

PROCEDURE TO RECEIVE COMPETITIVE SPECIAL EVENT PERMIT

1. Applications to hold any form of Competitive Event, including races, must be submitted to the Special Events Coordinator a ***minimum*** of **60 WORKING days (12 weeks)** prior to the proposed event. If the proposed event requires the use of a State trunkline street, an application must be made to the City Public Services, Project Management Unit (734-794-6410). The Michigan Department of Transportation must also approve the proposed event before it goes to City Council. This procedure takes approximately 5 weeks. Therefore, applicants for events involving State trunkline streets (Huron/Washtenaw/Jackson/Main) should submit applications well in advance of the proposed event.
2. A Special Event Permit is required when more than 50 people are expected to attend an event to be held in a City park. [Ord. 3:6]
3. If the event will take place in a City park, contact Parks Customer Service at 734-794-6230 to check availability before submitting the special event application.
4. A detailed map showing the exact location or route of the event must be attached to the application. The detailed map must indicate a traffic control plan for intersections. [Ord. 10:152(7)]
5. If the closing of any street is necessary, approval by City Council resolution is required.
6. If the event will require the closing of a street, the applicant must make access arrangements for businesses and residences on the street. [Ord. 10:152(7)]
7. The application must indicate any streets, portions of streets, Park areas, or Park facilities that will be closed and the number and types of barricades that will be used to close the streets. [Ord. 10:152(7)]
8. If substantial traffic or park disruption is anticipated, the City Administrator may require the applicant to submit and pay for a newspaper notice indicating the streets to be closed and indicating alternative traffic routes. [Ord. 10:152(7)]
9. Applicant shall be responsible for obtaining, installing, and removing all necessary barricades. Contact Signs, Signals, & Communications Services at 734-794-6361 for more information. [Ord. 10:152(7)]
10. Applicant must provide a parking plan for participants.
11. Applicant must provide a plan for restroom facilities on-site.
12. Application must show the location and arrangements for water and other refreshments for participants.
13. If any part of an event takes place in a City park, all signage and trash must be removed from the site. Contact Recycling Coordinator at 734 794-6320 x43707 for trash/recycling boxes.
14. If the event will not take place in a City park and will generate significant additional refuse, contact the City's Recycling Coordinator at 734-794-6320 x43707.
15. For competitive foot races over 3 miles, there must be a least one aid station with refreshments every 3 miles of the course.
16. For competitive foot races exceeding 10 miles in length, arrangements must be made for a physician equipped to provide medical assistance in the finish area.
17. For competitive events expected to have 20 or more participants, the applicant must provide evidence of insurance sufficient to provide a source for recovery of damages by persons injured as a result of the event. For foot races, the public liability shall be at least \$500,000. The City must be named as an insured party. (See the attached Special Events Insurance page)

18. For competitive events, applicants must require all participants to execute a form approved by the City Attorney that adequately advises the participants of possible hazards and which indicates that the participant assumes the full risk for such hazards.
19. Applicant must agree in writing to hold the City harmless from all damage claims arising from event.
20. If the applicant fails to pay for City services, future permits will be withheld until the City is reimbursed for all outstanding invoices. [Ord. 10:152(5)]
21. Banners require a Banner Permit. This permit is handled by the Clerk's Office. Please contact the Clerk at 734-794-6140 for additional information and procedures. [Ord. 5:510]
22. Tents may require an inspection and permit from the Fire Department. Please contact the Fire Marshal's office at 734-794-6961 for additional information and procedures.
23. Fireworks require a permit from the Fire Department. Please contact the Fire Marshal's office at 734-794-6961 for additional information and procedures.
24. \$34.00 non-refundable special event permit application fee must be submitted with the application. Additional fees may be charged for use of City services, including administrative review fees. (Project Management administrative review fee is \$110/hour, minimum review fee of \$25.00).
25. The proposed advertising announcement(s), detailed itinerary and application form for the event must be submitted with the application.
26. With the assistance of Public Services Project Management, Parks & Recreation Services, Park Operations, Fire, Police and the City Attorney's office, the Special Events Coordinator will review all applications to determine whether the plans for the event will adequately protect participants and the public.



PLEASE RETURN TO:
 Community Services
 City of Ann Arbor, City Hall
 301 E Huron Street, PO Box 8647
 Ann Arbor, MI 48107-8647
 Phone: (734) 794-6000 x42198
 Fax: (734) 994-8312

Date Received: _____

NOTE:
 Applications must be submitted a *minimum* of
60 WORKING days (12 weeks)
 in advance of the event.

 (Some Special Event Permits will
 Require City Council approval.)

APPLICATION FOR COMPETITIVE SPECIAL EVENT PERMIT

(Permit Required for More Than 50 Participants)

Please print legibly in ink.

1. Event Name _____
2. **Event Day(s) and Date(s)** _____
3. **Setup** Date and Time _____ **Cleanup** Date and Time _____
4. Event **Start** Time _____ Event **End** Time _____
5. Street Closings Date and Time _____
6. Applicant Name/Organization _____
7. Address: _____ State _____ Zip _____
8. Phone No(s) Office _____ Cell _____ Home _____
9. Fax No _____ Email _____
10. Alternate Contact Name _____
11. Address _____ State _____ Zip _____
12. Phone No(s) Office _____ Cell _____ Home _____
13. Fax No _____ Email _____
14. Sponsor Names _____

15. Event Web Page _____
16. Estimated Number of Participants _____ Is there a limit on the number of participants? Yes No
17. Deadline for Entry _____
18. Length of Course _____
19. Will any part of the event (including staging) take place in a City park? Yes No
 If yes, name of park _____
20. Description of medical assistance plan _____

21. Locations and quantity of refreshments for participants _____

22. Will this event generate significant additional refuse? Yes No If yes, attach plans for handling refuse.
23. Will this event generate loud noise such as PA announcing, band or amplified music? Yes No
If yes, attach description and details including time and duration.
24. Name and date of previous events staged by applicant in Ann Arbor. _____

25. Do you plan to use City **sidewalks**? Yes No If yes, attach a description and map showing desired route to be taken.
26. Do you plan to use City **streets**? Yes No If yes, attach a description and map showing desired route to be taken.
27. Identify plans for protecting participants from vehicle traffic _____

28. Number of marshals available to assist with traffic related to the event. _____

Note: Competitive events must have official traffic enforcement personnel – the number will be determined by the Ann Arbor Police – costs to be charged to the applicant.

29. Estimated number of police officers needed. _____
30. Do you need electrical service? Yes No
31. Do you need water service? Yes No
32. A. Will food be served? Yes No B. Will food be sold? Yes No
33. A. Will alcoholic beverages be served? Yes No B. Will alcoholic beverages be sold? Yes No
34. Will you require a temporary liquor license for your event? Yes No
35. Will your event include a tent or canopy? Yes No
If yes, please indicate the size(s) and location(s): _____
36. Will your event include fire or open flame? Yes No
If yes, please provide location and description: _____

The following ***MUST*** be attached to this Application

- \$34.00 non-refundable special event permit application fee.
- A detailed map showing the event location, aid stations, tent locations, streets to be closed, and intersections where traffic must be stopped. Street names must be visible.
- The proposed advertising announcement, detailed itinerary and application form for the event.

➤ An insurance certificate indicating coverage complying with the Administrator's regulations must be submitted and approved before the Special Event Permit can be issued.

The applicant hereby applies for a Competitive/Special Event Permit for the event described above and on the attachment(s). The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability that may arise out of the event. The applicant agrees to require all participants to execute a form approved by the City Attorney acknowledging the hazards of the event and assuming responsibility for injury caused by such hazards. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its costs in connection with the staging of the event.

Applicant's Name (Print Full Legal Name) _____

Signature _____
Rev 11/10

Date _____

**SPECIAL EVENT PERMIT
INSURANCE REQUIREMENTS FACT SHEET**

The City of Ann Arbor requires that you provide evidence of proper liability insurance coverage in order to obtain this permit. Your insurance company must submit a valid certificate of insurance with the following information:

- The City of Ann Arbor must be listed as the Certificate Holder:
 - ❖ City of Ann Arbor
Community Services Area
301 E Huron Street
PO Box 8647
Ann Arbor, MI 48107-8647
- The City of Ann Arbor must be named as additionally insured.
 - ❖ Event name and dates of event should be listed.
- The insurance must be valid throughout the entire period of time for which the event is scheduled.
 - ❖ If policy dates do not cover all event dates, renewal certificate must be provided to maintain permit approval status for event.
- The policy must be signed and dated by the authorized agent. Please have your agent email to Debra Williams at DeWilliams@a2gov.org or fax to the attention of Debra Williams at (734) 994-8312. We will only accept a faxed copy from the agency, **NOT** from the permit applicant.
 - ❖ If either of the statements listed below appear on the Certificate of Insurance submitted, the policy must be endorsed and a copy of the endorsement naming the City of Ann Arbor as additional insured provided.
 - ✦ “If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed.”
 - ✦ “If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.”
- The cancellation clause must be amended to meet the City Attorney's office requirements including:
 - ❖ Remove all language beginning with "but failure to mail..." to the end of the clause ending with "agents or representatives".
- The required level of insurance is prescribed by City Code. (Chapter 126)
 - ❖ Liability amount required is \$250,000 per occurrence; \$500,000 total aggregate

Failure to comply with the City's insurance requirements may result in denial of your permit.

If you have questions, please contact Debra Williams at DeWilliams@a2gov.org or (734) 794-6000 x42198.