

**APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS AND PUBLIC SPACES**

- I. EVENT DETAILS
- II. EVENT INFORMATION
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- IV. SAMPLE LETTER TO NOTIFY AFFECTED PROPERTY OWNERS/BUSINESSES WITHIN 300 FEET OF EVENT LOCATION
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**TIME LINE AS REQUIRED BY COMMISSION ADOPTED POLICY**

<b>TIME</b>	<b>REQUIREMENT</b>
<b>At least 90 days prior to event</b>	<ul style="list-style-type: none"> <li>• <b>Events utilizing City sidewalks and/or streets must meet with the Police Department Special Events officer prior to submitting this application.</b></li> <li>• <b>Application and attachments must be submitted</b></li> <li>• <b>COVID-19 Health and Safety Plans</b></li> </ul>
<b>At least two (2) weeks prior to Commission hearing</b>	<ul style="list-style-type: none"> <li>• <b>Letters mailed to affected property owners/businesses within 300 feet of event area</b></li> <li>• <b>Copy of letter and distribution list provided to Clerk</b></li> </ul>
<b>Three (3) weeks prior to the event</b>	<ul style="list-style-type: none"> <li>• <b>Final additions/changes must be submitted for approval.</b></li> </ul>
<b>Two (2) weeks prior to event</b>	<ul style="list-style-type: none"> <li>• <b>All building, electrical, sign, and hydrant permits must be obtained</b></li> <li>• <b>All permit fees must be paid and insurance certificates must be submitted and approved</b></li> <li>• <b>All peddler/vendors applications must be submitted for approval</b></li> </ul>

**CITY OF BIRMINGHAM  
APPLICATION FOR SPECIAL EVENT PERMIT  
PARKS AND PUBLIC SPACES**

**IMPORTANT: EVENTS UTILIZING CITY SIDEWALKS AND/OR STREETS MUST MEET WITH POLICE DEPARTMENT SPECIAL EVENT OFFICE TO REVIEW PROPOSED EVENT DETAILS PRIOR TO SUBMITTING APPLICATION.**

**Police Department acknowledgement:** \_\_\_\_\_

**I. EVENT DETAILS**

- **Incomplete applications will not be accepted.**
- **Changes in this information must be submitted to the City Clerk, in writing, at least three weeks prior to the event**

<b>FEES:</b>	<b>FIRST TIME EVENT: \$200.00</b> <b>ANNUAL APPLICATION FEE: \$165.00</b>	<b>*Additional fees may apply for: police, public services, fire, permits, etc.</b>
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(Please print clearly or type)

Date of Application \_\_\_\_\_

Name of Event \_\_\_\_\_

Detailed Description of Event (attach additional sheet if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Date(s) of Set-up \_\_\_\_\_ Hours of Set-up \_\_\_\_\_

**NOTE: No set-up to begin before 7:00 AM, per city ordinance.**

Date(s) of Tear-down \_\_\_\_\_ Hours of Tear-down \_\_\_\_\_

Organization Sponsoring Event \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

## II. EVENT INFORMATION

1. Organization Type \_\_\_\_\_  
(city, non-profit, community group, etc.)

2. Additional sponsors or participants (Provide name, address, contact person, status, etc. for all additional organizations sponsoring your event.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The city encourages collaboration among nonprofit organizations to bring the greatest benefit to the community. Please explain your efforts to do so \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are there any sustainability initiatives associated with this event? Please explain.  
\_\_\_\_\_

5. Is the event a fundraiser? YES  NO   
List beneficiary \_\_\_\_\_  
List expected income \_\_\_\_\_ Attach information about the beneficiary.

6. First time event in Birmingham? YES  NO   
If no, describe \_\_\_\_\_  
\_\_\_\_\_

7. Total number of people expected to attend per day \_\_\_\_\_

8. The event will be held on the following city property: (Please list)  
 Street(s) \_\_\_\_\_  
\_\_\_\_\_  
 Sidewalk(s) \_\_\_\_\_  
\_\_\_\_\_  
 Park(s) \_\_\_\_\_  
\_\_\_\_\_

9. Will street closures be required? YES  NO

**(Police Department acknowledgement prior to submission of application is required) (initial here)\_\_\_\_\_**

What parking arrangements will be necessary to accommodate attendance?  
Describe\_\_\_\_\_

\_\_\_\_\_

10. Will staff be provided to assist with safety, security and maintenance? YES  NO

**If yes, please provide number of staff to be provided and any specialized training received.**

Describe\_\_\_\_\_

\_\_\_\_\_

11. Will the event require safety personnel (police, fire, paramedics)? YES  NO

**(Police Department acknowledgement prior to submission of application is required.) (initial here)\_\_\_\_\_**

Describe\_\_\_\_\_

\_\_\_\_\_

12. Will alcoholic beverages be served? YES  NO

If yes, additional approval by the City Commission is required, as well as the Michigan Liquor Control Commission.

13. Will music be provided? YES  NO

\_\_\_\_\_Live \_\_\_\_\_Amplification \_\_\_\_\_ Loudspeakers

Recorded Time music will begin \_\_\_\_\_

Time music will end \_\_\_\_\_

Location of live band, DJ, loudspeakers, equipment must be shown on the layout map.

14. Will there be signage in the area of the event? YES  NO   
 Number of signs/banners \_\_\_\_\_  
 Size of signs/banners \_\_\_\_\_

Submit a photo/drawing of the sign(s). **A sign permit may be required.**

15. Will food/beverages/merchandise be sold? YES  NO
- Peddler/vendor permits must be submitted to the Clerk’s Office, **at least two weeks prior to the event.**
  - You must obtain approval from the Oakland County Health Department for all food/beverage sales/donations. Contact [ehclerk@oakgov.com](mailto:ehclerk@oakgov.com) or 248-535-9612 to obtain Health Department approval.
  - There is a \$50.00 application fee for all vendors and peddlers, in addition to the \$10.00 daily fee, per location.

**LIST OF VENDORS/PEDDLERS**  
 (attach additional sheet if necessary)

VENDOR NAME	GOODS TO BE SOLD	WATER HOOK-UP REQUIRED?	ELECTRIC REQUIRED?

Food Vendors must place some type of protection material under their food trucks to catch oil and food spills.

### III. EVENT LAYOUT

- Include a map showing the park set up, street closures, and location of each item listed in this section.
- Include a map and written description of run/walk route and the start/finish area

1. Will the event require the use of any of the following municipal equipment?  
(show location of each on map)

EQUIPMENT	QUANTITY	COST	NOTES
Picnic Tables		6 for \$800.00	A request for more than six tables will be evaluated based on availability.
Trash Receptacles		\$10.00 each includes 1 bag For additional bags, the cost is \$45 per case, 100 bags per case	Trash box placement and removal of trash is the responsibility of the event. Additional cost could occur if DPS is to perform this work.
Dumpsters		\$400.00/per dumpster per day	Includes emptying the dumpster one time per day. The City may determine the need for additional dumpsters based on event requirements.
Utilities (electric)	# of vendors requiring utilities	Varies	Charges according to final requirements of event.
Water/Fire Hydrant		\$224.75/per hydrant Includes the use of 5,000 gallons of water. Any additional water usage will be billed.	Applicant must supply their own means of disposal for all sanitary waste water. Waste water is NOT allowed to be poured into the street or on the grass.
Meter Bags / Traffic Cones / Barricades	# to be determined by the Police Department.		

2. Will the following be constructed or located in the area of the event? YES NO

(show location of each on map) NOTE: Stakes are not allowed.

TYPE	QUANTITY	SIZE
Tents/Canopies/Awnings (A permit is required for tents over 400 square feet)		
Portable Toilets		
Rides		
Displays		
Vendors		
Temporary Structure (must attach a photo)		
Other (describe)		

**FOR EVENTS IN SHAIN PARK ONLY:**

3. Do you want the Fountain on?                      YES                      NO                      N/A  
*The fountain in on weather permitting June 1st through mid-October.*
4. Umbrellas should be removed?                      YES                      NO                      N/A  
*Umbrellas are available June 1st through mid-October.*
5. Bistro tables/chairs should be removed?                      YES                      NO                      N/A  
*Bistro tables/chairs are available June 1st through mid-October*

**SIGNATURE OF APPLICANT REQUIRED**

EVENT NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

The Birmingham City Commission shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City Commission to issue a permit to an applicant and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this special event as determined by the City administration and will comply with all local, state and federal rules, regulations and laws.

\_\_\_\_\_  
Signature Date

*By providing your e-mail to the City, you agree to receive news and notifications from the City.  
If you do not wish to receive these messages, you may unsubscribe at any time.*

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**IV. SAMPLE LETTER TO NOTIFY ANY AFFECTED PROPERTY/BUSINESS OWNERS**

- V. Organizer must notify all potentially affected residential property and business owners of the date and time this application will be considered by the City Commission. (Sample letter attached to this application.)
- VI. Attach a copy of the proposed letter to this application. The letter will be reviewed and approved by the Clerk’s Office. The letter must be distributed at least two weeks prior to the commission meeting.
- VII. A copy of the letter and the distribution list must be submitted to the Clerk’s Office at least two weeks prior to the commission meeting.
- VIII. If street closures are necessary, a map must be included with the letter to the affected property/business owners.



SAMPLE NOTIFICATION LETTER

**SPECIAL EVENT REQUEST NOTIFICATION LETTER ON LETTERHEAD**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Residential Property or Business Owner  
\_\_\_\_\_  
Address

The Birmingham City Code requires that we receive approval from the Birmingham City Commission to hold the following special event. The code further requires that we notify any property owners or business owners that may be affected by the special event of the date and time that the City Commission will consider our request so that an opportunity exists for comments prior to this approval.

**EVENT INFORMATION**

NAME OF EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_ HOURS OF EVENT \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT/ACTIVITY: \_\_\_\_\_

\_\_\_\_\_

DATE(S) OF SET-UP \_\_\_\_\_ HOURS OF SET-UP \_\_\_\_\_

DATE(S) OF TEAR-DOWN \_\_\_\_\_ HOURS OF TEAR-DOWN \_\_\_\_\_

DATE OF CITY COMMISSION MEETING: \_\_\_\_\_

The City Commission meets in room 205 of the Municipal Building at 151 Martin at 7:30 p.m. You may also attend virtually through Zoom: <https://zoom.us/j/655079760> Meeting ID: 655 079 760. **A complete copy of the application to hold this special event is available for your review at the City Clerk's Office (248/530-1880).** Log on to [www.bhamgov.org/events](http://www.bhamgov.org/events) for a complete list of special events.

EVENT ORGANIZER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FOR QUESTIONS ON DAY OF EVENT, CONTACT: \_\_\_\_\_

**A map showing street closures must be attached.**

## V. INSURANCE INFORMATION

### **INSURANCE REQUIREMENTS**

For most types of activities, the City requires a certificate of insurance and a signed hold-harmless agreement on the event sponsor's letterhead. Please submit a copy of your standard certificate of insurance with your completed application, which will be reviewed for compliance with the City's insurance requirements.

Following are the general insurance requirements for events held on City property (items A thru I). If alcoholic beverages are to be served, you will need to add the coverage described in item J. The required limits and conditions may vary depending upon the scope of the event and the organization of the event sponsor. You will be notified of additional insurance requirements, if applicable, upon completion of the review process.

- A. Workers' Compensation Insurance. Workers' compensation insurance, including employers' liability coverage, in accordance with all applicable statutes of the state.
- B. Commercial General Liability (CGL) Insurance. Commercial general liability insurance on an "occurrence basis," with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage. Coverage shall include broad form general liability extensions or equivalent.
- C. Motor Vehicle Liability Insurance. Motor vehicle liability insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured. Commercial general liability insurance and motor vehicle liability insurance as described above shall include an endorsement stating the following shall be *Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.*

- E. Cancellation Notice. Thirty days advance written notice of insurance cancellation, non-renewal and/or reduction or material change in coverage shall be provided to the City. Notice of cancellation, material change or reduction shall be attached to the certificate of insurance, or otherwise evidenced as in effect under the policy listed.
  
- F. Proof of Insurance Coverage. The City shall be provided with certificates of insurance evidencing the coverages outlined above.
  
- G. Expiration. If any of the above coverages expire, renewal certificates and/or policies must be provided to the City at least ten days prior to the expiration date.
  
- H. Acceptability of Insurance Company. All coverages shall be with insurance carriers licensed to do business in the state. All coverages shall be with carriers acceptable to the City.
  
- I. Hold-Harmless Agreement. The hold-harmless agreement should be submitted on the applicant's letterhead or stationery and signed by an authorized representative of the organization. (See attached)

If alcoholic beverages are to be served, you will need to add the coverage described in item J, below:

- J. Liquor Liability Insurance: The event sponsor shall procure and maintain for this event liquor liability insurance with limits of liability of not less than \$1,000,000 per occurrence for each covered location. The liquor liability insurance as described above shall include an endorsement naming the City of Birmingham as additional insured.

The following language must be submitted **on the applicant's letterhead** and **signed** by an authorized representative of the organization.

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**HOLD-HARMLESS AGREEMENT**

"To the fullest extent permitted by law, the **(applicant/organization name)** and any entity or person for whom the **(applicant/organization name)** is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this activity/event. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of Birmingham, its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham."

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**Applicant's signature** **Date**

## VI. POLICIES AND PROCEDURES

1. The City Commission will have sole and complete discretion in deciding whether to issue a permit for special events in parks and other open spaces.
2. The City of Birmingham will determine a capacity of Shain Park for public events based upon the wear and tear, recovery of grass and plants, impact on local businesses, institutions (Library, Community House) and residents.
3. The order of event priority for the allocation of the right to utilize parks and open spaces for special events shall be guided by the following:
  - a. civic events
  - b. cultural, education or social events,
  - c. entertainment and amusement events,
  - d. promotional events that benefit the city's image
  - e. income-generating events, both for and nonprofit
4. Prioritization among sponsors shall be guided by the following:
  - a. Programs, festivals and events sponsored by the city or the PSD
  - b. Community groups (defined as a nonprofit organization whose members consist of at least 75% city residents, or 50% city residents, and 75% Birmingham Public School District residents.)
  - c. Non-profit organizations and public agencies
  - d. Commercial organizations holding non-promotional events that do not charge a fee or generate revenue
  - e. Commercial organizations within Birmingham
  - f. Commercial organizations outside Birmingham
5. Applications and fee must be submitted at least **ninety (90) days prior to the date of the proposed event**. The non-refundable application fee is due when the application is submitted. The applicant is required to meet with the Police Department's Special Event officer in advance of application submission to discuss the proposed event regarding run/walk route, proposed road closures (if any), use of intersections/sidewalks/streets, number of Police and/or volunteers needed, and potential costs if city safety personnel are needed.

6. Application must include a detailed map of the event site. The application must include the location of the following if applicable:
  - street closures **(Police Department input required prior to submission of application)**
  - tents / canopies
  - tables
  - signs
  - trash receptacles / dumpsters
  - barricades
  - audio equipment / band / speakers / microphone
  - rides / inflatables
  - vendor booths
  - displays
  - portable toilets
  - layout of start/finish area (if on public property)
  - temporary structures or displays of any kind (picture required)
7. The ordinance requires a permit fee in an amount to be determined by the City administration to reimburse the City for the costs incurred in providing services for the event including but not limited to police, fire, sanitation services or arranging for traffic alterations.
8. All permit fees (building, sign, electrical, hydrant), event permit fee, and all insurance certifications must be obtained/submitted **at least two weeks prior to the event.**
9. Applicant must notify all potentially affected property owners within 300 feet of the event location and advise them of the date and time the application will be considered by the City Commission, the date and time of the proposed event, and a description of the activity. Applicant must provide a copy of the letter and distribution list to the Clerk's Office **two weeks prior to the commission hearing.** (Sample letter included with this application.)
10. All vendors/peddler applications must be submitted **two weeks prior to the event.**
11. All vendors and event participants are required to park in the parking structures.
12. Any additions/changes must be submitted for approval **at least three weeks prior to the event.** Substantial changes/additions to an event will require commission approval.

## VII. . CHECKLIST

### **ATTACHMENTS TO INCLUDE WITH SPECIAL EVENT APPLICATION**

- ↗ Completed special event application
- ↗ Application fee (payable to "City of Birmingham")
- ↗ Map of event area detailing
  - street closures (**Police Department input required prior to submission of application**)
    - tents / canopies
    - tables
    - signs
    - trash receptacles / dumpsters
    - barricades
    - audio equipment / band
    - rides / inflatables
    - vendor booths
    - displays
    - portable toilets
    - layout of start/finish area (if on public property)
    - temporary structures or displays of any kind (picture required)
- ↗ Map of the route(s)
- ↗ Written route(s)
- ↗ Photo of display or temporary structure
- ↗ Sample of signs/banners – including size
- ↗ Hold Harmless Agreement (signed, on event sponsor's letterhead)
- ↗ Insurance certificate
- ↗ Letter to affected property owners (must include map of event area or route)\*
- ↗ List of addresses the letter was distributed (includes all residential and businesses in the event area, along the route, and affected by street closures)\*
- ↗ List of vendors
- ↗ If fundraiser: Information about the beneficiary

*\*Letter to affected property owners and list of addresses must be submitted to the clerk's office at least two weeks prior to the city commission meeting.*

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#### **OFFICE USE ONLY**

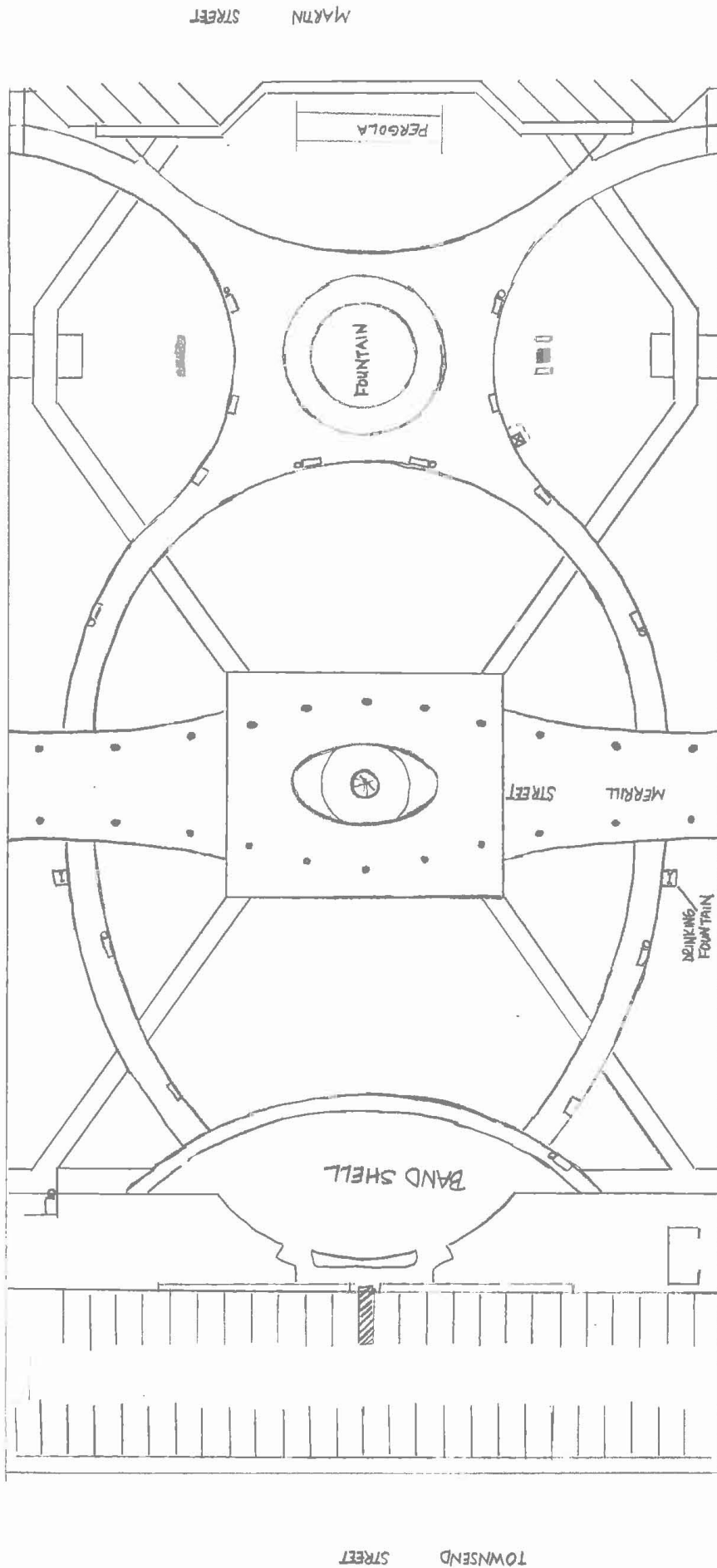
Received \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_

License number \_\_\_\_\_

The above highlighted items must be submitted by \_\_\_\_\_<sup>14</sup>

Date of commission meeting \_\_\_\_\_



**Shain Park Map**



