

APPLICATION AND RELEASE OF LIABILITY FOR SPECIAL EVENTS, PARK USE, FACILITY USE AND/OR ROAD CLOSURES

Instructions

1. This application applies to the following types of events:
 - a. Events requiring the use of City parks and/or facilities;
 - b. Events requiring road closures;
 - c. Events that contain as part of the activities a fire or controlled burn.

2. The following fees shall be assessed as part of this application. Additional fees may apply if other permits are required:
 - a. Residents - \$25 per four (4) hours of use;
 - b. Non-residents - \$150 per four (4) hours of use;
 - c. \$50 per hour for each hour (whole or partial) beyond four hours;
 - d. The Chamber of Commerce, non-profit organizations, and community events are exempt from the use fees.
 - e. All organizations must submit a \$200 damage deposit, which will be refunded after inspection of the use area unless the City incurs costs for clean-up and/or repairs.

3. Applications must be filed at least three weeks prior to the scheduled event.
 - a. Any outside approvals must be obtained prior to filing this application.
 - b. All required attachments must be included with this application.
 - c. Applicant and/or the sponsoring organization's representative is required to sign a hold harmless agreement.

4. Applicants are required to provide insurance as follows:
 - a. For private events such as weddings and birthdays parties, a homeowners or renters policy certificate containing a minimum of \$100,000 in off-site event coverage;
 - b. For all others, general liability insurance in the amount of \$1,000,000 naming the City of Dexter as additional insured, including all elected and appointed officials, employees, volunteers, boards, commissions, and/or all authorities and their boards, employees and volunteers.

5. Applicants desiring to serve alcohol must comply with the following requirements:
 - a. The selling of alcohol requires a permit from the Michigan Liquor Control Commission. This permit must be provided before the City will approve this application – allow ample time for Liquor Control Commission action. The alcohol sales area must be contained in an area that is separate and fenced off from the rest of the event. General liability insurance must contain the serving of alcohol as a covered event, with the City being named insured as listed in paragraph 4(b) above.
 - b. The serving of alcohol at a private events requires a homeowners or renters policy certificate containing host liquor coverage in the amount of \$1,000,000. Single day coverage may be necessary – applicants should check with their insurance companies. Certificates of coverage must be provided before the City will approve this application.

6. Road closure requires the following:
 - a. A complete diagram or map showing the location of the event and any required road closures. The diagram should include the distance of road closure desired, effected intersections (if any), barrier requirements, and the schedule times of road closure.
 - b. Road closures must be approved by both the Washtenaw County Sheriff and the Dexter Area Fire Department prior to the filing of this application. These approvals may take up to three (3) weeks, so plan accordingly.
 - i. Contact the Washtenaw County Sheriff Department's Dexter Substation at (734) 424-0587 to arrange contracted officers for events requiring road closures. Contracts or agreements with the Sheriff Department and any associated costs are the responsibility of the event sponsor. Signed contracts/agreements with the Sheriff Department should be attached to this application.
 - ii. Contact the Dexter Area Fire Department at (734) 426-4500 to arrange for contracted service or to provide information about proposed road closures. Any associated costs are the responsibility of the event sponsor. Signed contracts/agreements with the Dexter Area Fire Department should be attached to this application.
 - c. Contact the City of Dexter Department of Public Works at (734) 426-8530 for road barrier information. The City may have four (4) road barriers available for use, depending on other City needs. If additional barriers are required, contact POCO at (734) 397-1677 or Spartan at (313) 292-2488. Any associated costs are the responsibility of the event sponsor. Signed contracts/agreements with the Dexter Area Fire Department should be attached to this application.
 - d. The Washtenaw County Road Commission may require additional road closure permits for events within their jurisdiction. They may be reached at (734) 761-1500. Contact the City office for more information on road jurisdiction.
 - e. Upon receiving application approval, notification of all residents and businesses that will be effected by the closure is required. Notification must be completed at least two (2) weeks prior to the event.
 - f. City Council approval is required for road closures. The Council meets the second and fourth Monday of each month. Please allow ample time for Council approval.
7. Signage: On site and off site signage (including promotional material) is permitted only with prior approval. A Temporary Sign permit is required.
8. Loading and unloading is not permitted within parks unless specifically granted. If loading and unloading is required, temporary road closures may be arranged.
9. Waste removal: Upon completion of the event, sponsors are responsible for removal of all equipment brought on site, and for returning the site to the same condition that it was prior to the event. Arrangements should be made with Waste Management at (800) 796-9696 for trash disposal.
10. Event notice: The event sponsor will notify the City of any methods of publication of the event.
11. Waivers: The event sponsor may petition the City, in writing, to request a waiver of one or more of the rules, policies or fees required by this application. If it appears to the City Manager (or their designee) that one or more of the rules, policies or fees creates an unnecessary or genuine hardship (not created by the event sponsor), or due to unusual circumstances, the City Manager may request that the City Council waive such rule, policy or fee.

Terms of Use:

1. Authorization for use of a park gazebo, City facility or designated space gives the applicant exclusive use of that gazebo, facility or space for the period of time designated in the permit.
2. Applicant understands that the park or other public place where their activity is located will remain open for use by the public during their event, and that their event shall not unreasonably interfere with or detract from the general public's enjoyment of the park.
3. The activity or use will not unreasonably interfere with the promotion of public health, welfare, safety and/or recreation consistent with the City of Dexter's ordinances and policies.
4. The activity or use will not include or cause violence, crime, or disorderly conduct on the part of any individual participating in the event, activity or use.
5. City of Dexter parks and public facilities, including, but not limited to, all structures, lighting, poles, benches, and play equipment and other physical assets, are to be treated with respect and care. The use of tape, glue, nails and anything else that can modify or damage City assets is prohibited. All natural areas, trees, boulders, and other landscaping, and memorials are to be protected from damage and not subject to wear and tear from either human or animal activity.
6. A \$200 damage deposit will be required for ALL events. The deposit will be returned upon inspection of the facilities the following workday. The deposit may be picked up or destroyed upon inspection of the facilities the following workday. Damage will be documented with photos and provided to applicant if any portion of the damage deposit is retained. Damage consists of anything that requires City staff time, resources or additional contracts to repair and/or restore.
7. The Applicant and event sponsor agree that site clean-up is their responsibility, and failure to adequately clean-up may result in forfeiture of deposit and other charges.
8. The event will not require or cause unanticipated or unauthorized expense by the City of Dexter, its departments, units or services, or its community police operations. The City of Dexter reserves the right to invoice the applicant and/or event sponsor for additional costs incurred as a result of the event. Such costs may be (but not limited to) police services, damage to facilities, landscaping, sidewalks, grass, or other park assets, or post-activity area or facility clean-up.
9. A copy of the approved permit must be available upon request for review at the event.

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Applicant Information

Event Name: _____ Date(s): _____

Time of Event: _____ Time of Road Closure (if necessary) _____

Event Description: _____

Location: _____

Park Use

Facility Use

Road Closure

Fire/Open Burn

Organization Name (if applicable): _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

Applicant/Organization Address: _____

Additional Contact: _____

Type of Activity (check all that apply)

Roads to be Closed, Dates and Times of Road Closures

Date that Public Will be Notified of Road Closures

Parade.

Exhibitions, erection of any temporary building or structure, and/or selling or giving away food, drink or merchandise.

Hold an assembly involving thirty (30) or more participants.

Hold an assembly involving less than thirty (30) participants.

Private event such as a wedding or birthday party.

Furnish or sell alcoholic beverages.

Fire or open burn.

City services such as barriers, barricades, detour signs, or other use of City equipment or personal are requested. Please provide details below.

Additional information: _____

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Hold Harmless Agreement: To the fullest extent permitted by law, _____ agrees to defend, pay in behalf of, indemnify, and hold harmless the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the City of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the City of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

Applicant's Signature Date Co-Applicant's Signature Date

Staff Review: Fee: \$ _____ Date Received: _____ Receipt # _____

Required Pre-Approvals:

City Council Date: _____

Washtenaw County Sheriff Date: _____ Signature: _____

Dexter Area Fire Dept. Date: _____ Signature: _____

Attachment Check List:

Yes	No	N/A	Description
			Damage Deposit.
			Homeowners Insurance.
			General Liability Insurance.
			Michigan Liquor Control Permit.
			Road Closure Diagram or Map.
			Washtenaw County Sheriff Department Contract.
			Dexter Area Fire Department Contract.
			Sign permit.
			Controlled Burn Permit.
			Other: _____

Approved Denied Date: _____

APPROVED OR DENIED BY: _____

CONDITIONS OF APPROVAL: _____

REASONS FOR DENIAL: _____

APPROVAL STAMP: