



# City of Rockford

## Special Events Permit Application

PLEASE TAKE THE TIME TO REVIEW THE SPECIAL EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

The City of Rockford is proud to have its residents and visitors host a multitude of community events in order to improve the quality of life and contribute to the economic vitality of the City. The following pages include the City of Rockford's Special Events Permit Application and accompanying instructions developed to guide you through the permit process.

Any organization or individual proposing to conduct a special event within the City of Rockford, which proposes to use any public space, is required to complete a Special Events Permit Application. Upon receiving an application, City staff will review the request to ensure that proper care is given to security, safety, traffic circulation, trash removal, street closing/detours, etc.

Once the staff review of the application is complete, a pre-event meeting is required to be held between the event coordinators and City staff prior to submission to the Rockford City Council. This meeting is to ensure that all requirements of the Special Event Application are met and to ensure that the City is adequately prepared to support the event. City staff will not submit an application for Council consideration until it is deemed to be complete.

In order to be deemed complete, the application must be completed in its entirety along with all supporting documentation (maps, insurance, etc.). The following instructions are established to assist applicants in completion of their application, prior to consideration by the Rockford City Council. Applications for special events must be deemed to be complete no less than two (2) weeks prior to the regularly scheduled Council meeting, the second Monday of each month at 7:00 p.m., at the Rockford City Hall.

- The Special Event Permit Application must be completed in its entirety.
- A detailed map showing the specific areas that are proposed to be utilized for the event must accompany the application.
- If an event is proposed with multiple sponsors on multiple days, the City will only accept one (1) application for the entire event itself.
- Any outdoor music and/or amplified sound must be specifically included as part of the application.
- Applications that include multiple days shall be accompanied by a detailed schedule.
- Any damage to public property outside of the normal wear and tear of an event will be the financial responsibility of the sponsoring organization.
- The applicant must demonstrate to the satisfaction of the City that adequate volunteers are available to support the event.
- All vendors must be preapproved by the City including food vendors, entertainment, tent/port-a-potty providers, etc.
- The permit holder shall agree to clean areas occupied of any trash or debris caused by event. If the permit holder fails or refuses to properly clean the site, additional charges will be made to the permit holder for services.

This process is put in place to ensure that the proper coordination is made with the event organizers and the City of Rockford. Anyone having specific questions regarding a given event is asked to contact the City at 616-866-1537.

## INSTRUCTIONS

Completed Special Events Permit Applications must be received no **later than sixty (60) days prior to the event start date and may be submitted as early as six (6) months prior to the event start date.** In general, any organized activity involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.

### PERMIT APPLICATION PROCESS

The Permit Application Process begins when the Event Organizer submits a completed Special Events Permit Application. During the initial application screening process you will be allowed time to provide all pending documents (e.g. liability insurance certificate, secondary permits, etc.). We must receive these items before we can begin the permit application process. Upon receipt of your completed Permit Application, a representative from the City will contact you. Thereafter, this person will serve as your City liaison and will be your primary point of contact for the processing of your permit.

Your City Liaison will distribute, for review, copies of your Permit Application to all City Departments. You may be contacted individually by these departments only if they have specific questions or concerns about your event.

Throughout the Permit Application Process you will be notified if your event requires any additional information, permits, licenses or certificates. Delays in providing the requested items often delay the ability to finish the Permit Application Process and approve a Permit Application in a timely manner and could result in denial of the application.

**Note:** Keep in mind that acceptance of your Permit Application should in no way be construed as final approval or confirmation of your Permit Application.

### SUBMISSION

Please submit your completed Special Events Permit Application to the City of Rockford, 7 South Monroe, Rockford MI 49341 or email to: [kmurphy@rockford.mi.us](mailto:kmurphy@rockford.mi.us). We are open Monday through Friday from 8am-5pm.

Please review the Special Event Permit Application packet in its entirety. If you have additional questions please contact Kris Murphy at [kmurphy@rockford.mi.us](mailto:kmurphy@rockford.mi.us) or 616-951-7519.

## INSURANCE REQUIREMENTS

At the time of the application, the applicant must include a certificate of insurance for the event in the following amounts, as required by the City;

- Automobile public liability and property damage for owner and non-owner vehicles in the amount of \$300,000 per occurrence for personal injury and \$500,000 per occurrence for property damage.
- Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage (\$1,000,000).
- All insurance must name the **City of Rockford** as an "Additional Insured".

## **SECTION I – EVENT INFORMATION**

### Event Details:

Event Name/Title: \_\_\_\_\_

Event Start Date: \_\_\_\_\_

Event End Date: \_\_\_\_\_

Type of Event:       5k or 10k runs       Bike Races       Block Party       Celebration

Ceremony       Concert       Festival       Fundraiser

Street Fair       Marathon       Parade       Procession

Walkathons       Other: \_\_\_\_\_

### **Event Description:**

Is this an annual event?      Yes      No

Is this a multi-day event?      Yes      No      If so, how many days? \_\_\_\_\_

Is there an admission fee?      Yes      No \*If so, please  
include admission fee details in the event description above.

What is the anticipated attendance?      Overall: \_\_\_\_\_      Daily: \_\_\_\_\_

Previous year's attendance (if applicable)?      Overall: \_\_\_\_\_      Daily: \_\_\_\_\_

### Event Set-Up & Tear Down

If you will be utilizing street closures please refer to the next section to provide all street closure information.

Set-Up Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_ to \_\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ AM/PM

Tear-Down Date: \_\_\_\_\_ Tear-Down Time: \_\_\_\_\_ to \_\_\_\_\_

## SECTION II – CONTACT INFORMATION

### Host Organization

Organization Name: \_\_\_\_\_

Type of Organization:      Corporation      LLC      Non-Profit

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ (Street Address) \_\_\_\_\_ (City, State and Zip)

Physical Address

\_\_\_\_\_ (Street Address) \_\_\_\_\_ (City, State and Zip)

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

### Event Organizer

Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ (Street Address) \_\_\_\_\_ (City, State and Zip)

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Secondary Organizer**

(It is recommended that Event Organizer supply contact information for a support person)

Name & Title: \_\_\_\_\_ Mailing

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street Address) (City, State and Zip)

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**On-Site Contact**

(Contact information for the person who will be on-site and will be the primary contact on the day of the event.)

Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(Street Address) (City, State and Zip)

Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## SECTION III – TEMPORARY STREET CLOSURE/BLOCK PARTY EVENT

### Petition for Temporary Street Closure/Block Party Event

The City of Rockford requires signatures from all affected residents/businesses both on and adjacent to a proposed street closure. Signatures and addresses will be cross-checked with the completed map, prior to final approval. If any affected residents/businesses have not signed this petition, indicate the address and reason(s) below (i.e. resident on vacation, unable to connect with resident, disapproves of street closure, etc.)

A temporary street closure has been requested for the following date(s)/time(s) for the streets listed.

Closure Start Date: \_\_\_\_\_ Closure Start Time: \_\_\_\_\_ AM/PM

Closure End Date: \_\_\_\_\_ Closure End Time: \_\_\_\_\_ AM/PM

Street Name(s): \_\_\_\_\_

The purpose of the proposed street closure is (Event Description):

\_\_\_\_\_

By signature of this “Petition for Temporary Street Closure,” the undersigned hereby agrees to defend, indemnify and hold harmless the City of Rockford, its officers, employees and agents from any and all losses, damages, claims for damages, liability, expense or cost arising from any accident or occurrence causing any injury or damage of any person or property arising out of or attributed to the closure of the above-noted street(s) or the authorization therefore.

1. \_\_\_\_\_  
Name Address Phone
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Please use flip side of paper if needed for more signatures.)

Host Organization Name:

\_\_\_\_\_

Contact Name:

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Mailing Address:

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(St, Zip) (Street Address) (City)

## SECTION IV – EVENT SPECIFICS

### Please check all that apply

- Will amplification of music or speakers be used?
- Will you provide volunteer staff for safety, security and maintenance?
- Will Food/Beverages/Merchandise be sold?
- Will you require Public Safety Personnel?
- Will there be signage in the area for the event? Please attach example and location of signage to application.  
(Sign permits may be required. No signs allowed that are not approved.)
- Do you request to ban dogs from your event? Yes \_\_\_\_\_ No \_\_\_\_\_
- Will the following be constructed or located in the area of the event?
  - Booths, Tents (no staked)  Displays
  - Awnings, Canopies  Rides
  - Port-a-johns  Fencing
  - Other \_\_\_\_\_
- Will you require additional trash containers?
- Will the event require the use of any of the following municipal equipment?
  - Barricades  Traffic cones
  - Other \_\_\_\_\_

How will the following utilities be provided?

Electrical

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Water

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**Potable Water**

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Other

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Describe type of emergency medical facilities you will provide (required for all runs, races or similar events)

**SITE PLAN/MAP INSTRUCTIONS**

All site plans/maps must be submitted using 8 1/2" x 11" or 8 1/2" x 14" white paper. All applicants are required to submit a detailed site plan/map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicle's, electrical generators, tents, first aid station(s), cooking station(s), food tables, barricades, etc.

**INDEMNIFICATION AGREEMENT**

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, liquor licenses, tent and fireworks permits, and other necessary licenses and permits are in addition to any fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

Host Organization and/or the Event Organizer(s) agree to defend, indemnify and hold harmless the City of Rockford, and the City of Rockford's employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and costs(s) arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Host Organization and/or Event Organizer(s) agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverages in the types, limits, forms and ratings required by the City's insurance provider or City Attorney or their designee.

Print Name:

Title:

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Signature:

Date:

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Office Use Only

**Date Submitted:** \_\_\_\_\_

**Council Approved:** \_\_\_\_\_