



CITY OF NEW BALTIMORE
36535 Green Street, New Baltimore, MI 48047
City Clerk, Marcia Shinska • 586-725-2151 • 36535 Green St. New Baltimore, MI 48047

APPLICATION FOR SPECIAL EVENT PERMIT

Date of Application: _____ Name of Event: _____

Description of Event: _____

Location of Event: _____

Date/Hours of Event: _____

Date/Hours of set-up/tear-down: _____

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Contact Person: _____

Contact Person Phone/Email: _____

On Site Event Manager: _____

On Site Event Manager Phone/Email: _____

Flyer Provided: Yes (*will be added to City website*) No

The City Council shall have sole and complete discretion in deciding whether to issue a permit. Nothing contained in the City Code shall be construed to require the City to issue a permit to an applicant, and no applicant shall have any interest or right to receive a permit merely because the applicant has received a permit in the past.

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 and will comply with all local, state and federal rules, regulations and laws.

Signature: _____ Date: _____

See next page to provide more event details

Submit Application to:

Mail/Drop Off:
Marcia Shinska, City Clerk
586-725-2151 ext. 108
City Hall
36535 Green St.
New Baltimore, MI 48047

Email:

mshinska@cityofnewbaltimore.org

EVENT INFORMATION

Organization Type: _____
(If non-profit, provide proof of non-profit status)

Additional sponsors or participants: _____

Event is a Fundraiser? YES *List beneficiary:* _____ NO

First time event? YES NO

Event previously held outside of New Baltimore? YES NO

Total number of people expected to attend per day: _____

What parking arrangements will be necessary to accommodate attendance?
Describe: _____

Is amplification of music/speakers anticipated? YES NO
Describe: _____

Will volunteer staff be provided to assist with safety, security, maintenance, set-up or tear-down? YES NO
Describe: _____

Will alcoholic beverages be served? YES NO

Will food/beverages/merchandise be sold? YES NO
(Peddlers/vendor permits required, health department approval required for food sales)
Describe: _____

EVENT LAYOUT

Will even require the use of municipal equipment or grounds? YES *How many:* _____ NO

Provide a sketch of the layout for the event. Has a sketch been provided? YES NO
City of New Baltimore Parade permit in accordance with the Michigan Vehicle code, Pubic Act No. 300 of 1949 (MCL 257.1 et. Seq.) adopted 11-13-2002

Please indicate how many:

| | | | |
|-----------------------|-------|---------------|-------|
| Picnic Tables | _____ | Barricades | _____ |
| Trash Receptacles | _____ | Traffic Cones | _____ |
| Dumpsters | _____ | Electricity | _____ |
| *Pavilion Park Rental | _____ | Other | _____ |

**If yes, please contact the Parks and Rec. Department for Park and/or Pavillion availability and rental form*

Will you be requesting City safety personnel be assigned to this event? YES NO FIRE POLICE
If yes, please see attached resolution for costs.

Describe (please be specific on the assistance needed from each department): _____

Will DPS personnel be requested? YES NO

If yes, contact DPS 4 days prior to your event (586-725-9511)
Describe (please be specific on the assistance needed by DPS): _____

Will street closures be necessary? YES NO

If yes, include a detailed map and indicate date and time for closing and re-opening, including set-up and tear-down, and who will be closing the streets – DPS, Police, or volunteers.

Describe: _____

Will the following be constructed or located in the event area? YES NO

| | Number | Size |
|--------------------|--------|-------|
| Awnings | _____ | _____ |
| Booths | _____ | _____ |
| Canopies | _____ | _____ |
| Portable restrooms | _____ | _____ |
| Tents | _____ | _____ |
| Other | _____ | _____ |

Describe: _____

CERTIFICATES OF INSURANCE AND HOLD HARMLESS AGREEMENT REQUIREMENTS

All permitted events will require (1) a Certificate of insurance from your insurance company naming the City of New Baltimore as an additional insured party in the description of operations/locations/vehicle section of the insurance certificate with the **specific language as follows: "Where required by written contract, the City of New Baltimore is additional insured on the General Liability policy with respect to liability arising out of the ongoing operations performed by the named insured. Where required by written contract, additional insured coverage provided under the General Liability applies on a primary and noncontributory basis. And; (2) a Hold Harmless Agreement containing terms acceptable to the City. The Hold Harmless Agreement shall be printed on the organizer's (even holder's) official letterhead, must be signed by a duly authorized representative and shall contain at least the following language:**

NOTE: this is a sample of a Hold **Harmless Agreement and must be printed on organizer's official letterhead**

SAMPLE LANGUAGE:

To the fullest extent permitted by law, the (insert applicant's/event organizer's name) its officers, directors, employees, agents, contractors, volunteers, representatives and others working on behalf of the applicant/organizer of the event, (insert applicant/organization name) is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of New Baltimore, its elected and appointed officials, employees, and volunteers and others working on behalf of the City of New Baltimore against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, elected and appointed officials, employees, and volunteers and others working on behalf of the City of New Baltimore, by reason of personal injury, including bodily injury and death and/or property damage, including the loss of use thereof, which arises out of or is in any way **connected or associated with the applicant's/event organizer's activities permitted pursuant to its special event permit dated: (insert date of event) issued by the City of New Baltimore. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of the City of New Baltimore, its elected or appointed officials, employees, volunteers or others working on behalf of the City of New Baltimore**

Signature: _____

***This is a sample, print on organizer's letterhead**

The New Baltimore Parks & Recreation Department is taking the following action regarding the unloading and loading of personal vehicles, catering vehicles, and/or party rental vehicles at Walter & Mary Burke Park:

Patrons whom have rented either the indoor or outdoor pavilion structure at Walter & Mary Burke Park have permission to unload and load heavy equipment (ex: bbq grill, music/PA system, catering equipment, inflatables, etc.) by entering the park with their vehicle through the chained entrance nearest the lakefront. The chained entrance will remain locked at all times, unless a staff member from the City of New Baltimore (facility attendant, staff member, police cadet, or lifeguard) unlocks the chain and escorts the driver to their unloading/loading area. Once the vehicle has been unloaded/loaded, the vehicle must be parked in a designated parking space.

Parking along the service drive between Walter & Mary Burke Park is only allowed with the permission of the Parks & Recreation Director or the approval of a Special Event Permit through the City of New Baltimore.

In the occurrence of a special event which requires vehicular parking in Walter & Mary Burke Park, the Parks & Recreation Department will inform the New Baltimore Police Department (NBPD) in advance of the special allowance. The NBPD also receives a copy **of the special event permit from the City Clerk's Office.**

**CITY OF NEW BALTIMORE
MACOMB COUNTY, MICHIGAN**

RESOLUTION NO. 981

**RESOLUTION ESTABLISHING REIMBURSEMENT COSTS FOR
CITY APPROVED FESTIVALS AND EVENTS**

At the regular meeting of the City Council for the City of New Baltimore held in the Council Chambers at 36535 Green Street, City of New Baltimore, Macomb County, Michigan, 48047, on the 23rd day of September, commencing at 7:00 p.m.

Present: Covert, Dittrich, Duffy, Eason, Harvey, Hayman

Absent: None

WHEREAS, the City has numerous festivals and events throughout the year which are beneficial to the promotion, advancement, and development of the City on behalf of its residents and businesses; and

WHEREAS, the City incurs additional costs above and beyond the normal costs associated with police services to host these festivals and events; and

WHEREAS, the City wishes to continue to provide services to ensure the public health, safety, and welfare surrounding these festivals and events, but is subject to budgetary constraints;

NOW, THEREFORE, upon motion by councilmember Duffy, supported by councilmember Dittrich;

BE IT RESOLVED that those approved festivals and events within the City necessitating additional police services with overtime costs incurred by the City to provide these police services, as a condition of approval, twenty-five (25%) percent of overtime costs based upon officers hourly wage, plus benefits, shall be paid by the festival or event organizers after the festival or event has occurred;

IT IS FURTHER RESOLVED that the City of New Baltimore shall bill the festival or event organizer for said overtime costs and same shall be due and payable within 30 days thereafter;

IT IS FURTHER RESOLVED that in the event the festival or event organizer fails to pay same in a timely manner, approval of their festival or event in subsequent years may be withheld until payment is received;

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to this resolution.

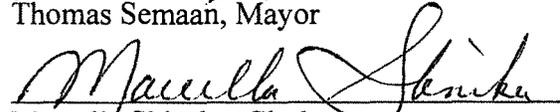
AYES: 6

NAYS: 0

ABSENT: None

RESOLUTION DECLARED ADOPTED


Thomas Semaan, Mayor


Marcella Shinska, Clerk

CERTIFICATION OF CLERK

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Council of the City of New Baltimore, County of Macomb, State of Michigan, at a regular meeting held on September 23, 2024, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.


Marcella Shinska, Clerk