



City of Grosse Pointe Woods
 20025 Mack Plaza Drive
 Grosse Pointe Woods, Michigan 48236-2397

Telephone
 (313)343-2440
 FAX (313)343-2785

APPLICATION FOR PERMIT TO HOLD A PARADE, PROCESSION,
 FUN RUN, GROUP WALK, MARATHON WALK, RACE OR BIKE-A-THON

INSTRUCTIONS TO APPLICANT: In accordance with Chapter 38 - Streets, Sidewalks and Other Public Places, Article V. - Parades & Processions, Division 2. - Permit of the 2007 City Code of the City of Grosse Pointe Woods, an application for a permit to hold a parade, procession, fun run, group walk, marathon walk, race or bike-a-thon shall be made on this form. All questions shall be answered and if the requested information is unavailable, an explanation shall be made as to why such information cannot be furnished. Knowingly furnishing or filing false information in an attempt to obtain a permit is a violation of the City Code. Application should be made 90 days prior to the scheduled event.

1. State the name, address and telephone number of the individual or organization making such request:
GPW Citizens Recreation Commission

2. State the name and address of the charity, institution or organization that will benefit:
 Name _____
 Address _____

3. If a similar event has been held by the applicant within 12 months preceding the above date, explain as follows:

Date of event: _____
 Gross amount collected: \$ _____
 Amt. Of funds remitted to charity: \$ _____

updated paper work
RECEIVED
 MAY 02 2023
 CITY OF GROSSE POINTE WOODS
 CLERK'S DEPARTMENT

4. Describe a map of the starting point, route, and ending point of the event:
Start Ghesquire lot off of Jackson → Jackson to Van Antwerp → to Helen → to Kenmore → to Ghesquiere

5. State the date of the event, the starting time and estimated ending time of the event:
June 11th, 4pm-6pm.

6. State the number and approximate age of the participants who will take part in the event:
Estimate 200+ all ages

IT IS HEREBY ACKNOWLEDGED THAT ANY PERMIT ISSUED BY THE CITY OF GROSSE POINTE WOODS IS CONDITIONAL UPON THE APPLICANT FULFILLING CERTAIN REQUIREMENTS PRIOR TO THE EVENT AND SHOULD THE APPLICANT FAIL OR NEGLECT TO FULFILL ANY SUCH CONDITION, THEN SUCH APPROVAL FOR THE EVENT, AS OBTAINED FROM THE CITY COUNCIL, SHALL BE AUTOMATICALLY RESCINDED.

Date: 4/12/2023

Signature of Applicant: *Melanie Ballin*

Attach copy of current \$1 million dollar liability insurance certificate, with an "A" rating or better, indemnifying the City.

RETURN THE COMPLETED APPLICATION TO THE CITY CLERK'S OFFICE.

ROUTE PERMIT TO:

City Clerk	Insurance certificate attached and rated <u>(NA) City Event</u> Calendar check for conflict <u>(W)OK</u>	Initials/Date <u>RA 5/2/23</u>
Dir. Public Safety	Approved <u>(✓)</u> Disapproved <u>()</u>	<u>JA 5/2/23</u>
City Administrator*	Approved <u>(✓)</u> Disapproved <u>()</u>	<u>JA</u>
New Applicants Only: City Council	Approved <u>()</u> Disapproved <u>()</u>	Date: _____

SUBMIT TO CITY CLERK'S OFFICE FOR PROCESSING
 Original: City Clerk
 CC: Public Safety
 Applicant

*The approval of this permit is subject to be in compliance with the State Health Department, COVID-19 rules and restrictions in effect on the day of the event.

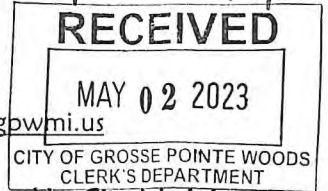


City of Grosse Pointe Woods Commission Request to Hold Special Event

20025 Mack Plaza, Grosse Pointe Woods, Michigan 48236

Telephone: 313-343-2440 • Fax: 313-343-2658 • Email: cityadmin@gpwmichigan.us

Updated Paperwork



Applications should be submitted 90 days prior to requested use date and must have approval by City Administration.

COMMISSION INFORMATION

Date of Application: 4/12/2023

Name of Commission: Citizens Recreation

Event Contact Person: Melinda Billingsley

Phone Number: 626-346-8460

Email: billingsleymelinda@gmail.com

EVENT DETAILS

Date of Special Event: June 11, 2023

Event Name: _____

Address of Event: Ghesquire Park

Date/Time of Set-up: TBD

Date/Time Take-down: TBD

Amount of Requested Event Funds: \$500

Is this an annual event? Yes No

EVENT VENDOR INFORMATION

Are you having outside vendors attend event? No Yes If yes, supply vendor information on separate form.

Vendors must submit liability insurance coverage. Such insurance shall state "The City of Grosse Pointe Woods is listed as an additional insured." under "Description of Operations" be in a form acceptable to the City and certificates of such insurance coverage shall be furnished upon request and prior to the use of the facilities.

EVENT LOCATION DETAILS

ROBERT E. NOVIKTE MUNICIPAL CENTER, 20025 MACK PLAZA

Front Lawn Council Chambers/Court Room Conference Room (16)

COMMUNITY CENTER, 20025 MACK PLAZA

Park Room & Kitchen (80) Garden Room (50) Lake Room (20) Cook School House (50)

Ghesquiere Park, 20025 Mack Plaza

Ice Rink Magic Square Baseball Diamond # _____ Bramcaster Soccer Field
 Jackson Soccer Field Tennis Wall Other: Jackson Parking lot

LAKE FRONT PARK, 23000 JEFFERSON

Bathhouse (64) Pavilion # _____ Gazebo # _____ Activities Building

OTHER CITY LOCATION

Other City Location: Streets around Jackson

MARKETING & DIGITAL CONTENT – DUE 60 DAYS PRIOR

Photographer Promotional Flyer Press Release

AT THE DISCRETION OF THE CITY ADMINISTRATOR

GPW Happenings E-Blast Website

OFFICE USE ONLY

Insurance submitted with application: Yes No NA City Event

Insurance rating: N/A

Recommended for approval as submitted: Yes No

Signature & Date: [Signature] 6/22
City Administrator Date

Council Approval Date: _____