

DOUGLAS HALLOWEEN PARADE FOR ADULTS

Saturday, October 26, 2024 - 9:00pm - Lineup | 10pm Parade



August 19, 2024

Dear Douglas City Council,

Hystopolis Productions requests permission to host the 26th Annual Douglas Halloween Parade for Adults on Saturday, October 26, 2024 in Downtown Douglas.

We have already had two very productive meetings with Douglas City staff, Department of Public Works, Saugatuck Township Fire District, and Douglas Police Department to review changes. We anticipate needing several more meetings prior to the event to finalize planning with the city.

We understand Douglas is working to require all future events to pay for city services. This year it is proposed Hystopolis Productions pay a total of \$18,057.64 to stage the parade (see chart below for breakdown). Hystopolis will work with Saugatuck Township Fire District and Michigan State Police directly to make all necessary arrangements and payment of services accordingly.

Department	Staff	Equipment	Total Cost	Notes
Douglas Police Department	\$1,628	\$223	\$1,851	
Department of Public Works	\$5,760	\$1,964	\$7,724	
Saugatuck Township Fire District	\$2,025	\$0	\$2,025	Payment directly to STFD
State Police	\$6,458		\$6,458	Payment directly to MSP
TOTAL	\$15,871	\$2,187	\$18,058	

In the spirit of the success of this event and the positive impact on the community, we ask the council consider forgiving the equipment fees for the Douglas Police Department and Department of Public Works totaling \$2187(*) and limit city fees to not more than \$7388.

(*) (\$223 for DPD Patrol Vehicles: 3@ 5 hours and \$1963.64 for DPW Equipment: 4 pick-ups; 1 loader; 4 trailers; 1-F600 Dump Truck; 1 International Plow Truck; 1 UTV)

With the substantial increase to our budget, we are looking for additional means of raising revenue to help fund the parade without putting additional burden on our local small businesses who fund it annually. We would like to add up to twelve 10'x10' sponsor/vendor tents in Beery Field on the basketball court, and plan to utilize the same layout as the farm markets. We would also like to add an approval process and fee for food trucks to help manage required approvals with the Fire Department and offset the cost of restrooms and trash containers. For safety and orderly crowd control food trucks should be located off the parade route and instead be placed around Beery Field, as indicated on the map in the application.

This year we we be adding disposable trash containers to the route, to help limit the amount of trash left behind. We will have volunteers clean up the route following the parade and again in the daylight Sunday morning, but request the DPW be responsible for disposing of the trash.

Last year we noted a considerable increase in the number of participants, which led to overcrowding in the lineup area. This year we plan to have an additional lineup area on Mixer Street. We will be adding more structure to the lineup using rented bike racks, and will have considerably more volunteers to help keep the area orderly.

Please see additional details in the application and do not hesitate to contact me if you have any questions or concerns.

Should you approve our application, we are looking forward to another amazing parade this year!

Thank you,

A handwritten signature in black ink, appearing to read 'ekw'.

Erin K. Wilkinson
Director of Events
Hystopolis Productions