

CITY OF STANTON SPECIAL EVENT APPLICATION

225 South Camburn St Stanton, Michigan 48888

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The Event Permit and application process is intended to assist with your planning efforts for a safe and successful event. The appropriate application materials (as listed below) MUST be submitted to the City of Stanton at least 45 days prior to the event.

TEMPORARY ACTIVITY

Description of Activity: _____

Estimated Attendance: _____

SCHEDULE

Activity proposed to begin _____ and to end _____
Date Date

Time Start: _____ Time End _____

AUTHORIZED REPRESENTATIVE of activity that may be contacted:

Name: _____

Phone: _____

Address: _____

EVENT DETAILS (if applicable)

Site Plan:

- | | | |
|---------------------------|------------------------|------------------------------|
| • Event Setup | • Booth/Exhibits | • Tents/Equipment |
| • Restrooms | • Signage | • Handicap Access |
| • First Aid Plan | • Cleanup/trash plan | • Food Trucks/Trailers/Carts |
| • Parking Plan/Fire lanes | • Traffic Control Plan | • Entertainment Areas |

REQUESTED FACILITIES:

City Park/Pavilion (*Detailed Site Plan required*):

Veterans Park Maddie's Park D. Hale Brake Park

City Streets (*Detailed Site Plan required*)

City Sidewalks (specify)

Other (specify)

Event amenities approval needed for the following:

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT

*Failure to give complete information may result in a delay of the application process.

YES NO

Are you requesting a street closure? (If yes, what roads and what times?)

*A map outlining the requested road closure(s) must also be attached to this application.

- Are you requesting a special events sign? If so, see Zoning Chapter 18
- Food concession and/or food preparation area(s). *Indicate location on map.*
- Will barrier(s) and/or barricades(s) be needed?
- Will you provide high visibility vests as needed?
- Does your event require electricity? Source? _____
- Will you be marking your route? Specific product(s): _____
- Booth(s), exhibit(s), and/or display(s). *Indicate location on map.*
- Canopy(ies) and/or tent(s) *indicate location on map.*
- Stage(s), bleacher(s), platform(s), grandstand(s) or related structure(s).
Indicate location on map.
- Vehicle(s) on trail(s) and/or sidewalk(s). Quantity: _____ Type of vehicle(s): _____
- Trash container(s) and/or dumpster(s).
- Portable Toilet(s) (in addition to the existing City units). *Indicate location on map.*
Quantity: _____ Company Phone: _____
- Entertainment. Type: _____ Location: _____
- Sponsorship/vending or promotional activity?
- Amplified sound? If Yes, Start time: _____ AM/PM and End Time: _____ AM/PM
Location: _____
You are expected to abide by The City of Stanton Noise Ordinance at all times.
- Use of private property? *Please include location on map.* Please note, you must have a letter from the property owner granting permission to use the private property inducted with this application.

The size and nature of the event may require approval from a number of people from various departments within the City before officially approved. The event coordinator will be notified if additional requirements are necessary and of application approval/denial.

I, the undersigned, fully understand and agree to all the terms set forth in the Event Planning Guide. The information that I have provided is truthful and accurate. Misrepresentation or erroneous information in this application constitutes grounds for denial of this and future application for use of the City of Stanton property.

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Event Planning Information

An Event Permit is required for all events held on city property. Depending on the size and nature of the event, input and approval from a number of people from various departments within the City may be expected. The event application may take up to 45 days to process. The event coordinator may be asked to meet with various department managers and/or attend a City Council meeting to present the event plans and to answer any questions the council members may have. A signed event application and application fee are due at the time of submission for consideration.

The event application must be complete and thorough before an Event Permit will be considered. Please read the Event Planning Guide thoroughly to ensure a quick application process. Failure to meet the application requirements will delay the approval process.

Dates and Times

- Event proposals **MUST** be submitted to the City of Stanton at least 30 days prior to the event.
- Be flexible with your planning. If possible, have several dates and times in mind that you would be able to host your event. Generally, multiple events will not be permitted on the same day.
- Event approval must be obtained by the City of Stanton **PRIOR** to public notice/advertising.
- Look at other known local events such as festivals and events when planning your event to avoid unnecessary conflicts.
- Annually held, community or city sponsored events may take precedence over your event.

Routes & Traffic Concerns

Event coordinators shall consider the following during the planning of their event:

- Depending on the type of event and the number of anticipated participants, the city may or may not require a trail and/or street closure. City staff will review the event proposal and determine the necessity of closures.
- When possible, plan your route to limit pedestrian congestion on public streets. The City of Stanton will generally not allow staging on major City streets. Local streets may be considered for closure and use for staging purposes.
- Limit the number of intersections that would pose traffic concerns.
- A volunteer, wearing appropriate street crossing vests, must be stationed at **ALL** road crossings to warn participants of oncoming vehicular traffic. Pedestrians **MUST** yield to the vehicles. At no time may a volunteer or event participant stop vehicular traffic.
- Traffic on M-66 and 522 is to be maintained at all times unless the coordinator receives a permit from MDOT to restrict traffic and such permit is provided to the City of Stanton prior to the event.
- Adequate parking needs to be available to the participants. If private parking is required, the event coordinator shall obtain and submit a copy of written permission by the property owner.

Signage & Marking

- Please refer to the City of Stanton zoning ordinance (Chapter 18)
- Banners being hung across an M-Route will need additional approval through MDOT

Number of Participants

- Try to have an accurate prediction of participants. While not always accurate, other events, and/or pre-registration may give you an idea of the participation to expect.
- Anticipated participation will help determine whether or not a street closure will be required and whether police officers and public service personnel will be required.

Restroom Facility Plan

- Depending on the size and length of time of your event, you will need to plan for private portable restroom amenities. Public restrooms are limited, and businesses may not want event attendees using their restrooms.

Clean Up & Trash Plan

- You are responsible for renting and placing receptacles in your event space. All tables and trash receptacles provided by your organization must be removed within 24 hours of the conclusion of the event.
- Pick up all trash and debris throughout the event at the conclusion of the event. You must return the site to its original condition, otherwise, we will bill you for cleaning and/or damage. Trash/bags full of trash may not be left next to City/public waste receptacles, all must be taken with you and disposed of properly.

First Aid & Medical Plan

- First aid stations are recommended at all events.
- Emergency access and exits.
- Crowd managers.
- Emergency notification methods.
- How organizers will handle emergencies.

Use of Stages, Tents, and Canopies

- Propane/LP Tanks must be at least 10 feet from any tent or structure and 36 inches from a heat source. Relief valves must be pointed away from the tent, canopy or area where gas could accumulate. Tanks may not be anchored or attached to a tree or movable object.