

April 30, 2024

City of the Village of Douglas
86 West Center Street
PO Box 757
Douglas, MI 49406

Dear City of Village of Douglas Members,

My name is Susan Poolman and I am proposing a weekly summer farmers market in Douglas at Beery Field. As some of you may know, I manage the Saugatuck Farmers Market at the SCA.

Given that the SCA has dropped their weekly Tuesday Market, Lisa Mize and Lisa Nocerini thought it would be a great opportunity for Downtown Douglas. I presented the weekly Douglas Farmers Market idea to the Douglas DDA on April 24th and they all approved the event contingent that the market would be approved by the City of Douglas.

Bringing fresh fruits, vegetables, salad greens, all-natural honey, maple syrup, farm fresh eggs, cheeses, meats, baked goods, flowers, fruit producing plants and more to the area provides for better health options. Having this market would bring people to the downtown area that may otherwise have never been downtown before.

As a Market Manager, whether for the Farmers Market or an Artisan Market, I attend classes to keep up to date on MI Sales Tax Laws, Cottage Food Laws and any other type of Licenses that are required. I belong to a couple Market Managers groups as well.

Susan L. Poolman, PO Box 286, Glenn, MI 49416

Moving forward with the weekly Douglas Farmers Market, here are some details:

1. Location / Days / Time

- a. Downtown Douglas at Beery Field
- b. Tuesdays, June 18 - Aug 27 (11 Tuesdays)
- c. Time: 10-2

2. Vendor Spaces

- a. 15 - 25+ | 10' x 10' Spaces
 - i. Vendors would bring their own tents and weights, no staking of tents would be allowed due to irrigation lines in the park
 - ii. 14 Spaces would be on the cement pad, the remaining additional spaces would be inside Beery Field
 - iii. **A Poll** has been sent out to current contacts to see who could attend the weekly Douglas Farmers Market
 - iv. Minimum spaces for first year to fill, 15
- b. The 80/20 spaces rule that Saugatuck has would be followed at the weekly Douglas Farmers Market as well
 - i. Example: 15-25 spaces would give us 3-5 artisan spaces
 - ii. **Farmers** | produce, meats, eggs, flowers
 1. There is a farmer that uses their goats milk to make their soaps and brings to market along with chicken eggs when available
 2. There is a farmer that sells the flowers they grow
 - iii. **Food** | Cheese, sourdough breads, baked goods, etc
 - iv. **Artisans** | soaps, lotions, candles, dog treats, jewelry, etc

3. Advertising

- a. Social Media
 - i. A Douglas Farmers Market Facebook Page would be created
 1. www.douglasfarmersmkt.com would point to this page
- b. Yard Signs | Image attached
 - i. 18" H x 24" W
 - ii. 10 at most
 1. Signs would be put out Monday mornings and taken down after market on Tuesdays

- c. Sandwich Sign
 - i. 36"H x 24" W
 - 1. Displayed day of market at Beery Field
- d. Banner | Image attached
 - i. 36" H x 72" W
 - 1. Displayed under the new Downtown Douglas sign
- e. Local media papers/magazines
- f. Hotels, Motels, Airbnb, VBRO etc

4. Miscellaneous

- a. Music
 - i. If allowed, a speaker could broadcast music from a playlist and would make sure the list was approved
- b. Food Vendors/Concessions
 - i. If allowed, all proper paperwork would be submitted to the city
- c. Insurance
 - i. Once a vendor is approved, their insurance would be submitted naming the City of Douglas as additionally insured
Copies would be provided to the city clerk as they come in

I want to thank all of you for your time and consideration of having a weekly Tuesday Farmers Market in Downtown Douglas and look forward to hearing from you.

Kind regards,



Susan L. Poolman

Banner - DRAFT

DOUGLAS FARMERS MARKET

Downtown Douglas

Beery Field

Tuesdays | 10am-2pm



Saugatuck Douglas
Convention and Visitors Center



Yard Sign - DRAFT

DOUGLAS FARMERS MARKET

Downtown Douglas

Beery Field

Tuesdays | 10am-2pm



Saugatuck Douglas
Convention and Visitors Center





CITY OF THE VILLAGE OF DOUGLAS
 86 West Center Street, P.O. Box 757
 Douglas, MI 49406
 (269) 857-1438 phone / (269) 857-4751 fax

www.douglasmi.gov
 info@douglasmi.gov
 Payable Online At: tinyurl.com/PayItOnline

CITY COUNCIL ACTION: Approved Denied
 POLICE DEPARTMENT: Approved Denied
 DEPT. PUBLIC WORKS: Approved Denied

Fee: \$50 paid
 Received by: LK
5/1/24 Council-5/6/24

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 60 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. Park reservation fee is \$50.

APPLICANT/ORGANIZATION INFORMATION

Applicant/Organization: Douglas Farmers Market PH: (269) 227-3448
 Contact Name: Susan Poolman PH: (269) 227-3448
 Street Address/P.O. Box: PO Box 286
 City/State/Zip Code: Glenn, MI 49416
 E-mail: douglasfarmersmkt@gmail.com
 CONTACT PERSON ON DAY OF EVENT: Susan Poolman PH: (269) 227-3448

EVENT INFORMATION

Name of Event: Douglas Farmers Market
 Event Date(s): Tues | June - August Anticipated Number of Attendees: 15-25
 Purpose of Event: To provide fresh fruits, vegetables, meats, eggs, cheeses, tea blends, baked goods, food producing plants, honey, maple syrup, greens, cut flowers and more Please see attached paperwork
 Location of Event: Beery Field

Event Start & End Hours: 10am-2pm
 Estimated Date/Time for Set-Up: Tues | 7:30am
 Estimated Date/Time for Clean-Up: Tues | 2pm
 Estimated Number of Volunteers: 1 or 2

EVENT DETAILS

MUSIC:

Will Music be provided during this event? Yes No Please see attached paperwork

If yes, type of music proposed: Live Amplification Recorded Loudspeakers

Time music will begin: maybe: 10am end: maybe: 2pm

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) Please see

Will Food Vendors/Concessions be available at your event? Yes No

If yes, Provide Copy of Health Department Food Service License

attached
paperwork

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, across a street, or on City property. Which of the following signs are requested for this event?

- Temporary Signs: Number requested: 10 Maximum size is 2'x2'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Banner Signage: Maximum size is 14'x4'
(Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- Signage at Event Site: Location(s): Yard signs 18" H x 24" W
Description of signs: See attached
(Signs at event site cannot be displayed prior to the day of the event and must be removed at the end of the event.)

Please see the City Clerk to obtain the correct application based on the event signage requested.

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 attached sample

TENTS/CANOPIES/MISC:

Will tents/canopies be installed? Yes No Please see attached paperwork

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

Fill out the Special Event Requirements for Tent Structures form and/or call the Saugatuck Township Fire Department with questions at (269) 857-3000.

- Booths – Quantity _____
- Awnings – Quantity _____
- Portable Toilets – Quantity _____
- Tents – Quantity _____
- Tables – Quantity _____

The City of Douglas does not have tents, tables, or chairs available for rental.

MARKETING:

How do you plan to market your event? (Example: Saugatuck/Douglas Area Convention & Visitors Bureau, Local Businesses, etc.) Saugatuck/Douglas Area CVB, Douglas DDA, Facebook

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.

DEPARTMENT OF PUBLIC WORKS:

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

- Trash Receptacles – Quantity 2 _____
- Traffic Cones – Quantity _____
- Fencing– Quantity _____
- Water
- Barricades – Quantity _____
- No Parking Signs – Quantity _____
- Electric
- Restroom Cleaning

- Approved Denied
- Approved with Conditions _____

Authorized Personnel Signature _____ Date: _____

DOUGLAS POLICE DEPARTMENT:

Will this event require additional officers & equipment? Yes No
If yes, please describe & include times: _____

Street Closure: (Use attached map to outline proposed closure)
Street closure date/time: _____ Street re-open date/time: _____

Parade Type: Pedestrian Vehicle

Parade Route: (Use attached map to outline route)

Parade start time: _____ Parade finish time: _____

Approved Denied

Approved with Conditions _____

Authorized Personnel Signature _____ *Date:* _____

APPLICANT/ORGANIZATION CHECK LIST

Completed Application

Event Map (include detailed event layout for food vendors/concessions, booths, portable restrooms, road closures, barricades, music, event signage, etc.)

Certificate of Insurance (listing the City of Douglas as additional insured – see sample provided)

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 (if applicable)

Police Department Authorized Personnel Signature (if applicable)

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.

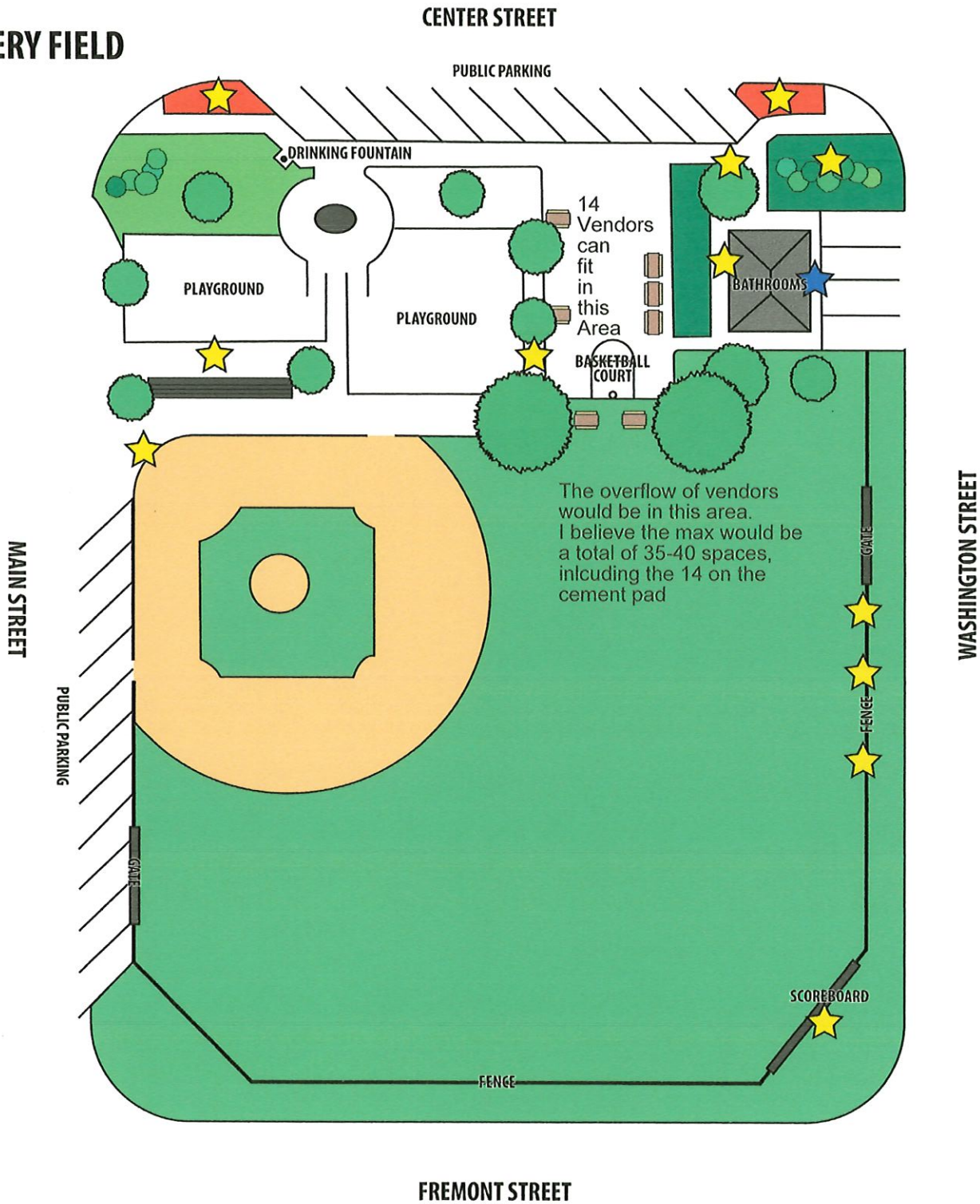
Printed Name of Applicant: Susan L. Poolman Date: 04/30/2024

Signature of Applicant: *Susan L. Poolman* Date: 04/30/2024

City of Douglas Downtown Areas



BEERY FIELD

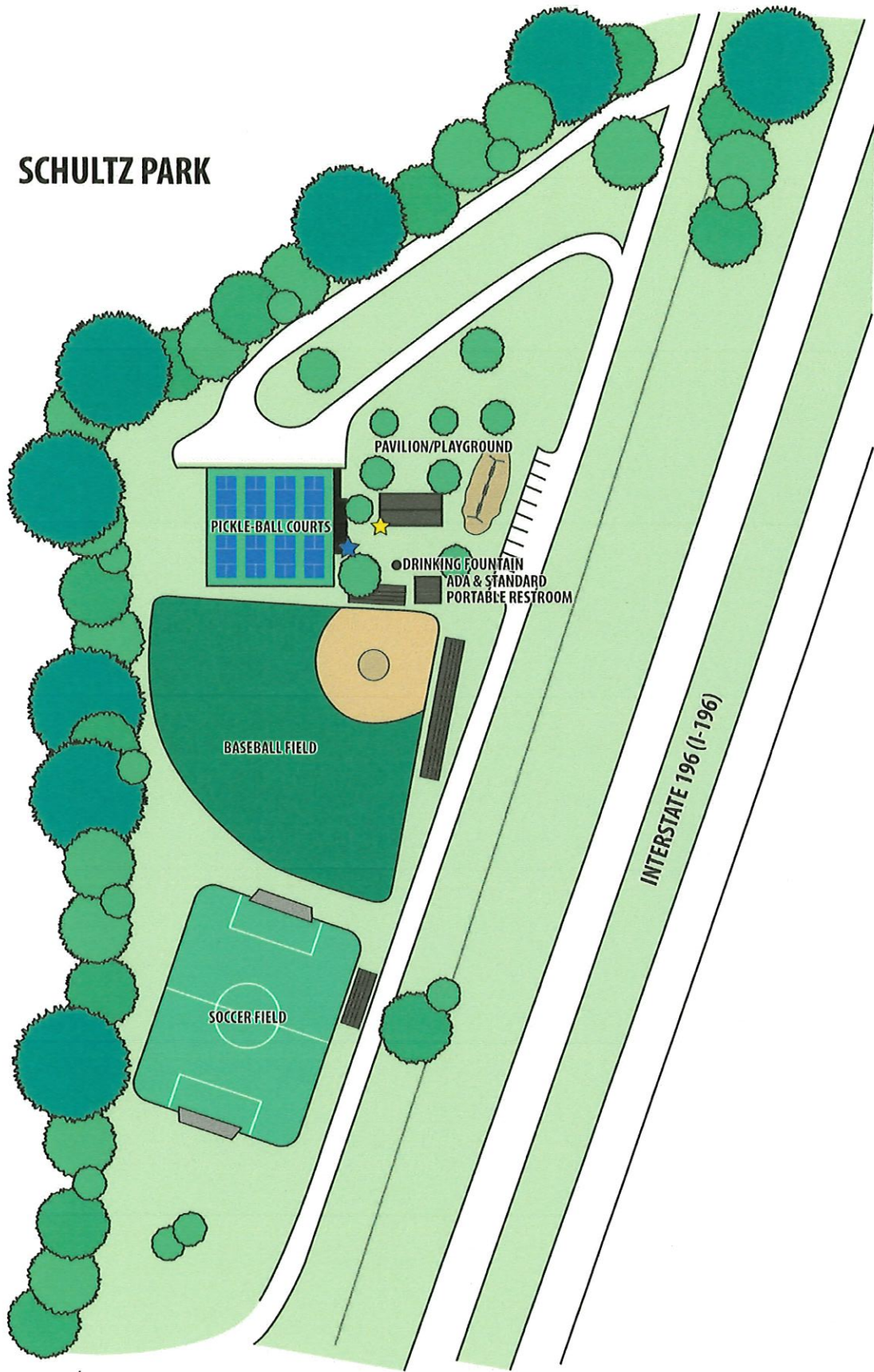


-  Water Hose Hookup
-  Electrical Outlet

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.



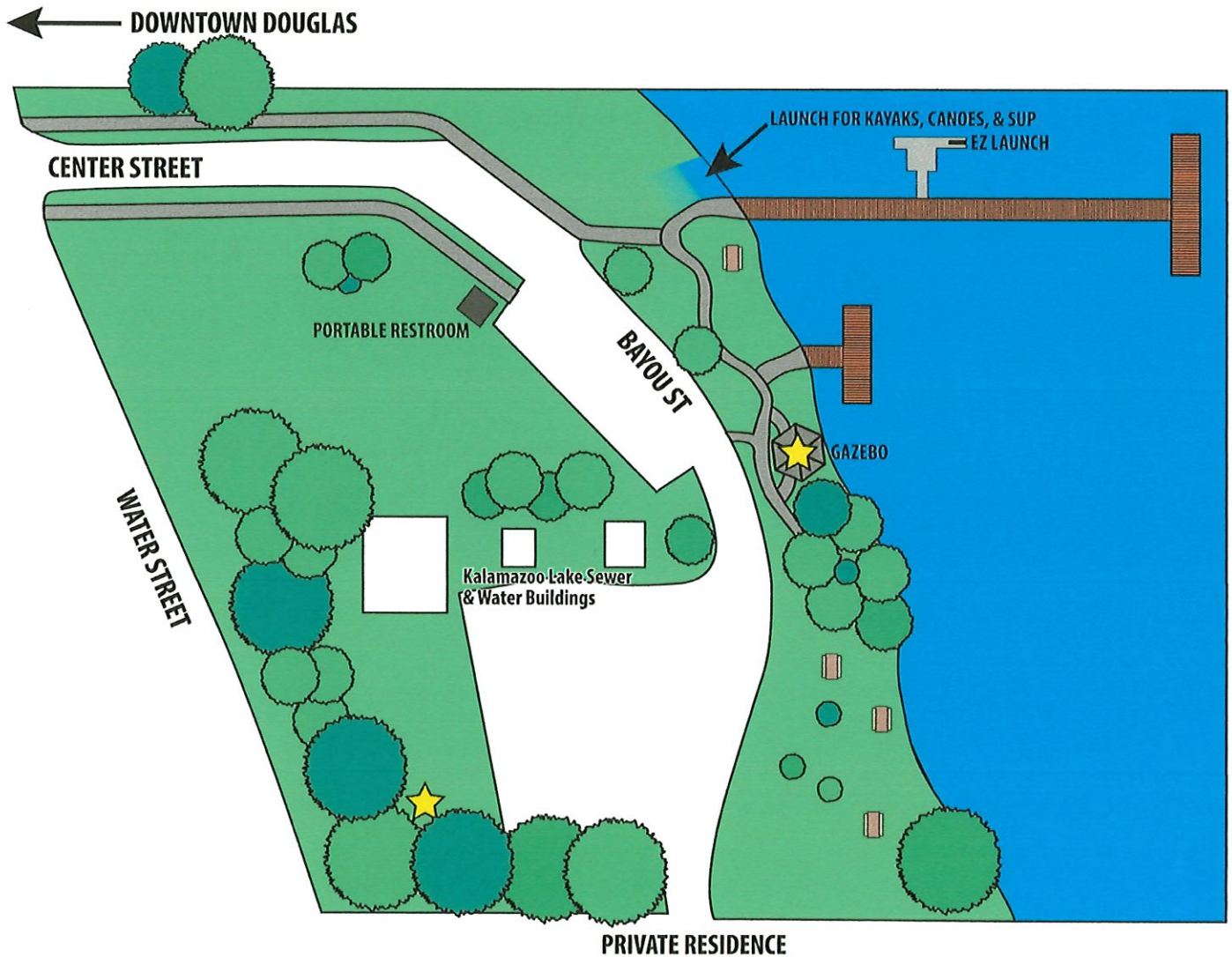
SCHULTZ PARK



★ Electrical Outlet ★ Water Spigot

Note: Schultz Park 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.

WADES BAYOU



 Electrical Outlet

Note: Wades Bayou 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.