

Special Event Rental Application for PARK FACILITIES

Revised: July 1, 2021

NOTE: The Special Event Rental Application is for use of events with more than 100 persons. If the event is expected to have less than 100 persons in attendance, the Standard Rental Application is required. Parade permit requests must complete a parade permit application, not a Special Event Rental Application.

Non-Refundable Application Fee of \$100.00 is required to process application request.

Upon receipt of this completed application and \$100.00 non-refundable application fee, the City will review the request and calculate the total rental fee, including the \$500.00 deposit and any additional rental fees or permit fees. The City may charge additional fees for other services not listed. Rental deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of deposit fees. The applicant will be contacted with results of the review within seven (7) business days. Cancellations must be made at least 14 days before the rental date in order to receive a refund of the rental and deposit fees.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete. The rental must comply with all Michigan Department of Health and Human Services Epidemic Orders. Failure to do so will result in immediate termination of the rental.

This application will be reviewed by City staff utilizing the following criteria:

- Security requirements
- Environmental issues/effects on surrounding areas
- Special permits required
- Amount of City equipment and/or services requested
- Compliance with City Ordinances
- Availability of space requested

OFFICE USE ONLY				
City Staff Signature			Date	
<input type="checkbox"/> Requested Rental Date(s) Available	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input type="checkbox"/> 501(c) documents attached <input type="checkbox"/> N/A	<input type="checkbox"/> Application filled out completely	<input type="checkbox"/> Non-Refundable Application \$100 Fee Paid

Today's Date: _____

Host Organization/Applicant Information

Organization Name (if any) _____

Check if organization is a Non-Profit (must attach valid IRS Code 501(c)3 certification to be considered)

Name of Person Responsible _____

Address _____

Daytime Phone _____

Evening Phone _____

Email: _____ Website (if applicable) _____

Event Information

Name of Event: _____

Has this event been held in the past? No Yes – If Yes, when and where:

Type of Event (check all that apply):

<input type="checkbox"/> Festival or Community Event	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Run/Walk/Cycling Event/Race	<input type="checkbox"/> Kayak Event/Race
<input type="checkbox"/> Wedding	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Private Party
<input type="checkbox"/> Other (please specify)*			

Date(s) of Event

ONE TIME EVENT
EVENT DATE: (mo/day/yr)
RECURRING EVENT
EVENT DATES: Please include all event dates. (mo/day/yr)

Admission & Attendance

Is the event: Open to the public Private Invitation only

Is there an admission/entry fee: No Yes* (please provide amount) \$ _____

***NOTE: All events with admission fee require City Council approval which may take four (4) weeks to receive.**

Estimated attendance for actual event:

Day 1 _____ Day 2 (if applicable) _____ Day 3 (if applicable) _____

Rental Times		Resident		Non-Resident		Non-Profit				\$100.00 Electric (Optional)*	\$50.00 Water (Optional)
						Resident		Non-Resident			
Bridge Street Plaza											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	N/A
Fitzgerald Ball Field											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$650.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	\$325.00	N/A	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$650.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	\$325.00	N/A	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$450.00	<input type="checkbox"/>	\$850.00	<input type="checkbox"/>	\$225.00	<input type="checkbox"/>	\$425.00	N/A	<input type="checkbox"/>
Island Park											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$ 750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$ 750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$ 1,500.00	<input type="checkbox"/>	\$3,000.00	<input type="checkbox"/>	\$750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	<input type="checkbox"/>
Island Park: Gazebo or Lookout											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$120.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>
Jaycee Park Pavilion											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$120.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>
Jaycee Park Performance Shelter Venue											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	N/A

***NOTE – ELECTRICAL USAGE:** Maximum electrical amperage is 50 AMPS. Renter is fully responsible for any damages and will be charged for any necessary repairs.

Water & Restrooms

NOTE: If attendance is over 100 persons, rental of porta-johns is required. A copy of the executed rental agreement must be submitted to the City seven (7) days prior to event or event will be subject to cancellation. Placement of the porta-johns must be in designated areas only (See map.).

Will your event require portable toilets? <input type="checkbox"/> No <input type="checkbox"/> Yes*	Estimated Attendance	Porta-John Rental Requirements
	100 – 250 persons	2 handicap accessible, porta-johns
	250 - 500 persons	3 handicap accessible, porta-johns
	500+ persons	4 handicap accessible, porta-johns

*If yes, total number of toilets:

Will your event require access to the City's potable water? No Yes

NOTE: City water hook up is \$50.00 and only available at the following facilities: Fitzgerald Ball Field, Island Park (including Gazebo or Lookout), and Jaycee Park Pavilion.

Event Components

As applicable, the Event Organizer is responsible for obtaining any and all applicable event permits, inspections, licenses and certifications through the appropriate City Departments and/or county and state agencies.

Please check all that apply to the proposed event:

NOTE: Additional permits/inspections/fees may be required.

<input type="checkbox"/> Stage (other than Performance Shelter stage)	<input type="checkbox"/> Ticketing*	<input type="checkbox"/> Food Truck(s)/Food or Merch. Vendor(s)*	<input type="checkbox"/> Video Screen(s)	<input type="checkbox"/> Fencing
<input type="checkbox"/> Parking/Shuttle	<input type="checkbox"/> Live Entertainment*	<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Media Stations	<input type="checkbox"/> Sound System*
<input type="checkbox"/> Fireworks/Pyrotechnics*	<input type="checkbox"/> Tents/Canopies*	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Handwashing Stations	<input type="checkbox"/> Alcohol*
<input type="checkbox"/> Security Coordinator Add Name/Phone:		<input type="checkbox"/> Trash/Clean Up		
<input type="checkbox"/> Other (please specify)				
<input type="checkbox"/> If none of these apply to your event, please initial here: _____				

Sanitation

The Event Organizer is responsible for leaving the venue clean and clear of debris (trash, gray water, grease disposal). City trash receptacles must be emptied at conclusion of event, bags replaced, and all garbage disposed of off-site. Please describe your plan for cleanup and removal of waste, recyclable goods, and garbage **during and after** the event:

Sanitation/Recycling Company, if applicable:			
Contact Name			
Contact Email		Contact Phone	

Entertainment

Are there musical entertainment or microphone/speaker features related to your event?

No Yes

If yes, what type of music will be performed/played or what type of microphone/speaker will be used?

<input type="checkbox"/> Live Acoustic (no electricity)	<input type="checkbox"/> Live Amplified*	<input type="checkbox"/> D.J. only*
<input type="checkbox"/> Other (please specify) _____		
*NOTE: All amplified events require City Council approval which may take four (4) weeks to receive.		

Please list all bands, emcees, speakers, etc. that are scheduled to appear, or please attach the event schedule/program with details on the artist line up. (Check one.)
<input type="checkbox"/> Schedule/Program is Attached
<input type="checkbox"/> List of all bands/emcees/speakers/etc.:

Food/Beverage/Alcohol

Will food be sold or given away? No Yes*

Please list all food vendors:

Will there be food trucks at the event? No Yes*

Please list all food truck vendors:

***NOTE:** No pre-cooked food is allowed to be distributed. Event Organizer must provide name and contact information for all food vendors no later than 30 days prior to event, as well as a copy of the Barry/Eaton Health Department Food License, which must also be available on-site on the event dates. **All vending permits need approval from City Clerk and are subject to associated permit fees.** Approved vendors will be issued a permit within ten business days from the day of application being submitted. Fire extinguishers are required at each cooking site.

Will alcoholic beverages be served? No Yes*

***NOTE:**

- 1. Per City ordinance, sale and consumption of alcohol on City of Grand Ledge property requires prior approval of City Council which may take four (4) weeks.**
- 2. A State of Michigan permit will be required if selling alcoholic beverages; a copy of the permit must be submitted to the City Clerk. No glass bottles are allowed to be sold or given for any beverage. Liquid must be poured into plastic cups. Small, commemorative glassware may be allowed with prior approval from City Council which may take four (4) weeks.*

Please describe your **security plan** to ensure the safe sale or distribution of alcohol at your event:

PARKING, SHUTTLING & ROUTING

Please explain the parking, shuttle bus, and/or pedestrian routing plans for your event:

RACE ROUTES

Will you be using the City’s pre-approved race routes for 5K runs? No* Yes

***NOTE:** If no, please describe the race route you are requesting and **attach a map**. Requested routes may not be possible based on other events, road construction, or safety concerns.

All race organizers must only use approved non-permanent chalk ([Testors Spray Chalk](#)) to mark race routes.

AMUSEMENT ACTIVITIES

Will there be any type of amusement activities as part of your event, i.e. bounce house, live animals, dunk

tank, etc.? No Yes Inflatable No Yes Mechanical No Yes

Describe the activities for your event:

Contractor for activity, if applicable:			
Contact Name			
Contact Email		Contact Phone	

Staffing/Activity Supervisors:			
Contact Name			
Contact Email		Contact Phone	

PROFESSIONAL FIREWORK/PYROTECHNIC DISPLAY

(ONLY available at Island Park)

Will your event include fireworks or other pyrotechnics? No Yes*

Company name:			
Contact Name			
Contact Email		Contact Phone	

Describe the exact location at Island Park for setting off the display and where the display will be viewed:

***NOTE:** All firework/pyrotechnic displays require City Council approval which may take four (4) weeks to receive in addition to State of Michigan approval with a copy of the Non-Consumer Fireworks Permit attached to this application.

TENTS/CANOPIES

Are there tents or canopies for this event? No Yes*

Company name:			
Contact Name			
Contact Email		Contact Phone	

***NOTE:** All tents are required to be weighed down. **NO COMMERCIAL STAKES** are allowed in any City park or facility. All tents must be in compliance with all applicable laws, City ordinances and regulations, including but not limited to City fire code. All tents *may* be required to obtain a permit and allow for an inspection by the fire department.

CITY SUPPORT SERVICES REQUESTED

Are you requesting any City services for the event, including police or DPS staff and/or equipment?

No Yes If yes, please describe: _____

NOTE: Some City support services, like the use of barricades and safety cones, may be mandated for safety at an additional charge.



Thank you for completing your Special Event Application!

Please submit your completed application (including any additional forms, maps, tent permits, etc.) and \$100.00 Non-Refundable Rental Application Fee along with the detailed site plan to the City Clerk at Grand Ledge City Hall, 310 Greenwood Street, Grand Ledge, MI 48837. City Hall hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.

Submission of a Special Event Application constitutes a request to use City property for the purpose of an event and does not guarantee event approval.

Host Organization/Applicant Information

Name: _____

Company Name (if applicable): _____

Event Date(s): _____

OFFICE USE ONLY					
Rental Rate	# of Days	\$100.00 Electric/Day (Opt.)	\$50.00 Water/Day (Opt.)	\$500.00 Deposit	Rental Fees
				\$500.00	
Additional Permit Fees and/or Other Fees (please specify)					
Total Rental and Permit Fee					
Date Paid					
City Staff Approval/Signature					Date