

SPECIAL EVENT APPLICATION POLICY & PROCEDURES
VILLAGE OF MACKINAW CITY
102 S. Huron Avenue, Mackinaw City, MI 49701
Tel: (231) 436-5351 Fax: (231) 436-4166

Please find attached a Special Event Application. This Application is required under Village Ordinance No. 130, which provides for the use, control and protection of Village owned parks and property. Activities, policies and procedures are provided in part below. Please refer to Village Ordinance No. 130 for a more particular description. A copy of the ordinance can be found on line at www.mackinawcity.org under the documents tab or by calling (231) 436-5351.

ACTIVITIES REQUIRING PERMIT

Whenever any public or private group, association or organization desires to use a park or public area for a particular purpose such as reunions, weddings, receptions, rallies, crafts and art shows, car shows, theatrical or entertainment performances or for other group or civic activities, including public special events officially sponsored by the Mackinaw City Chamber of Commerce, Mackinaw Area Visitors Bureau or the Village of Mackinaw. Any event which may impact Village infrastructure or resources will require a permit.

PROCEDURES AND STANDARDS TO OBTAIN PERMIT

Applications must be received and reviewed by the Village Council for reunions, weddings, receptions, rallies, crafts shows, theatrical or entertainment performances held on Village property or interfering with or intersecting public roads. Some parks/areas are limited to specific types of events.

All Applications are required to provide and/or comply with the following:

1. Application must be received 45 days prior to the event for review by the Village Council.
2. A Special Event fee is due in full at least 30 days prior to the event. If not received, a late fee of 25% will be applied plus any additional costs associated with the late payment.
3. Proof of liability insurance is due at least 30 days prior to the event in an amount deemed satisfactory to the Village, unless waived by the Village, naming the Village as an additional insured.
4. All applicants must provide a drawing of the event area. Site map must be legible, be preapproved by Village Staff, and include and/or identify the following, if applicable:
 - Lot Lines
 - Label roads and closest crossroads
 - Sidewalks
 - Fire hydrants
 - Locate and label buildings
 - Parking lots
 - Tents
 - Portable restrooms (not provided by Village)
 - Ingress and egress points
 - Placement of food vendors
 - Table and chair diagram
 - Bicycle routes (include route into and out of town)
 - Parade route
 - ALL proposed modifications

5. No event shall occur earlier than 8:30 a.m. nor later than 10:00 p.m. unless specifically waived by Village Council.
6. Road closures must be approved by Council and cannot impede emergency access to fire hydrants and must be identified on the drawing.
7. Requests for Ambulance Standby must be approved by Council and the Ambulance Director and payment is due at least 30 days prior to the event.
8. The proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the Village or its department personnel.
9. The facilities desired have not been reserved for other use at the days and hours requested in the application. Annual events have priority over new events.
10. No camping, littering, use of alcoholic beverages, or fires are allowed unless specifically requested and approved by Council.
11. No event shall produce noise limits that interfere with or detract from the enjoyment of the surrounding area by the general public.
12. No artificial lighting will be allowed unless it is sufficiently maintained and approved.
13. The activity or use of the public premises will not reasonably interfere with or detract from the general public enjoyment of the area, or the promotion of public health, safety, welfare and recreation. Any use reasonably anticipated to incite violence, crime or disorderly conduct will not be permitted. Children must be supervised.