

RECEIVE  
JAN 28 2026



CITY OF THE VILLAGE OF DOUGLAS  
415 W. Wiley Rd, Ste 103, P.O. Box 757  
Douglas, MI 49406  
Ph (269) 857-1438  
[www.douglasmi.gov](http://www.douglasmi.gov)  
[info@douglasmi.gov](mailto:info@douglasmi.gov)  
\$50 Fee (Free for non-profit organizations)

Date Received: 1/29/2026 AR  
CITY COUNCIL ACTION:  
Approved    Denied    Date     
POLICE DEPARTMENT ACTION:  
Approved X Denied    Date 2/10/2026  
DEPARTMENT OF PUBLIC WORKS ACTION:  
Approved X Denied    Date 1/30/2026  
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: Rotary Club of Saugatuck - Douglas Nonprofit:  Yes  No

Applicant Name: Helen Baldwin PH:   

Street Address/P.O. Box:   

City/State/Zip Code: Douglas MI 49406

E-mail:   

CONTACT PERSON ON DAY OF EVENT: Helen Baldwin PH:   

### EVENT INFORMATION

Name of Event: Douglas Duck Dash

Location of Event: Beery Field

Event Date(s): Sat. July 25 Start Time: 1:00 End Time: 4:00

Estimated Date/Time for: Set-Up July 25 11am Clean-Up July 25 5pm

Anticipated Number of Attendees: 300 Anticipated Number of Volunteers: 15

Event Description: Rubber Duck Race. Racetrack will be built out of "slip n slides" and elevated. A \$5 donation per duck to enter with group discounts. This will be a large, family friendly event as part of Venetian Festival. Music and other family friendly activities will be included.

## EVENT DETAILS

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

Street closure date/time: \_\_\_\_\_ Street re-open date/time: \_\_\_\_\_

Parade: (Use attached map to outline route) Parade Type:  Pedestrian  Vehicle

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: 1pm end: 4pm

### 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](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/BOOTHS:

Will tents/canopies be installed?  Yes  No

If yes,  Tents – Quantity 2

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](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

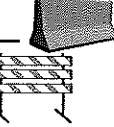
The City of Douglas does have tables and chairs available for rental through the Downtown Development Authority – see [www.douglasmi.gov](http://www.douglasmi.gov) for application. Pick up and drop off are the responsibility of the applicant.

## 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.

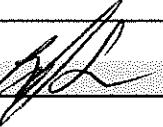
### DEPARTMENT OF PUBLIC WORKS:

Will this event require the use of any of the following municipal equipment by a municipal employee?

Trucks – Size \_\_\_\_\_ Qty \_\_\_\_\_  Loaders – Tele or Regular \_\_\_\_\_  Trailer – Size \_\_\_\_\_ Qty \_\_\_\_\_  
 Trash Receptacles (limit 10) – Qty 4  Traffic cones – Qty \_\_\_\_\_  
 Fencing – \_\_\_\_\_ Ft.  Water Hook Up  Y  N  
 Barricades – Concrete Qty \_\_\_\_\_   Electric Hook Up  Y  N  
 Barricades – 3-bar Qty \_\_\_\_\_

Approved  Denied

Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature 

Date: 1/30/2026

### DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment?  Yes  No

If yes, please describe & include times: \_\_\_\_\_

Approved  Denied

Approved with Conditions \_\_\_\_\_

Authorized Personnel Signature 

Date: 02/10/2026

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

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.

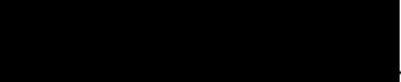
2. The Applicant/Organization agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in the event and the property and materials of the attendees. Further the Applicant/Organization agrees to hold the City harmless for any loss of such 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.

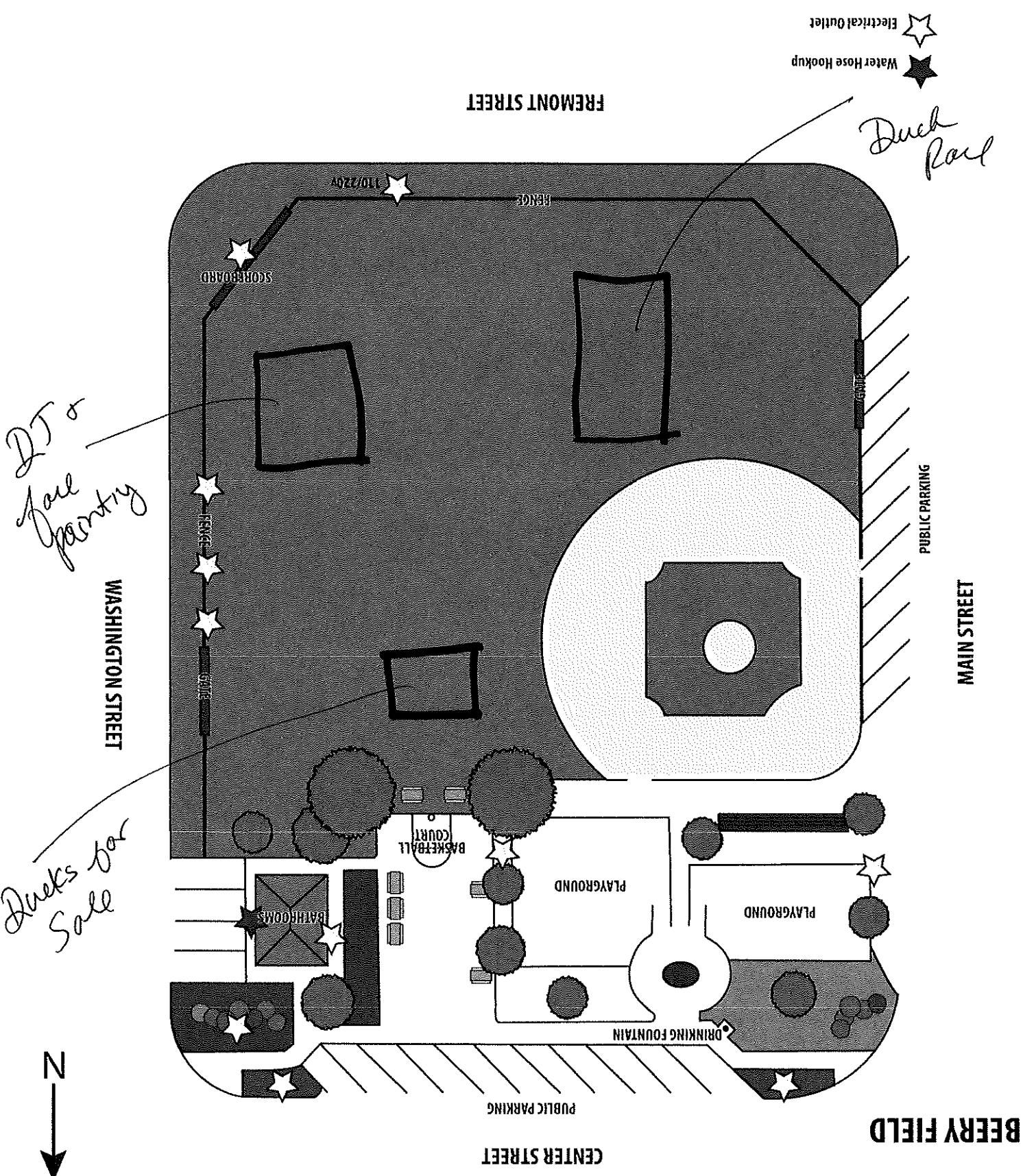
Printed Name of Applicant: Aelen Baldwin

Date: Jan 29, 2024

Signature of Applicant: 

Date: Jan 29, 2024

Note: Berry Field has an underground irrigation system. Please notify the Director at the Douglass Department of Public Works @ 269-857-2763 to discuss placement locations for tents, canopies, etc.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc. 811 Madison Ave. Toledo, OH 43604	CONTACT NAME: <b>Sara Humphries / Macy Gorrell</b>	
	PHONE (A/C, No, Ext): <b>(419) 259-2710</b>	FAX (A/C, No): <b>(419) 255-7557</b>
INSURED  All Active U.S. Rotary Clubs & Districts  ATTN: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201	E-MAIL ADDRESS: <b>Rotary@hylant.com</b>	
	INSURER(S) AFFORDING COVERAGE	
	<b>INSURER A: Westchester Surplus Lines Ins</b>	
	NAIC # <b>10172</b>	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERS		CERTIFICATE NUMBER:		REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	G73578917 004	7/1/2025	7/1/2026	EACH OCCURRENCE	\$ <b>2,000,000</b>
	X Liquor Liability						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ <b>500,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER:  X POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						MED EXP (Any one person)	\$
	OTHER:						PERSONAL & ADV INJURY	\$ <b>2,000,000</b>
A	AUTOMOBILE LIABILITY  ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS X HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	G73578917 004	7/1/2025	7/1/2026	GENERAL AGGREGATE	\$ <b>4,000,000</b>
	PRODUCTS - COMP/OP AGG						\$ <b>4,000,000</b>	
	COMBINED SINGLE LIMIT (Ea accident)						\$ <b>2,000,000</b>	
	BODILY INJURY (Per person)						\$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						BODILY INJURY (Per accident)	\$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						PROPERTY DAMAGE (Per accident)	\$
	DED <input type="checkbox"/> RETENTIONS							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						Y/N	N/A
						E.L. EACH ACCIDENT	\$	
						E.L. DISEASE - EA EMPLOYEE	\$	
						E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

## CERTIFICATE HOLDER

## CANCELLATION

City of Douglas P.O. Box 757 Douglas MI 49406	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Judy K. Wilson</i>