

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

This application applies to the following types of events:

1. Events requiring the use of City parks and/or facilities.
2. Events requiring road closures.
3. Events on public property that involve any of the items listed on page 5 of this permit.

Instructions

1. Applications must be filed at least three weeks prior to the scheduled event. The following items must be provided in addition to the complete application form:
 - a. Any outside approvals required for the event. Additional information is listed on the next page.
 - b. All supplemental documents as required for the event (proof of liability insurance, site map or diagram, etc.)
 - c. Applicant and/or the sponsoring organization's representative is required to sign a hold harmless agreement. This representative must be over the age of 18.
2. Applicants are required to provide proof of liability 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, commissions, and/or all authorities and their boards, employees/volunteers.
3. 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 as additionally insured.
 - b. The servicing of alcohol at a private event 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.
4. Applicants must provide a complete diagram or map showing the location and set-up of the event, including any required road closures.
 - a. Road closure diagrams should include the distance of road closure desired, effected intersections (if any), barrier requirements, and the schedule times of road closure.
 - b. Park and/or facilities use diagrams should identify the location of any proposed booths, tables, barriers/fences, and event entrances and exits, as applicable. Additional permits may be required for certain structures or activities.

5. Signage: On-site and off-site signage (including promotional material and stake-in-ground signs) is permitted only with prior approval. A Temporary Sign permit is required for such signage.
6. Loading and unloading is not permitted within parks unless permission is specifically granted. Event organizers shall not permit vehicles to mount curbs or park on grass for any reason. If loading and unloading is required, temporary road closures may be arranged.
7. Waste removal: Upon completion of the event, the applicant is 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.
8. Event notice: The event sponsor will notify the City of any methods of publication of the event.
9. Recognition of Events of Historic, Cultural, and Social Significance to Dexter
 - a. As Dexter has grown and evolved over the years, there are annual special events that have come to be synonymous with Dexter, serve as local markers of the seasons, serve as regional and national draws for visitors, and hold unique importance to the cultural and social life of the community. Such events may request a waiver of use fees.
 - b. Community events include any event: 1) sponsored by the City of Dexter or one of its entities, the Dexter Chamber of Commerce, the Dexter Community Schools, or other governmental or community non-profit entity; 2) which exists as a broad gathering for members of the community; 3) for which fundraising or commerce is not the intent; and 4) for which entry is open to all persons regardless of affiliation. Such may request a waiver of use fees.

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. 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.

Applications for Road Closures

1. 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.
 - a. 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.
 - b. 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.
2. 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.
3. No paint of any kind may be used on or in any City facility, park, or road. For bicycle or running events, temporary stake-in-ground directional signs are preferred. Temporary chalk markings may be permitted upon request.
4. 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.
5. Upon receiving application approval, notification of all residents and businesses that will be affected by the closure is required. Notification must be completed at least two (2) weeks prior to the event.
6. 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.

Waiver Requests

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.

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

Application Fee/Deposit and Required Attachments		Applicant to Verify Item Provided (Y/N)	Date Rec. by City	Hours	Fee/Deposit	Receipt No.
City Resident Fee	\$35 for up to four (4) hours of use, \$50 per hour for each hour (whole or partial) beyond four hours.					
Non-City Resident Fee	\$160 for up to four (4) hours of use, \$50 per hour for each hour (whole or partial) beyond four hours.					
Deposit	All applicants must submit a \$200 damage deposit check, which will be refunded after inspection of the use area unless the City incurs costs for clean-up and/or repairs.			N/A	\$200	
Application Materials	All relevant information must be completed in this application form.			N/A	N/A	N/A
Insurance	Homeowners Insurance and/or General Liability Insurance that covers the event.			N/A	N/A	N/A
Sheriff	Event organizer must contact the Washtenaw County Sheriff's Office for review of this permit application.			N/A	N/A	N/A
Fire	Event organizer must contact the Dexter Area Fire Department for review of this permit application.			N/A	N/A	N/A
Site Plan	Graphic depiction or site rendering of park activities must be provided.			N/A	N/A	N/A
Liquor License	License issued through the Michigan Liquor Control Commission. This is required for the sale of any alcoholic beverage.			N/A	N/A	N/A
Signature	Applicant must sign the Hold Harmless and this permit application.			N/A	N/A	N/A
Controlled Burn Permit	If the event includes a fire, bonfire, or controlled burn, the applicant must also complete an open burn application form.			N/A	N/A	N/A
Public Health	The event or use will comply with all public health requirements.			N/A	N/A	N/A



Event Name: _____

Applicant Information

Organization Name (if applicable): _____

Applicant Name: _____ Phone: _____

Applicant Email: _____

Applicant/Organization Address: _____

Additional Contact: _____

Event Description

Please provide a detailed description of the proposed event, including roads to be closed, anything needed from the City, and additional event scheduling. Attach additional description pages as necessary.

Event Location(s) *(Please Check all that Apply)*

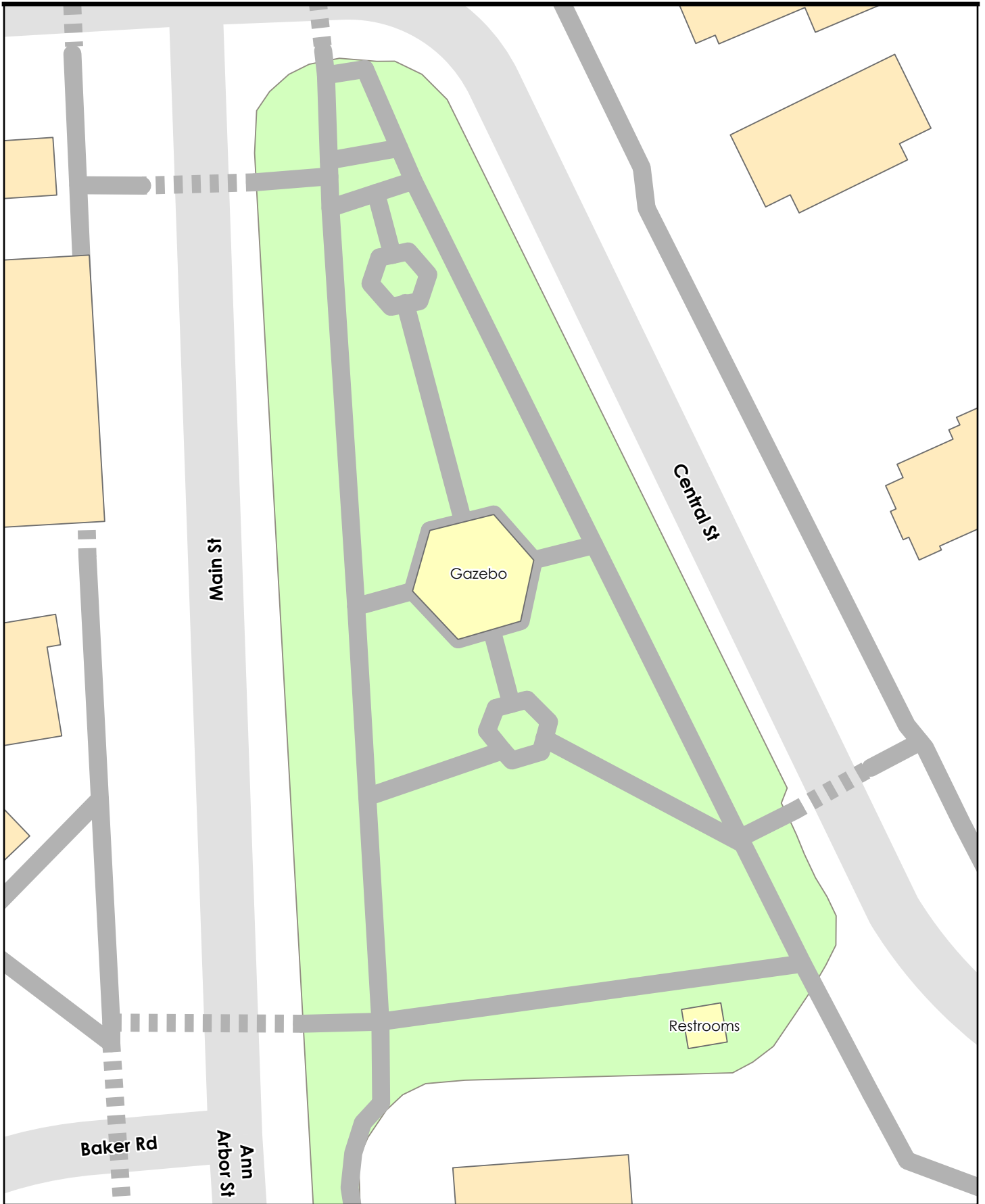
- Community Park Mill Creek Park
- First Street Park Monument Park
- Lions Park Peace Park
- Public Road(s)

Questions

- Annual event
- Event has occurred before
- Free/open for public attendance

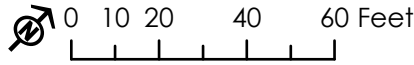
The Proposed Event Will Involve *(Please Check all that Apply)*

- Park Use
- Facility (including Gazebo) Use
- Road Closure
- Parade
- Race, including bicycle or run
- Exhibitions, erection of any temporary buildings, structures, or displays
- An assembly involving thirty (30) or more participants
- Fire or open burn in a park or public space
- Consumption or furnishing of alcoholic beverages
- Sale of alcoholic beverages
- Selling or giving away food, drink or merchandise
- Private event, such as a wedding or birthday.
- City services such as barriers, barricades, detour signs, or other use of City equipment or personal are requested. Please provide details.
- Commercial video production
- Use of electricity or amplified sound

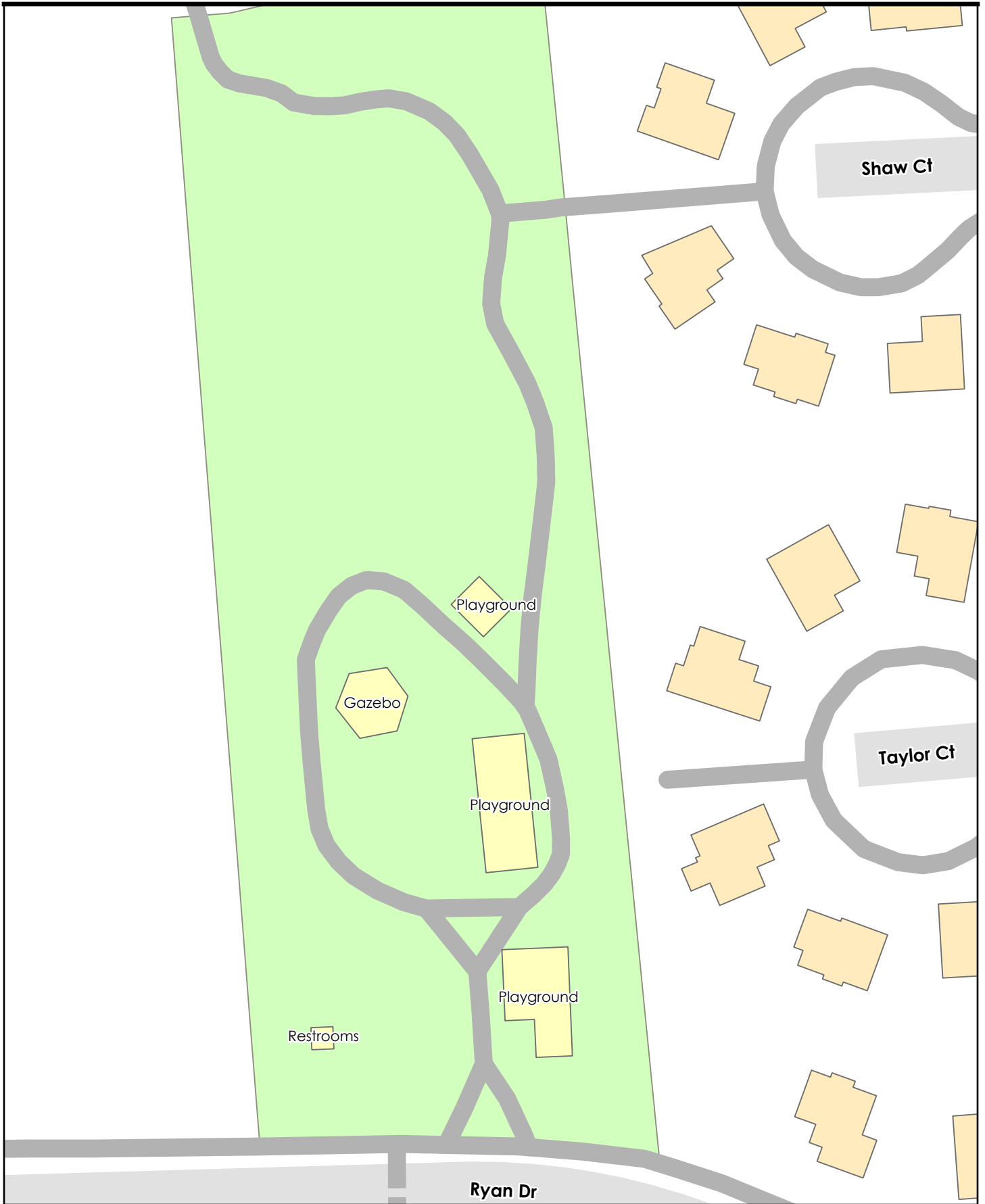


**Monument Park
City of Dexter, Michigan**

Please provide a layout sketch of your planned park use on the site map.

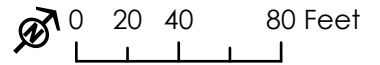


The City of Dexter does not warrant the accuracy of the data and/or the map. This document is intended to depict the approximate spatial location of the mapped features within the City, and all use is strictly at the user's own risk.

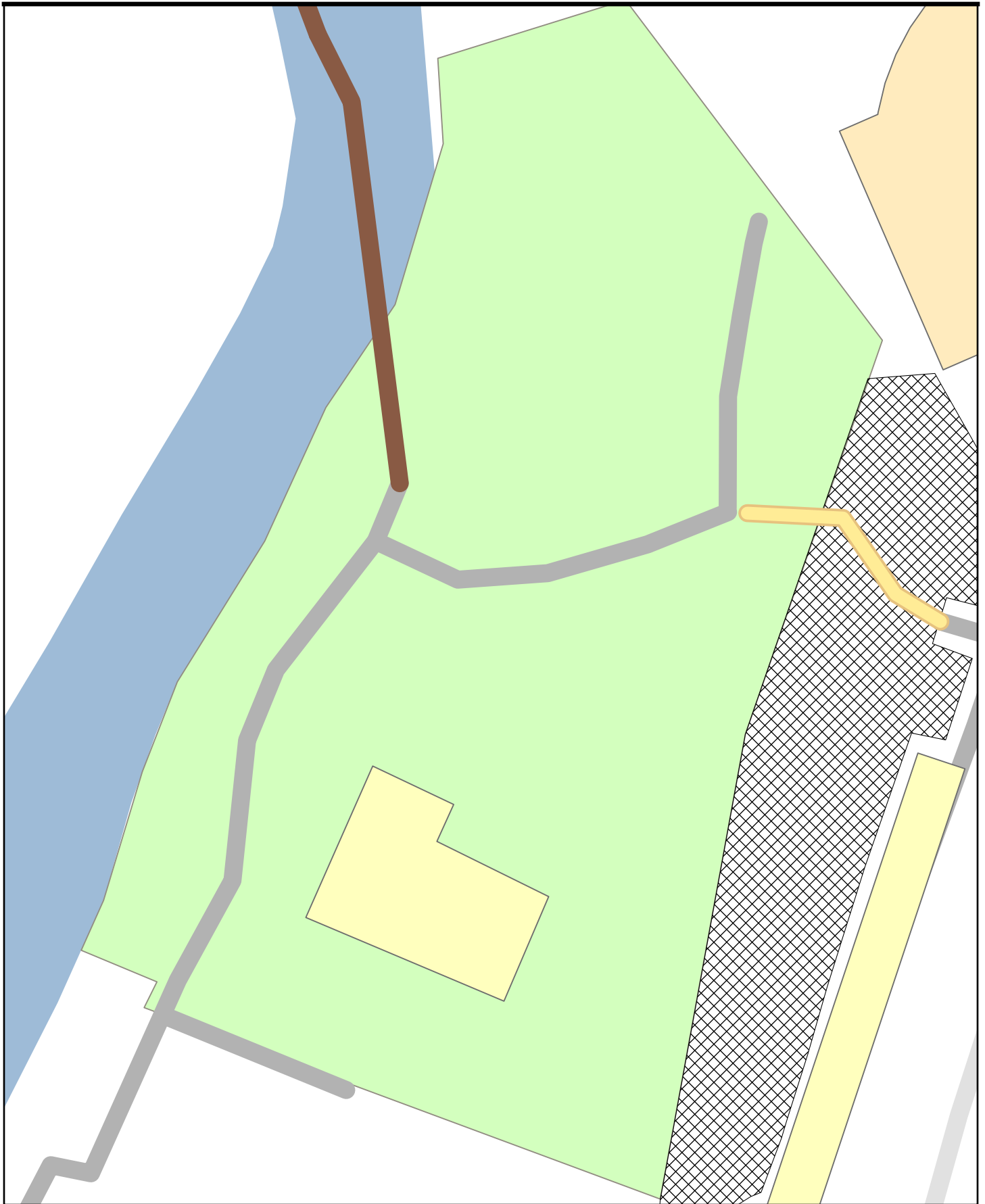


**Community Park
City of Dexter, Michigan**

Please provide a layout sketch of your planned park use on the site map.



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**Mill Creek Park North
City of Dexter, Michigan**

Please provide a layout sketch of your
planned park use on the site map.



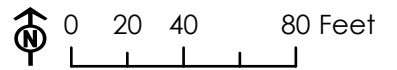
0 10 20 40 Feet

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**Mill Creek Park South
City of Dexter, Michigan**

Please provide a layout sketch of your
planned park use on the site map.



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