

City of Riverview

SPECIAL EVENTS APPLICATION

DIRECTIONS:

Type this application in accordance with the City of Riverview Special Events Policy, and return it to the Recreation Office at least 30 days prior to the starting date of the event.

Sponsoring
Organization's

Legal Name _____ Phone _____

Organization's Address _____

Organization's Agent _____ Phone _____

Agent's Title _____

Agent's Address _____

Event Name _____

Event Purpose _____

Event Dates _____

Event Times _____

Event Location _____

1. TYPE OF EVENT: Based on Policy #64-Special Events, this event is:

- | | |
|---|--|
| <input type="checkbox"/> City Operated Event | <input type="checkbox"/> Co-sponsored Event |
| <input type="checkbox"/> Other Non-Profit Event | <input type="checkbox"/> Other Special Event |

2. ANNUAL EVENT: Is this event expected to occur next year? [YES] [NO]

If Yes, you can request a date for next year with this application (see page 5 of Policy #64-Special Events for further instructions). To request dates for next year, please provide the following information:

Normal Event Schedule
(e.g., third weekend in July): _____

Next year's specific dates: _____

3. AN EVENT MAP [IS] [IS NOT] attached. If your event will use streets and/or sidewalks (for a parade, run, etc.), or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show any streets or parking lots that you are requesting to be blocked off.

4. VENDORS: Food Concession? [YES] [NO] Other Vendors? [YES] [NO]
Alcoholic Beverages? [YES] [NO]

If Yes, refer to page 4 of Policy #64-Special Events for license and insurance requirements.

5. EVENT SIGNS: Will this event include the use of signs? [YES] [NO]

If Yes, refer to page 2 of Policy #64-Special Events for requirements, and describe the size and location of your proposed signs:

6. PARKING REQUESTS: See page 2 of Policy #64-Special Events.

List the lots or locations where parking is requested:

7. OTHER REQUESTS: _____

- 8. CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that
- a. A Certificate of Insurance must be provided which names the City of Riverview as an additional named insured party on the policy. (See page 3 of Policy #64-Special Events for insurance requirements)
 - b. Event sponsors and participants will be required to sign Indemnification Agreement forms. (See attached).
 - c. All food vendors must be approved by the Wayne County Health Department, and each food and/or other vendor must provide the City with a Certificate of Insurance which names the City of Riverview as an additional named insured party on the policy. (See page 4 of Policy #64-Special Events)
 - d. All necessary permits and insurance requirements must be obtained regarding potential disbursement and consumption of alcoholic beverages.
 - e. The approval of this special event may include additional requirements and/or limitations, based on the City's review of this application, in accordance with the City's Special Events Policy. The event will be operated in conformance with the Written Confirmation of Approval.
 - f. The sponsoring organization will provide a security for estimated fees as may be required by the City, and will promptly pay any billing for City services which may be rendered.
 - g. All special events must receive required approvals before any events activities are conducted.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this special event, affirm the above understandings, and agree that my sponsoring organization will comply with the City's Special Events Policy, the terms of the Written Confirmation of Approval, and all other City requirements, ordinances and other laws which apply to this special event.

Date

Signature of Sponsoring Organization's Agent

Return this application at least thirty (30) days prior to the first day of the event to:

Riverview Recreation Department
14100 Civic Park Drive
Riverview, MI 48192
Phone: (734) 281-4219

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the City of Riverview, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Riverview or by third parties, or by the agents, servants, employees or factors of any of them.

Signature _____ Date _____

Witness _____ Date _____

64. SPECIAL EVENTS POLICY

SPECIAL EVENT APPLICATION REQUIRED

This policy statement on special events covers all special events in the City of Riverview. Any organization wishing to sponsor or hold a special event in the City of Riverview will be required to complete the City of Riverview Special Event Application.

A special event within the City of Riverview that will be conducted on the streets, parks, or other public areas, excluding the rental of the Community Center Building is required per this policy to be approved by the City Council. Special events are defined as all activities (which are not directly related to the day to day operations of the City) sponsored on public property involving City services. The Special Event Review Committee, with the City Manager's approval, will have final determination as to whether an event qualifies as a special event. Applications to conduct a special event must be made in writing to the Recreation Office. Applications are available from the Recreation Office. Applications shall be submitted to the Recreation Office no later than thirty (30) days prior to the date of the actual event.

CITY SERVICES PROVIDED FOR SPECIAL EVENTS

The City will provide support to special events on the following basis:

- a. **City Operated Events:** The City will operate certain special events directly. The full cost of these events will be funded by the City.
- b. **Co-Sponsored Events:** The City will co-sponsor certain events with other organizations, when the City Council determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined by the City Council. These events must meet the other requirements of the special events policy, and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.
- c. **Other Non-Profit Events:** The City will provide up to \$1,000 per event in City straight-time labor and equipment rental charges to assist other special events operated by community based non-profit organizations as evidenced by Michigan non-profit articles of incorporation, and a resident agent with a registered office in the City of Riverview. These events must meet the other requirements of the special events policy, and must reimburse the City for any City costs in excess of this support level.
- d. **All Other Special Events:** The City will allow other special events, other than those specified above, subject to a rent for the use of the public property as outlined in the attached schedule. These events must meet the other requirements of the special events policy, and must reimburse the City for all actual costs in addition to the payment of the established rent.

FEES FOR SPECIAL EVENTS

The City shall charge fees for the following services provided to special events: straight time, overtime, additional police staff, purchased or rented materials, and equipment charges. Under no circumstances will there be a waiver of fees, costs, or rents. Any dispute to the fees, costs, or rents must be presented to the City Manager prior to approval of application.

PUBLIC PARKING FOR SPECIAL EVENTS

Enforcement of parking regulations, handicapped zones, and all fire lanes shall be enforced at all times.

RENTAL CHARGE TO BE SET FOR PRIVATE FOR-PROFIT EVENTS

It is the desire of the City Council to have non-profit organizations be a part of special events held on public properties. Events which are exclusively sponsored by private for-profit organizations shall be charged a rent for use of public areas such as parks or streets, in addition to the City event fees provided herein. The rent shall be set by the City Manager in consultation with the applicant, based on the overall economic impact of the privately sponsored event, and subject to final approval by the City Council as part of the special event application approval.

SPECIAL EVENT SIGNS

The special event application shall include a description of the advertising signs which are proposed to be used for the event. Except as expressly approved otherwise by the Council, event signs erected prior to the first day of the event shall be subject to the following restrictions:

- a. no sign shall be erected on any property without the express permission of the owner.
- b. all signs shall comply with the provisions of the City sign ordinance.

SPECIAL EVENT REVIEW COMMITTEE

The Special Event Review Committee shall include the City Manager, Chief of Police, Fire Chief, Purchasing Agent, DPW Director, and the Recreation Director. The Special Event Review Committee shall review all applications submitted for special events and forward a final recommendation to the City Manager for referral to the City Council.

LIABILITY INSURANCE REQUIREMENTS

In order to comply with the City's insurance liability carrier, the City shall require that all sponsors of special events carry liability insurance with coverage of at least \$1,000,000 except for Class 1 - Low Hazard events approved by the Special Event Review Committee as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Riverview as an additional insured prior to the event. The City Council may require higher levels of insurance based on risk factors. The insurance carrier must be a Michigan licensed insurer.

It shall be the policy of the City Council to not routinely require insurance coverage for events classified by the Special Event Review Committee as Class 1 - Low Hazard. These would be events that include no physical activity by participants and no severe exposure to spectators. This waiver of the insurance requirement is meant to cover small gatherings or ceremonies that do not involve more than 100 people, are limited to passive participation by the public, and require no city services. All other events are required to provide insurance as outlined in this policy.

The Special Event Review Committee will review each special event application received and assess the potential liability risk of the City of Riverview, based on the following risk categories:

Class I - Low Hazard involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to meetings, seminars, social gatherings, theatrical performances, and auctions.

Class II - Moderate Hazard involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to amateur team sports, dances, animal shows, political rallies, flea markets, picnics, and parades with no floats.

Class III - High Hazard involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to parades with floats, marathons or races, circus/carnivals, and semi-pro team sporting events.

Class IV - Severe Hazard involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Review Committee the City Council may place special conditions on the event. A member of the Review Committee shall be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their agent be on site during the event.

City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

TRAFFIC CONTROL AND SAFETY REQUIREMENTS

The special event sponsor shall be responsible for complying with all traffic, fire, and crowd control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public.

PARTICIPANT WAIVER OF LIABILITY

The special event sponsor shall be responsible for obtaining all signed release and indemnification agreements as required by the City. Samples of the basic agreements are attached to this policy. The specific requirements for each event will be indicated in the City's Written Confirmation of Approval.

VENDOR INSURANCE AND LICENSE REQUIREMENTS

All vendors must complete the concession waiver of liability prior to opening of the vending operations.

An event that is serving food must have all food vendors approved by the Wayne County Health Department. All food vendors must supply a valid certificate of insurance naming the City of Riverview as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary food license as authorized by the Wayne County Health Department. Food vendors are responsible for any and all fees related to obtaining a food license.

TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City of Riverview shall determine the order of preference. Once a Special Event Permit has been granted, it shall be the policy of the City Council to not award further permits for the same date, time, and general location.

RESERVATION OF ANNUAL EVENT DATES

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next year's proposed dates. However, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve special event dates more than one year in advance.

WRITTEN CONFIRMATION OF CITY APPROVAL

Upon approval of the special event application, a written confirmation as to the action of the City Council will be forwarded to the individual or organization requesting the event by the City Manager's Office. This confirmation will outline any special conditions that must be met if the event is to be held and once approved, all insurance, indemnification, waivers, and releases are to be received by the City Manager's Office prior to the event. The City of Riverview Special Event Application form must be completed for all special events that take place on public lands or lands that are controlled by the City of Riverview.

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the City of Riverview, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the City of Riverview or by third parties, or by the agents, servants, employees or factors of any of them.

Signature _____ Date _____

Witness _____ Date _____
