



CITY OF THE VILLAGE OF DOUGLAS  
86 West Center Street, P.O. Box 757  
Douglas, MI 49406  
(269) 857-1438 phone

[www.douglasmi.gov](http://www.douglasmi.gov)  
[info@douglasmi.gov](mailto:info@douglasmi.gov)

\$50 Fee (Free for non-profit organizations)

Date Received:	_____
CITY COUNCIL ACTION:	_____
Approved _____ Denied _____ Date _____	
POLICE DEPARTMENT ACTION:	_____
Approved _____ Denied _____ Date _____	
DEPARTMENT OF PUBLIC WORKS ACTION:	_____
Approved _____ Denied _____ Date _____	
Estimated Fees:	_____

## 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: Encompass Wellness  
Applicant Name: April Gundy PI: [REDACTED]  
Street Address/P.O. Box: [REDACTED]  
City/State/Zip Code: [REDACTED]  
E-mail: eventsaugatuckdouglas@gmail.com  
CONTACT PERSON ON DAY OF EVENT: April Gundy PH: [REDACTED]

### EVENT INFORMATION

Name of Event: LABOR DAY Bridge WALK  
Location of Event: Berry Field - Blue Star Hwy Bridge  
Event Date(s): Sept 1, 2025 Start Time: 8:00 AM End Time: 9:00 AM  
Estimated Date/Time for: Set-Up 7:30 AM Clean-Up 9:00 - 9:20 AM  
Anticipated Number of Attendees: 200 Anticipated Number of Volunteers: 12  
Event Description: event / walk will start at Berry Field, walk down Washington, under Blue Star, then cross bridge, turn around + head back

## EVENT DETAILS

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

Street closure date/time: Center St. Street re-open date/time: 745-9:15 AM

☐ Parade: (Use attached map to outline route) Parade Type: ☐ Pedestrian ☐ Vehicle  
In front of Borrowed Time

Parade start time: \_\_\_\_\_ Parade finish time: \_\_\_\_\_

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

**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: NO

City approval is required for any temporary signage in the public right-of-way or on City property.

Please visit [www.douglasmi.gov](http://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 \_\_\_\_\_

☐ 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](http://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](http://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 type="checkbox"/> Trucks – Size _____ Qty _____               | <input type="checkbox"/> Loaders – Tele or Regular       | <input type="checkbox"/> Trailer – Size _____ Qty _____        |
| <input checked="" type="checkbox"/> Traffic Control Trailer          | <input type="checkbox"/> Bobcat UTV                      | <input type="checkbox"/> Tractor with Loader                   |
| <input checked="" type="checkbox"/> Barricades – Type A Qty _____    | <input type="checkbox"/> Barricades – Concrete Qty _____ | <input type="checkbox"/> Barricades – 3 Bar Qty _____          |
| <input checked="" type="checkbox"/> Trash Receptacles – Qty <u>2</u> | <input type="checkbox"/> Traffic Cones – Qty _____       | <input type="checkbox"/> Fencing - _____ feet                  |
| <input type="checkbox"/> Electric – Yes/No                           | <input type="checkbox"/> Water – Yes/No                  | <input type="checkbox"/> Additional Restroom Cleaning – Yes/No |

☐ 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: \_\_\_\_\_

2 additional  
to be on bridge on Webster & possibly lead walk

☐ Approved ☐ Denied

☒ Approved with Conditions \_\_\_\_\_

3 officers. BLUESTAR BRIDGE w/ 2 way TRAFFIC  
USING LANE SHUT FOR SB INTR TURN LANE. VEHICLES  
(POLICE + DPW) w/ BARRICADES + CONES. PATROL VEHICLE TO  
LEAD EVENT ON WASHINGTON STREET.

Authorized Personnel Signature \_\_\_\_\_

Date: 07/15/25

## REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

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| <input type="checkbox"/> Electric – Yes/No                           | <input type="checkbox"/> Water – Yes/No                  | <input type="checkbox"/> Additional Restroom Cleaning – Yes/No |

- ☒ Approved ☐ Denied  
☐ Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature

*Rich Zoet*

Date:

### DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times:

2 additional  
to be on bridge on Auestad & possibly lead walk

- ☐ Approved ☐ Denied  
☐ Approved with Conditions \_\_\_\_\_

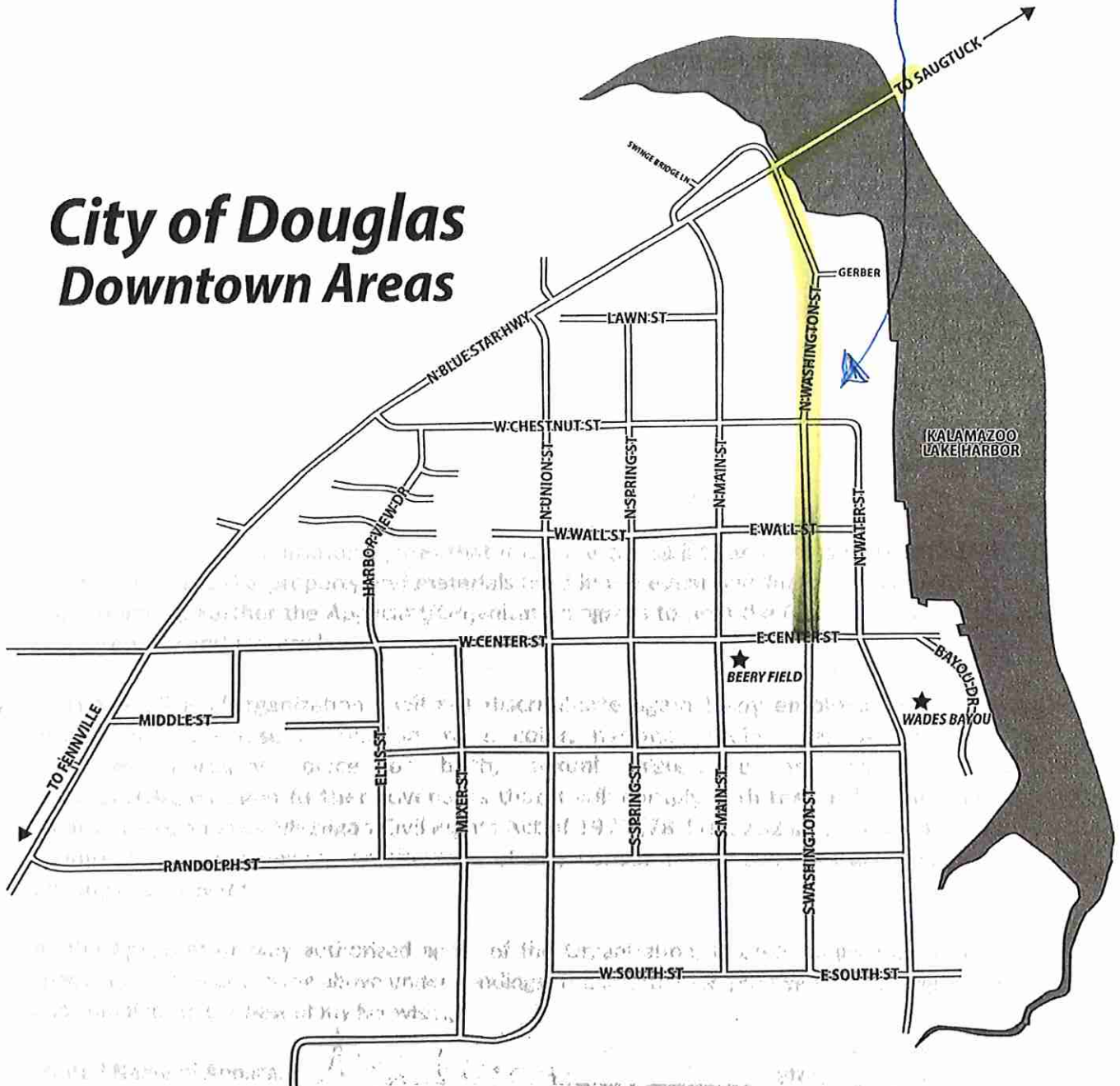
Authorized Personnel Signature

Date:

Start @ Beery Field. Close Washington  
Walk From Beery Field Over Bridge Back.



## City of Douglas Downtown Areas





## 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: Adrian Gandy Date: 7-1-2025

Signature of Applicant:  Date: 7-1-2025