SPECIAL EVENTS POLICY

1. **Purpose**

The public health, safety and welfare of the citizens of Port Huron require the regulation of special events within the City. Accordingly, special events involving the use of City parks, halls, buildings, grounds and other City-owned properties may be permitted in the City only upon approval of the Special Events Committee.

2. **Policy**

A. Special Event Committee Members. City Attorney, Recreation Director, Police Chief, Fire Chief, Director of Public Works, Director of Finance, City Clerk and Streets Superintendent, or their designee.

B. Definitions. "Special Event" means any transient amusement enterprise, outdoor temporary gathering, and any similar event, including but not limited to a theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition.

Special event categories:

Low Hazard. No physical activity by participants and no severe exposure to spectators, such as: indoor and outdoor meetings, small theatrical performances, auctions, and social gatherings (no alcoholic drinks).

Medium Hazard. Limited physical activity by participants and no severe exposure to spectators, such as: dances, animal shows, political rallies, flea markets, picnics, parades with no floats, and "family-type concerts." Crowd size of events under 10,000.

High Hazard. Major participation by participants and/or moderate to severe exposure to spectators, such as: team or individual sporting events (nonprofessional), circuses and carnivals with rides, parade with floats and marathons or similar races or any event with crowd size of over 10,000, but under 25,000.

Special Hazard. Rock concerts, professional or collegiate sporting events, rodeos, all vehicle races, firework displays, all events with crowd size over 25,000 and all functions where alcoholic beverages are served.

C. Permit Required. A person shall not sponsor, conduct or promote a special event on city property unless the person first obtains a permit for the event.

3. **Procedures**

A. Application for Permit. Application for a permit to conduct a special event must be made on the forms and in the manner prescribed by the City. The application for a permit must be received by the City based on the following schedule:

Low Hazard. Seven (7) days before the date of the proposed special event.

Medium Hazard. Fourteen (14) days before the date of the proposed special event.

High Hazard. Forty-five (45) days before the date of the proposed special event.

Special Hazard. Sixty (60) days before the date of the proposed special event.

An application shall include the following:

1) The name, residence and mailing address, telephone number and capacity of the person making the application.

2) A statement describing the proposed special event.

3) The dates and hours during which the event is to be conducted.

4) An estimate of the maximum number of persons expected at the event for each day it is conducted.

5) A detailed explanation, including drawings where applicable, of the applicant's plans to provide for the following:

a) Police and fire protection.
b) Food and water supply and facilities.
c) Health and sanitation facilities.
d) Medical facilities and services, including emergency vehicles and equipment.
e) Vehicles access and parking facilities.
f) Camping and trailer facilities, if overnight stays are anticipated.
g) Illumination facilities.
h) Communications facilities.
i) Facilities for clean up and waste disposal.
j) Noise control and abatement.
k) Insurance and bonding arrangements.

B. Hold Harmless Agreement. All events will require a written hold harmless agreement naming the City, and the City shall also be named as additional insured on all required insurance policies.

C. Insurance Requirements for the Various Categories of Special Events:

Low Hazard. Specific coverage for most events in this category can be waived based upon a review of the special events committee. If a private and/or nonprofit group is sponsoring the event, a minimum of $100,000, per occurrence and/or aggregate limit of liability for personal injury, bodily injury, and property damage.

Medium Hazard. General liability: with broadform general liability endorsement or equivalent. Limits of liability shall not be less than $500,000, per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

High Hazard. General liability: with broadform general liability endorsement or equivalent. Limits of liability shall not be less than $1,000,000, per occurrence and/or aggregate combined single limit for personal injury, bodily injury and property damage.

Special Hazard. Must be reviewed by Risk Manager and Legal Counsel on an individual basis.

D. Issuance or Denial of Permit. The City shall, upon receipt of an application for a permit, issue, set conditions prerequisite to the issuance or deny the permit within 5 days for a low hazard, 7 days for a medium hazard, and 30 days for a high or special hazard event.

E. Appeal Process. If a permit is denied by the Special Events Committee, the applicant may appeal in writing to the City Manager.

F. Contents of Permit. A permit shall state the name and address of the permittee, the kind and location of the special event, the estimated number of persons expected to attend, the duration of the permit and any other conditions imposed by the Special Events Committee.

G. Revocation. The City may revoke a permit whenever the permittee fails to comply with any provision of the permit or when it is determined to be in the best interest of the City.

This regulation supersedes:
Administrative Regulation No. 1-5, effective February 2, 1998
Administrative Regulation No. 1-5, effective March 12, 1990

Appendix revisions:
Appendix “A” revised March 2012
Appendix “A” revised July 2008

City of Port Huron

Application for Special Events Permit

Applicant's Name: _____

Organization's Name (if applicable): _____

Position in Organization: _____

Home Address: _____

City/State/Zip: _____

Mailing Address, if different: _____

City/State/Zip: _____

Phone # where you can be reached during the day: _____

On Site Contact Name: _____ **Mobile Phone #:** _____

E-mail address: _____

NOTE: If the person making the application is a partnership, corporation or other association, you must provide the above information for all partners, officers, and directors or members. If the applicant is a corporation, a copy of the articles of incorporation may be required.

EVENT DETAILS

Description of proposed event: _____

_____

_____

_____

Site of proposed event: _____

_____

_____

Date/time of proposed event: Start date: _____ Beginning at: _____

Through: _____ Ending at: _____

Set-up/tear-down date/time: Set-up date: _____ Beginning at: _____

Tear down: _____ Start time: _____

Anticipated number of persons expected on each day of the event: _____

_____

_____

Applicant's Signature Date

_____

Applicant's Printed Name

Please respond to questions below & provide detailed maps and explanations:

YES NO

1. ☐ ☐ **Police and fire protection -** Will your event require additional police and fire protection such as additional officers, special police volunteers or use of outside police agencies? If yes, please explain how this will be addressed. *(Fees may apply for City personnel.)*

YES NO

2. ☐ ☐ **Emergency services -** Will you have emergency personnel and equipment on site during the event, if so please explain?

YES NO

3. ☐ ☐ **Street/area closures -** Do you need any streets or areas closed? If yes, please explain and include a ***detailed map***. *(Fees may apply for City personnel & equipment charges.)*

YES NO

4. ☐ ☐ **Parking and vehicle access -** Will existing parking in the area be sufficient for participants and attendees? Please list all parking areas anticipated to be used for parking.

YES NO

5. ☐ ☐ **Health and sanitation facilities -** Will additional portable restroom facilities be needed? If yes, please list how many additional facilities you will be renting and provide a ***detailed map*** showing their proposed locations.

YES NO

6. ☐ ☐ **Cleanup and waste disposal -** Will your event require that cleanup and waste disposal occur after completion? If yes, please explain how you will handle cleanup and waste disposal.

	YES	NO	
7.	☐	☐	**Trailers and camping vehicles -** Will you have trailers or campers on site and will any of these vehicles be left on site prior to or after the event? If so, please explain.
8.	☐	☐	**Food vendors -** Will you have food vendors? Please explain if food & drinks will be sold or given away? If food will be served, prepared or cooked, a Health Department permit will be necessary, contact them directly at 810-987-5300. *(Please consider if water/electrical hookups will be needed and if so, complete # 9 & 10 below.)*
9.	☐	☐	**Electrical -** Will an electrical hookup be necessary, if so please explain? *(Usage fees may apply with a minimum fee of $50. Hookup is dependent on available service at the site.)*
10.	☐	☐	**Water -** Will a water hookup be necessary, if so please explain? *(A minimum $50 water hookup fee will apply if applicable. Hookup is dependent on available service at the site.)*
11.	☐	☐	**Communications -** Will you be using portable radios, mobile phones, etc., to coordinate with others during your event? If yes, please provide details.
12.	☐	☐	**Noise control and abatement -** Will your event cause an increase in noise for surrounding areas/neighborhoods? As the noise ordinance must be adhered to before, during and after your event, please explain how you plan to control the noise level (i.e. tents, temporary barrier, etc.).

YES NO

13. ☐ ☐ **Insurance and bonding arrangements** - Will you be able to obtain liability insurance coverage, including naming the City of Port Huron as an additional insured, if the Special Events Committee determines this is required? *(High risk events will require $1 million in insurance coverage.)*

NOTE: If insurance coverage is required, the following language must be included on the policy: *Additional Insured: The City of Port Huron, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers, thereof.*

YES NO

14. ☐ ☐ **Other** - Please list any other items, requirements or requests:

Return completed form to:

Department of Finance
City of Port Huron
100 McMorran Boulevard, Room 217
Port Huron, MI 48060
Fax # 810-984-2684

Further information or questions:

Department of Finance - **810-984-9727** or
email a message to: albertd@porthuron.org