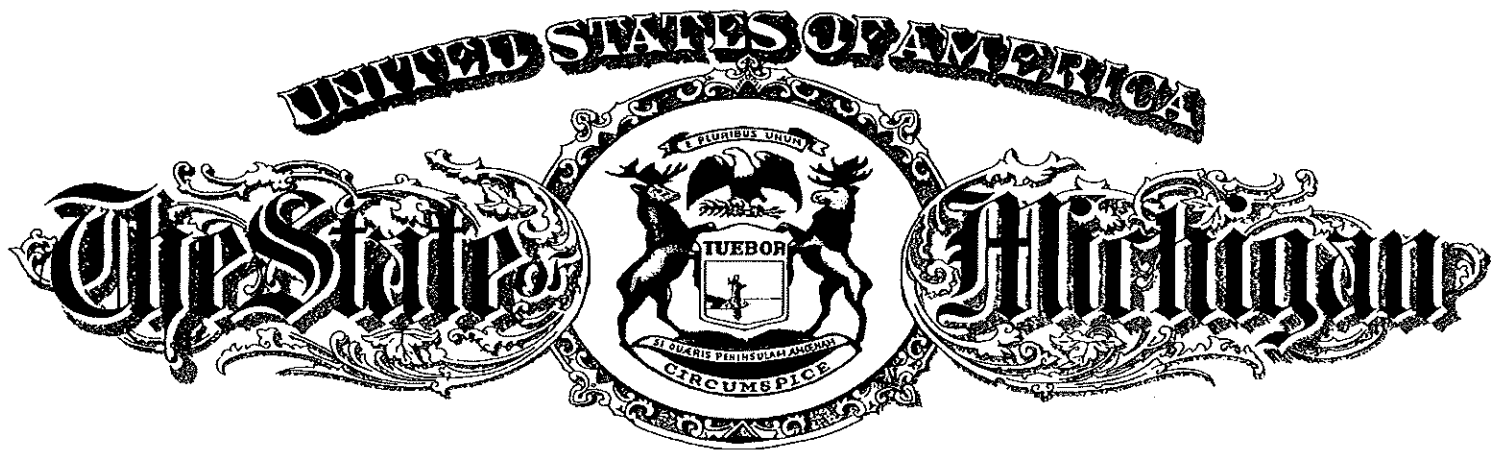
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal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



Department of Licensing and Regulatory Affairs

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

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau