

City of Wyandotte



Special Event Packet and Application

Special Events Office, City of Wyandotte
2624 Biddle Avenue Wyandotte, Michigan 48192
P: 734-324-4502 F: 734-324-7283
hthiede@wyan.org www.wyandottestreetartfair.org

Hello!

This Special Event packet and application is designed to assist you in the event planning process here in the City of Wyandotte. Take a minute to read over the information and if you have any questions feel free to contact the Special Event Office at the information provided.

Dates to Remember

The following dates provide you with a schedule to guide you through the special event approval process. Please adhere to the following schedule below.

Events Requiring Street Closure (s)	Events in Parks
<p>Minimum 90 Days Before the Event the following must be returned to the Special Event Coordinator</p> <ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with the Special Event Coordinator	<p>Minimum 60 Days Before the Event the following must be returned to the Special Event Coordinator</p> <ul style="list-style-type: none">• Special Event Application & Fees• Site Plan• Pre-planning meeting with the Special Event Coordinator
<p>Minimum 60 Days: Department Requests</p> <ul style="list-style-type: none">• Wyandotte Police Department• Wyandotte Fire and Rescue Department• Department of Public Service• Department of Recreation• Municipal Service Department	<p>Minimum 45 Days: Department Requests</p> <ul style="list-style-type: none">• Wyandotte Police Department• Wyandotte Fire and Rescue Department• Department of Public Service• Department of Recreation• Municipal Service Department
<p>Minimum 30 Days</p> <ul style="list-style-type: none">• Insurance• Final Site Plan Approval• Payment of Estimated Costs	<p>Minimum 30 Days</p> <ul style="list-style-type: none">• Insurance• Final Site Plan Approval• Payment of Estimated Costs

Street Closures and Use of Right of Way

Events requiring the temporary closure of a county street must be approved by the Wayne County Department of Public Services. The Special Event Office will coordinate on behalf of the applicant with the Wyandotte Police Department for this information/permit.

Special Events

A special event is defined as 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. All city sponsored events would be excluded.

Special Event Permission

A Special Event permit/resolution is the official document authorizing the performance of an event on city property. To obtain a Special Event permit/resolution, applicants must submit a completed Special Event Application and a non-refundable application fee to the City of Wyandotte. Submission and acceptance of the Special Event application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit/resolution may be denied.

Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map should be submitted along with the Special Event Application and include the following items:

1. North, indicated by a directional arrow symbol
2. Name of the area (Park, Street, etc.) you intend to use including surrounding streets with on-way streets indicated.
3. The overall event area including any requested street closures, plus the location and number of feet to be reserved highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, porta-potties, vehicles, shelters, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used.
6. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
7. Include electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts. (See attached electrical form)
8. Any other details you think are helpful in the physical description of your event.

Insurance Requirements

The applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence. Proof of insurance must be submitted a minimum of 30 days prior to the first day of the event through clean up activities. The City of Wyandotte must be named as additional insured. The certificate will be reviewed and additional coverage or wording may be required by the City of Wyandotte to match the needs of the event.

Subcontractors and service providers hired by the applicant are required to meet all insurance requirements. Subcontractors and service providers must submit a copy of their insurance and sign a Hold Harmless statement in order to perform work on city property.

Additional insurance may be required including but not limited to:

- **Liquor Liability Endorsement**

All special events that involve the sale and consumption of alcoholic beverage must provide a coverage limit of no less than \$1,000,000 for each occurrence.

Cost Estimates

A cost estimate for city services will be prepared by the Special Event Office for each event based on information submitted in the Special Event Application. Upon the applicants agreement to pay all associated event costs, the event approval process will begin. A non-refundable application fee is required to submit a Special Event Application.

Denial or Rejection of a Special Event Permit Application

The Office of Special Events may reject or deny a permit application for one or more of the following reasons:

- Failure to submit an application within the time periods listed in this application packet
- The application is not executed properly or is incomplete
- The applicant owes the City of Wyandotte money from another event, services provided or damages to city property
- The Special Event Office has already received a properly filled out application and given approval for the same date and or space

Event Cancellation

The City of Wyandotte may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the city or any condition that would place parks, facilities or other property at risk of damage or destruction if the event were permitted to take place.

Hold Harmless Agreement

The City of Wyandotte will issue you/your group a hold harmless agreement after your event is reviewed by the Mayor and City Council. This hold harmless must be signed and returned to the Special Event Office prior to the event date.

Wyandotte Police Department/First Aid Emergency Services

The Wyandotte Police Department and Fire Department will determine if and how many officers and/or Fire Department Staff are needed based on a number of variables including; estimated number of attendees; if alcoholic beverages will be served; event location; weather; open flame activities; outdoor cooking; time of day the event will take place; and the need for street closures or rerouting of traffic.

Tent Requirements

A tent with a square footage in excess of 100 feet (10x10) requires approval from the Fire Chief. The following must be provided when applying for a special event permit:

- A site plan showing the property lines and the location of the tent along with measurements
- A floor plan showing what is under the tent
- The dates the tent will be put up and taken down

Amplified Sound

If an event will be having a band or amplified music, the applicant will ensure compliance with all noise ordinances established by the City of Wyandotte.

Waste Management/Recycling

The applicant is responsible for cleaning the rental area, disposing of trash, and returning the area to a condition similar to that prior to use. Trash must be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash cans located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of the onsite dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner through our Department of Public Service Office at 734-324-4590.

Electrical Services

Any existing electrical service at a park, city property or tree boxes may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. You will need to list the amount of electrical hook up that you will require on the application. This will then be reviewed by the Municipal Service Department. If approved any costs associated with electrical boxes, overloading of circuits, overtime of electrical employees, etc. will be the responsibility of the applicant.

Marketing

Applicants have the option to use the Fort Street Sign as well as the Wyandotte.net community bulletin board to market their events. Both applications are located on our website www.wyandotte.net under the forms tab.

Application for Special Event

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2624 Biddle Avenue Wyandotte, Michigan 48192
P: 734-324-4502 F: 734-324-7283
hthiede@wyan.org www.wyandottestreetartfair.org

Date of proposed event: _____ Times: _____

Name of Applicant: _____

Name of Business or Organization: _____

Type of legal entity of your business/organization: _____

Name of individual authorized to sign documents on behalf of your business/organization: _____

Address: _____

Email: _____ Cell Phone: _____

Please attach a detailed description and site map (please see details for proper site map on page 3 of this document) of the proposed event to this application for review by the Special Event Office.

Site of proposed event: _____

Estimated maximum number of persons expected at the event for each day: _____

Is Alcohol going to be served or provided at this event: _____ Do you have a license: _____

Do you need water hook up for this event? _____

If you will need water hook up, please list where and what the water will be for: _____

Electrical needs: Please list on the attached electrical sheet your electrical needs for your event. This document must be returned to the Special Event Office along with this application if you require power at your event.

Application fee: \$50 Please make checks or money orders payable to the City of Wyandotte.

If you have any questions regarding this application and its details feel free to contact the Special Event Office at hthiede@wyan.org or 734.324.4502.

WYANDOTTE MUNICIPAL SERVICE-SPECIAL EVENT ELECTRICAL APPLICATION FORM

SERVICES OFFERED:

120 Volt Standard receptacle – 3 Prong grounded only – Fuse Protected.

240 Volt Standard stove type receptacle – 3 Prong grounded only – Fuse protected. Oak St parking only.

240 Volt – 3 Prong twist lock – 50 Amp receptacle – (Female).

All electrical power shall be turned on 2 hours prior to the start of the event. Early turn-on requests will require 2 days notice prior to the start of the event. Early turn-on's will be 24 hours prior to the event.

RATES:

Early turn-on's _____ \$35.00

Electrical service requiring 1 – 2 Plugs – (120 Volts) _____ \$35.00

Electrical service requiring 3 – 4 Plugs – (120 Volts) _____ \$70.00

Electrical service requiring 5 – 6 Plugs – (120 Volts) _____ \$105.00

Electrical service requiring over 6 Plugs – (120 Volts) _____ \$140.00

Electrical service requiring (240 Volts) at 50 Amps or less (Range Plug) Oak St parking only _____ \$150.00

Electrical service requiring (240 Volts) at 50 Amps maximum – (Self Contained) _____ \$150.00

All service calls outside of normal working hours for 120 Volt Plugs (Planter Box Receptacles) – 1st service call is free – 2nd service call is \$25 plus overtime cost – 3rd service call is \$50 plus overtime cost.

All service calls outside of normal working hours for Self Contained service plugs – 1st service call is free – 2nd service call is \$50 plus overtime – 3rd service call is \$100 plus service cost.

EQUIPMENT TO BE USED: Please be specific!

<u>TYPE</u>	<u>VOLTAGE</u>	<u>NUMBER OF PLUGS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

It shall be the users responsibility to ensure that equipment used is properly maintained and grounded, with cords that are equipped with (3 Prongs) to mate with extension cords and receptacles so designed that the Ground connection is made. It is hereby expressed and understood that the Department of Municipal Services does not undertake to furnish continuous service, nor shall DMS be liable for damages resulting from the use of it's Electrical Service.