



2. Attach a description of event activities and a site plan including all such activities (ex: fencing, tents, stages, etc.) even if in preliminary stage.
3. Is this a free event to the public? Y/N \_\_\_\_\_  
If no, attach a detailed explanation including free events, ticketed events and prices.
4. Food vendors? Y/N \_\_\_\_\_
5. Entertainment? Amplified music? Y/N \_\_\_\_\_
6. Activities, games, crafts, races, etc? Y/N \_\_\_\_\_
7. Display of items? Y/N \_\_\_\_\_
8. Tents/canopies? Y/N \_\_\_\_\_
9. Stages? Y/N \_\_\_\_\_
10. Electrical requirements? Y/N \_\_\_\_\_  
(City does not provide electrical source)
11. Selling of merchandise on street? Y/N \_\_\_\_\_
12. Selling of merchandise/food/drink on sidewalk? Y/N \_\_\_\_\_  
If yes, a Sidewalk Display Permit is required. Contact Clerk , Kim Lautner 922-4480.
13. Signs/banners? Y/N \_\_\_\_\_  
If yes, contact Zoning, David Weston 922-4464.
14. Are any parks used in conjunction with the event? Y/N \_\_\_\_\_  
If yes, a Parks Usage Permit is required. Contact Parks, Sheila Dodge 922-4910 ext. 144.
15. Will city street cones be needed? Y/N How many? \_\_\_\_\_  
If yes, contact Auto Parking, Dave Malewitz 922-2050.
16. Are any public parking lots used in conjunction with the event? Y/N \_\_\_\_\_  
If yes, contact Auto Parking, Dave Malewitz 922-2050.

17. Will city street barricades be needed? Y/N How many? \_\_\_\_\_  
If yes, contact Streets, Mark Jones 922-4901 ext 112
18. Is this a winter event? Y/N \_\_\_\_\_  
If yes, contact Streets, Mark Jones 922-4901 ext 112 to address snow removal issues.
19. Will alcohol be sold or served. Y/N \_\_\_\_\_  
If yes, have you applied to the Michigan Liquor Control Commission? Y/N \_\_\_\_\_  
City Commission approval will be necessary for event.
20. Have you contacted affected property owners. Y/N \_\_\_\_\_  
If no, the City recommends preliminary contact to obtain support and address concerns.

Please also note the following requirements:

- a. The applicant shall furnish to the City a certificate of insurance for Comprehensive General Liability Certificate in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured. If alcohol is being served, the applicant shall furnish to the City a certificate of insurance for liquor liability in the amount of \$1 million per occurrence along with an endorsement to the policy naming the City of Traverse City as additional insured
- b. The Applicant shall be liable for all damages both to property and person and shall defend, indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, liabilities, losses, damages, actual attorney fees, and settlement expenses resulting or arising out of or in connection with the performance of the act for which this permit is issued. The obligations to defend, indemnify and hold harmless shall exclude only those matters in which the claim arises out of allegations of the sole negligence or act of the City, its officers, agents or employees.
- c. The Applicant shall reimburse the City for expenses such as police, fire, streets, and others as agreed upon between the City and the applicant and will be billed accordingly.
- d. The applicant shall maintain a 20' wide center lane (10' on both sides of the center line) for emergency vehicles.

- e. The Applicant shall notify in writing all affected property owners and occupants at least two weeks before the event. This may include an area surrounding the event. The Notice shall include the name of the event, a description of the event, time period, and the name and telephone number of a contact person.
- f. The Applicant shall issue a press release one week before the event. The press release shall include the same information as required in the property owner/occupant notice.
- g. The tent/canopy membrane material shall be non-combustible, flame resistant, or treated in an approved manner in accordance with the State Building Code. On-site inspection will be done by the Fire Marshal.
- h. The applicant is responsible for any cleanup following this event and any damage done to City property and will be billed accordingly.
- i. The rights granted by this permit are revocable at the will of the City of Traverse City, and the Applicant waives any right to claim damages or compensation in the event that this permit is revoked.
- j. This permit may not be transferred or assigned.

**The undersigned, declares and says he/she wishes to be permitted to perform the operation, service or act stated hereon and that the statements made above are true and correct to the best of his/her knowledge and belief, will comply with all provisions of the ordinances of the City of Traverse City relative to the operation, service or act for which the permit is requested, and agrees to hold the City of Traverse City free and harmless from all liability which may be imposed upon it, to reimburse the City of Traverse City for all expenses of litigation in connection with the defense of claims as such liability and claims may arise because of negligence in the performance of the work or act for which the permit was issued.**

**The applicant acknowledges that the City may be required from time to time to release records in its possession. The applicant hereby gives permission to**

**the City to release any records or materials received by the City from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq.**

Date: \_\_\_\_\_

Authorized Applicant Representative:

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
(Signature)

**- Completed by City Clerk's Office -**

<b>Required Approvals</b>	<b>Approved by:</b>	<b>Date</b>	<b>Copy</b>
Police Department			
Fire Department			
DDA/DTCA			
Engineering Department			
Streets Dept.			
Zoning Department			
City Clerk's Department			
BATA			

**\$25.00 Fee** \_\_\_\_\_  
date