



City of Marine City  
 Department of the City Clerk  
 303 S. Water St.  
 Marine City, MI 48039  
 (810) 765-8830  
[kbaxter@marinecity-mi.org](mailto:kbaxter@marinecity-mi.org)

# Special Event Permit Application

Application Fee: \$25.00  
 Submit 90 Days Prior to Start of Event  
 CASH/MONEY ORDER/CHECK ONLY  
 Cash Receipting Code: S/E

The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability. **Approval of the Special Event Permit Application and event date is subject to final approval of the City Commission, based on other activities occurring within the community.**

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

### APPLICANT INFORMATION

Applicant/Sponsor of Event: \_\_\_\_\_

Is Sponsor of Event a Non-Profit Organization?     Yes     No

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

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### EVENT INFORMATION

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

Date/Hours of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Will alcoholic beverages be served?     Yes     No

-Have you applied for a liquor license?  Yes     No    **(\*If yes, please provide a copy)**

Provide a detailed description of event (attach additional sheets, if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are utility hook-ups required?     Yes     No

Location: \_\_\_\_\_

Will street closures be necessary?     Yes     No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear-down: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is handicap/special parking needed? If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Applicant/Sponsor of Event is responsible for providing trash receptacles and portable restrooms.

Indicate number of portable restrooms for event: Regular \_\_\_\_\_ Handicapped \_\_\_\_\_

Will you be posting signs for the Special Event? If so, include proposed locations: \_\_\_\_\_

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**PLEASE NOTE:** Signs may not be placed at street corners blocking vision, or in easements. Please refer to City Ordinances for specifics.

**ALSO, PLEASE NOTE:** Street marking is PROHIBITED! Traffic cones and signage are acceptable, but all cones and signs must be removed immediately after the event.

**AGREEMENT & INDEMNIFICATION**

The City of Marine City will provide the event organizers an estimate of fees for city services. The event organizers shall be given an opportunity to review these estimates prior to approval of the event. The final amount billed to the organizers will not exceed the estimated amount unless:

- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

Applicants / Sponsors are to submit a 50% deposit of their estimated portion of costs within (30) days of their application being approved. They will be billed for the remainder of the ACTUAL costs after the event. Failure to pay the final bill within thirty (30) days of the invoice date will result in denial of application the following year.

**Applicant additionally agrees to provide the City of Marine City a Certificate of Insurance naming it as an "Additional Insured" in an amount of not less than One Million Dollars (\$1,000,000) as a condition for approval of this event.**

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ **Indemnification and Hold Harmless Agreement: By way of my initials here and my full signature below, I hereby acknowledge that to the fullest extent of the law, agree to indemnify and hold harmless the City of Marine City ("City") from any and all liability, claims, demands, costs, and judgments, related to bodily injury or property damage, including attorney's fees, that the City incurs as a result of acts or omissions of Applicant and/or its agents arising from this event.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# GENERAL INSURANCE REQUIREMENTS

Applicant/Sponsor will supply evidence of the following:

1. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).

If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).

2. The named of insured must be the same as the Applicant/Sponsor.
3. Policy coverage dates must be for the full term of the event.
4. The City of Marine City must be named as an "Additional Insured" on the certificate.
5. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
6. The person signing the certificate must have authority to do so.

***(Attach Copy of Certificate of Liability Insurance)***

## RETURN ORIGINAL APPLICATION TO:

Kristen Baxter, City Clerk  
303 South Water Street  
Marine City, MI 48039  
Telephone: (810) 765-8830

**DEPARTMENT ROUTING SHEET**  
*(For Internal Use Only)*

Department	Estimated Costs	Comments	Actual Costs
<b>POLICE</b>			
<b>DPW</b>			
<b>FIRE</b>			

Total Estimated Costs: \$ \_\_\_\_\_

**CITY USE**

\$25.00 Application Fee Received: \_\_\_\_\_

Application reviewed / approved by the following departments:

Police Chief \_\_\_\_\_

DPW \_\_\_\_\_

Fire Chief \_\_\_\_\_

City Manager \_\_\_\_\_

Approved by the City Commission on:

\_\_\_\_\_