



CITY OF THE VILLAGE OF DOUGLAS 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, allocate responsibilities, and determine categorization. The policy also details requirements and associated costs for hosting events, including public safety services, public works services, equipment, and infrastructure. This policy applies to all events, including parades, festivals, and public gatherings requiring city resources.

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. These events offer opportunities for the city to partner with non-profit agencies. 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. This includes parades, festivals, concerts, races, and other public gatherings.

III. Categorization of Special Events: Events are classified into three categories:

- **City-Sponsored Events:** Includes patriotic or national observance events such as Memorial Day, 4th of July, Labor Day, Veterans Day, and 9/11 Remembrance. All costs associated with City services for these events are waived.
- **Non-Sponsored Events:** These events shall pay 100% of all City costs for services provided unless otherwise determined by the City Council.

IV. Coordination and Planning:

Event organizers must submit an application to the City Clerk at least 60 days before the event. The application will receive a departmental review from the Douglas Police Department and the Department of Public Works (DPW) to determine municipal costs. After departmental review, the permit will be forwarded to the City Clerk and placed on the City Council agenda for approval. Any changes to the event once approved,

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

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

- **Public Safety Services:** Required for events to ensure safety. The number of licensed officers needed is based on event size, location, and attendance, as determined by the Douglas Police Chief.
- **Department of Public Works (DPW) Services:** May include setup, maintenance, and teardown of event-related materials such as barricades, equipment, and trash management. Staff time and equipment use costs will be included.
 - **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.

NOTE: Rates are subject to change annually.

VI. Billing for Special Events: Event billings will be itemized as follows:

- Public Safety Employee Time
- Public Works Employee Time
- Equipment Charges
- Missing/Damaged Equipment/Supplies/Grounds/Facilities

VII. Payment and Deposits:

- Event sponsors with a proven record of timely payments may be billed after the event.
- New or repeat events with a history of late payments must submit a 75% deposit of estimated costs 30 days before the event. A percentage fee will apply to credit card payments.
- Events with outstanding balances from previous years will not receive approval for new events until the prior balance is paid and a 75% deposit is submitted for the new event 30 days prior to the event.

EVENT INSURANCE/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.

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: [Insert Date]

Approved by: [Insert Approval Date]

City of the Village of Douglas

FEE SCHEDULE: www.douglasmigov.com, Forms and Permits, City Fees