



# CITY OF THE VILLAGE OF DOUGLAS 2026 EVENT POLICY - DRAFT

## **PURPOSE:**

The purpose of this policy is to establish consistent guidelines for managing special events within the City of the Village of Douglas. It outlines how departments will coordinate efforts in processing and implementing special events, with the goal of streamlining the event permitting process, ensuring fair cost allocation, and providing transparency to event organizers/organizations regarding fees and responsibilities.

This policy applies to all events, including parades, festivals, and public gatherings requiring city resources.

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## **POLICY:**

### **I. General Considerations:**

The City of the Village of Douglas recognizes the community benefits of special events, including cultural enrichment, economic growth, and enhanced community identity. The City aims to support these goals while establishing regulations that balance event needs with public resource management. Special events are an integral part of various departments' service obligations.

### **II. Definition of a Special Event:**

A special event is 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.

### **III. Event Application and Permit Process:**

The application will receive a departmental review from the Douglas Police Department and the Department of Public Works (DPW).

To ensure adequate time for planning, coordination, and resource allocation, the applicant/event organization is required to submit an application to the City Clerk in accordance with the levels listed below.

#### **Event Permit Level Determinations:**

##### **Level I Requests - Filed with City Clerk 30 days prior to Event**

- One (1) to two (2) City blocks of street closure
- Assistance from four (4) or less staff members; Police Department, Department of Public Works, and/or City Hall, for assistance such as, but not limited to, set up, event, and clean-up
- Three (3) or less three bar barricades
- Two (2) or less cement/water barricades

##### **Level II Requests - Filed with City Clerk 60 days prior to Event**

- Three (3) to four (4) City blocks of street closure
- Police approval for a temporary Michigan Liquor Control Commission permit on public property
- Assistance from five (5) to six (6) staff members; Police Department, Department of Public Works, and/or City Hall, for assistance such as, but not limited to, set up, event, and clean-up
- Four (4) to seven (7) three bar barricades
- Three (3) to five (5) cement/water barricades

### **Level III Requests - Filed with City Clerk 90 days prior to Event**

- Four (4) or more City blocks of street closure
- Police approval for a temporary Michigan Liquor Control Commission permit on public property
- Assistance from seven (7) or more staff members; Police Department, Department of Public Works, and/or City Hall, for assistance such as, but not limited to, set up, event, and clean-up
- Eight (8) or more three bar barricades
- Six (6) or more cement barriers/water barriers
- Crowd safety/control barricades.

Any changes to the event, once approved, must go back to the department review team (City Clerk/Police Department/Public Works) and possibly City Council, potentially causing delays in approval.

After departmental review, the permit will be forwarded to the City Clerk and placed on the City Council agenda for approval. It is highly recommended that the applicant/event organization attend that City Council meeting should the City Council have questions.

**IV. Fees for Special Events:** The City will determine the costs for services, which typically include:

- **Public Safety:** The City will charge for additional officers based on actual need.
- **Department of Public Works (DPW) Services:** Charges apply only for work outside regular hours.
- **Equipment & Supplies:** Fees apply for exceptional or additional requirements.
- **Barricades:** Fees will be assessed for barricades needed for traffic control and public safety, with the possibility of waived fees in certain cases.

**Hourly Rate:** See Fee Schedule. Charges include employee wages, FICA, and any applicable overtime or holiday pay.

**Equipment Charges:** See Fee Schedule.

**Replacement Costs:** Charges for missing or damaged City equipment, supplies, grounds, and facilities.

Employees who are scheduled for a workday, shall not be included in the calculation of additional costs. Hours worked beyond their regular shift shall be charged to the event organizer.

### **V. Cost Confirmation Form and Payments**

A *COST CONFIRMATION FORM* will be provided to the applicant/event 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 additional charges beyond \$3,000. Additional charges are required to be paid in full no later than one week prior to the event. Failure to submit payment by the deadline will result in a cancellation of the event permit.

#### **MOVING FORWARD:**

The City Council reserves the right to review and adjust fees and requirements annually. This policy will be reviewed regularly to ensure it meets the needs of the community and aligns with the City's financial goals.

**Effective Date:** XXXXX XX, 2026

**Approved by:** City Council – XXXXX XX, 2026  
City of the Village of Douglas

**FEE SCHEDULE:** [www.douglasmi.gov](http://www.douglasmi.gov), Forms and Permits, City Fees