



CITY OF THE VILLAGE OF DOUGLAS
415 W. Wiley Rd, Ste 103, P.O. Box 757
Douglas, MI 49406
Ph (269) 857-1438

www.douglasmichigan.gov
info@douglasmichigan.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

A **Special Event** is described as any non-routine social activity gathering people in a designated area on City property, right-of-way, or private property (where applicable), that requires City services to ensure safety and coordination. These events may 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 it's entirety and returned to the City Clerk's office per the City's Special Event Policy.**

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 Inc. (501 (c) (3)) Nonprofit: ☒ Yes ☐ No

Applicant Name: Erin K. Wilkinson

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

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

CONTACT PERSON ON DAY OF EVENT: Erin K. Wilkinson

PH

EVENT INFORMATION

Level Request per Special Event Policy: ☐ Level I ☐ Level II ☒ Level III

Name of Event: 28th annual Douglas Halloween Parade for Adults

Location of Event: Center Street from Ellis to Washington

Event Date(s): 10/31/2026 Start Time: 8:00 pm End Time: 12:00 am

Estimated Date/Time for: Set-Up 10:00 am (production crew) Clean-Up After Event & Sunday at 1

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 revenue to area businesses.

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

Street closure date/time: 8:00 pm (Center St) Street re-open date/time: 1:00 am

☒ Parade: (Use attached map to outline route) Parade Type: ☒ Pedestrian ☐ Vehicle
Parade start time: 9pm Lineup/10pm parade Parade finish time: 11:30pm - 12am (ish)

Please note: Volunteers cannot be used to control traffic.

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 7 max

☐ Notify the Director of the Douglas Department of Public Works @ 269-857-2763 to discuss placement locations (Irrigation systems are located at Beery Field, Schultz Park, and Wades Bayou)

☐ 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 2 (max) ☐ No

REQUIRED AUTHORIZING PERSONNEL SIGNATURES:

If your event requires City services, proper authorization is required. 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?

- | | |
|--|--|
| ☒ Trucks – Size <u>3/4 Ton</u> Qty <u>4</u> | ☒ Trailer – Size <u>8'x24'</u> Qty <u>2</u> |
| ☒ Trash Receptacles (limit 10) – Qty <u>15</u> | ☒ Traffic cones – Qty <u>100</u> (limit ?) |
| ☒ Fencing – <u>300'</u> Ft. | ☒ Loaders – Tele or Regular |
| ☒ Barricades – Concrete Qty <u>15</u> (limit 16)  | ☐ Water Hook Up ☐ Y ☐ N |
| ☒ Barricades – 3-bar Qty <u>20</u> (limit 19)  | ☐ Electric Hook Up ☒ Y ☐ N |

DIRECTOR OF PUBLIC WORKS ONLY:

☒ Approved ☐ Denied

Approved with Conditions We will also be using 2 Big Plow Trucks

Traffic Control Trailer (Includes generator and light tower) and 100 Type A Barricades.

Signature Greg Salinas Date 7/28/2026

DOUGLAS POLICE DEPARTMENT:

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

If yes, please describe & include times: All available DPD officers.

MSP bicycle unit And additional foot officers

CHIEF OF POLICE ONLY:

☒ Approved ☐ Denied

Approved with Conditions Payment for MSP Services / DPD Services.

Sound check prior to event. Walking Parade only. No
animals or motorized Vehicles. Changes to go before Council.

Signature [Signature] Date 7-29-26

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: insurance and food vendor applications coming closer

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

Date:

June 16 2026

Signature of Appl

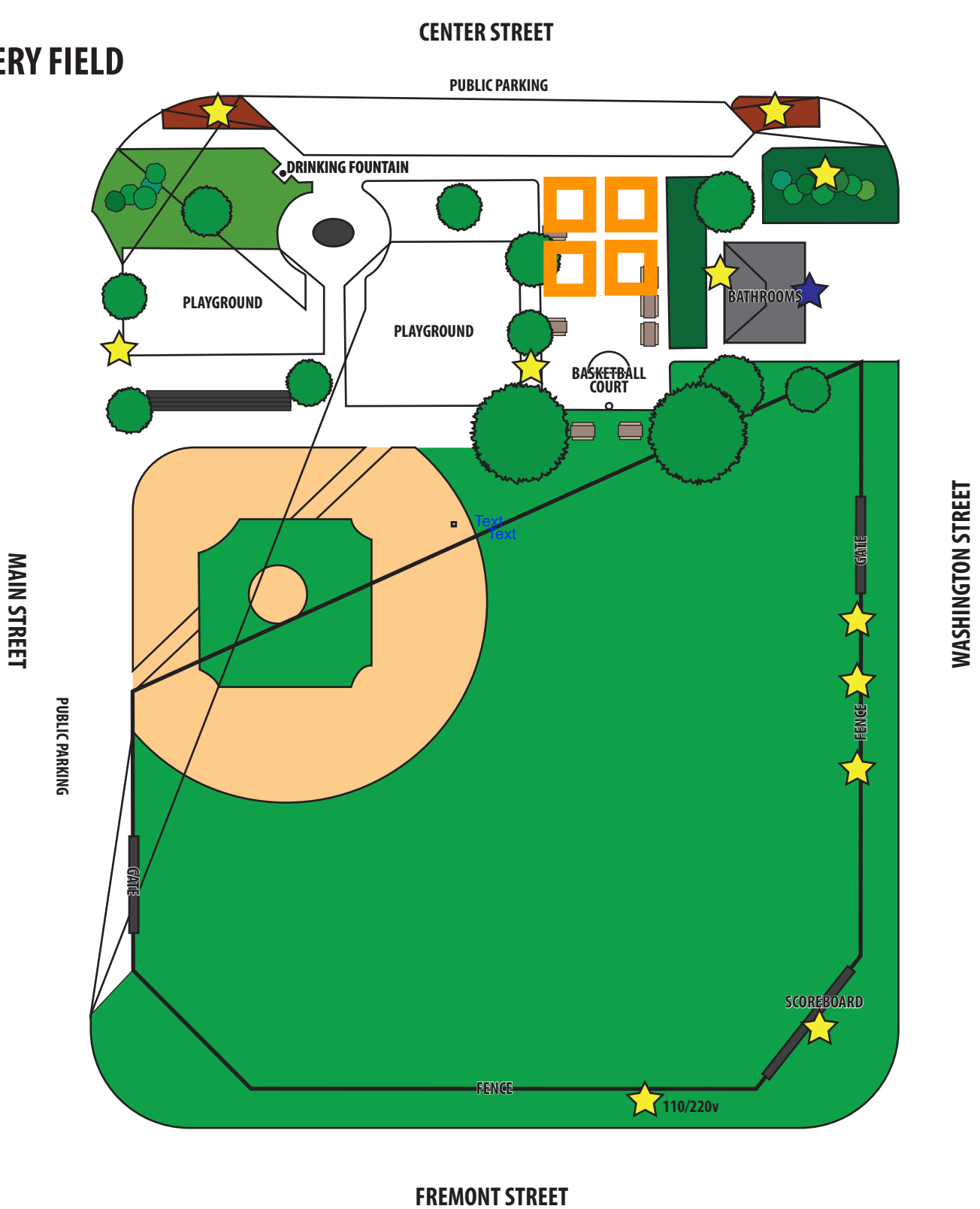
Date:

June 16 2026

City of Douglas Downtown Areas



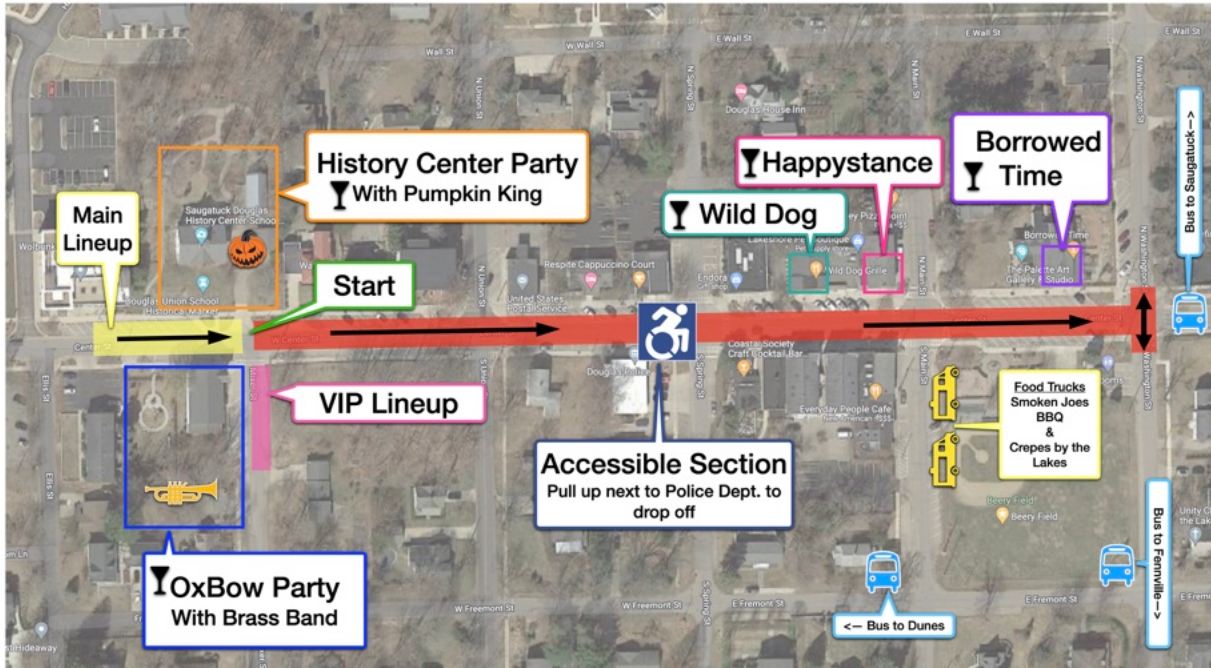
BEERY FIELD



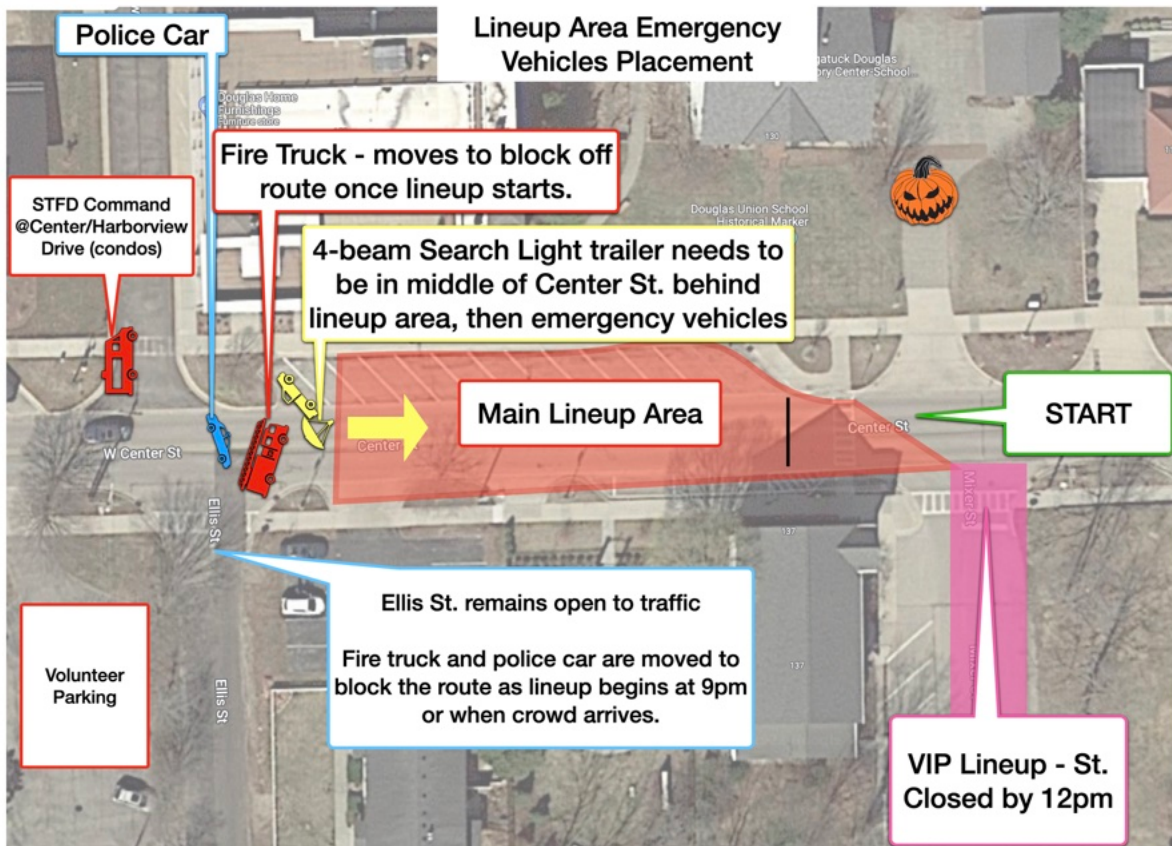
- ★ Water Hose Hookup
- ★ Electrical Outlet

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.

2026 Parade Map



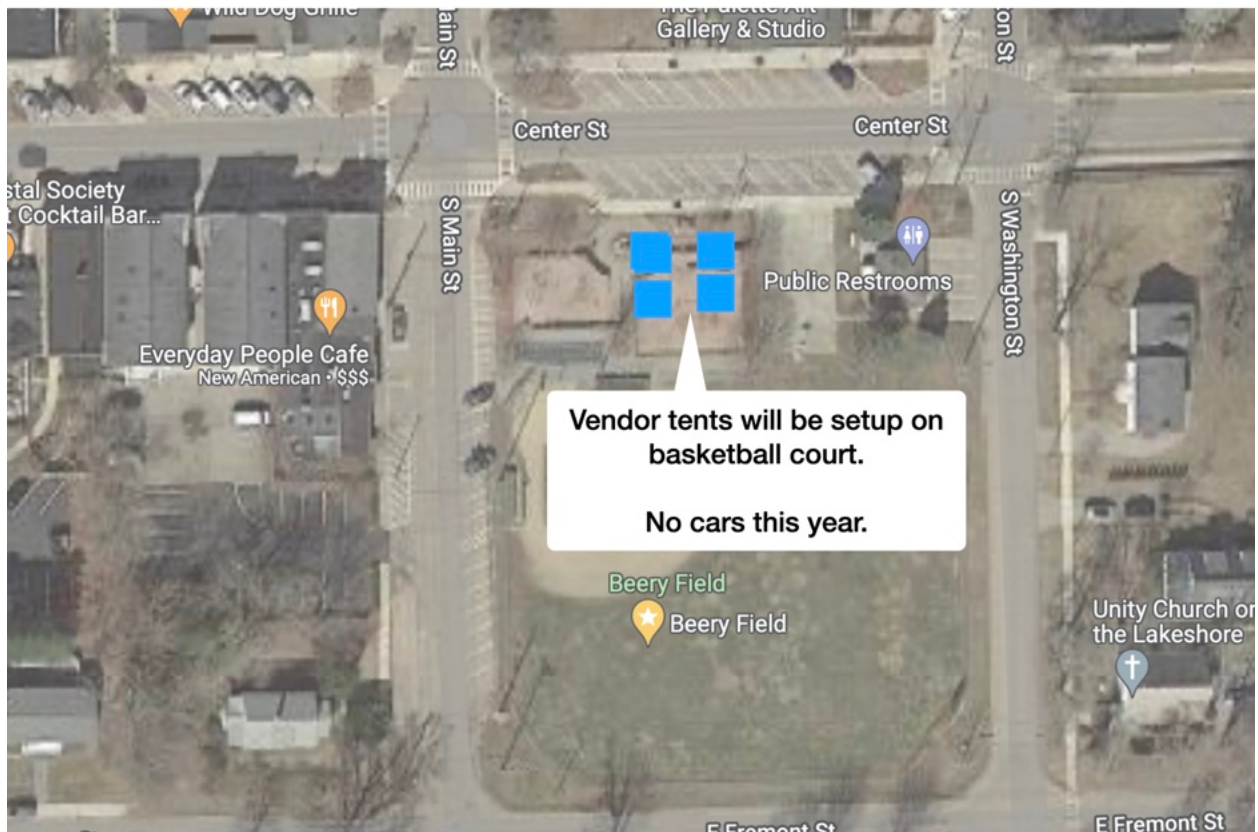
Lineup Vehicle Placement



Food Truck Placement



Vendor Tents (Max 10)



-

Internal Revenue Service
District Director

Department of the Treasury

Date: 8 - OCT 1986

Employer Identification Number:

36-335 988 6

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:

[REDACTED]

▷ 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.

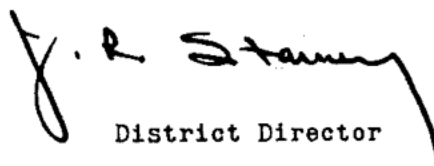
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are 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



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
in the City of Lansing, this 1st day of April, 2019.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

COST CONFIRMATION FORM

The City of the Village of Douglas

415 W Wiley Rd., STE 103, P.O. Box 757

Douglas, MI 49406

Phone 269-857-1438

DATE: _____

EVENT _____

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:

DESCRIPTION	AMOUNT
Police Services:	
Douglas Police- Sergeant, 6 Officers and Police Clerk	\$1,640.65
Michigan State Police- 2 Sergeants, 10 State Troopers	\$7,148.01
Chief's salary, on duty Officer, planning hours (est. 12 hrs)	\$1,454.03 (waived per event policy)
Equipment, Supplies, and Barricades:	
Douglas Police Patrol Vehicles	\$309.54 (waived per event policy)
DPW Services:	
Contracted Help	\$600.00
6 DPW Overtime Hours	\$2,651.30
Extra Bathroom Cleaning Sunday Morning	\$131.13
DPW Director salary, planning hours (est. 12 hrs)	\$963.82 (waived per event policy)
Equipment, Supplies, and Barricades:	
Dump Trucks, Loaders, Pickup Trucks, Trailers, Bobcat UTV, Tractors	\$5,438.06 (waived per event policy)
Trash Receptacles, Trash Liners, T-Posts, Fencing	\$315.39
Concrete Barricades, 3-Bars, and Traffic Cones	\$925.00
	-\$3,000
TOTAL	\$10,411.48

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

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