

# City of Grand Blanc Special Events Policy

The purpose of this policy is to ensure that special events staged in or affecting the use of public rights-of-way, parks or other property are conducted to minimize the impact on traffic and neighborhood and to establish a consistent City-wide general approach to special events.

Any Special Event on public or private property making use of City controlled public rights-of ways, parks or other properties shall be approved in advance by the City Council.

The Michigan Attorney General has concluded that MCL 257.676b of the Michigan Vehicle Code, prohibits a person from soliciting contributions, including on behalf of civic or charitable organizations, from the occupants of vehicles on the roadway. These types of requests will be denied by city staff and will not be presented to city council for approval.

## Definitions:

- a. **Special Event** - is defined as an activity or series of activities, specific to an identifiable time and place, produced in conjunction with community organizations and which may occur on a one-time or recurring basis. Such events may include but are not limited to street closures, concerts, filming, protests and rallies, block parties, fund raisers, parades, street parties, runs, races, walks, and other community events. They may occur on streets and/or sidewalks, parks, and other City owned property.
- b. **Application Fee** - is a fee charged by the City for the cost of reviewing and processing the Special Event Application and is non-refundable.
- c. **Support Fee** – is a fee charged by the City for the cost of providing police protection, fire services, park maintenance, DPW service or other required City services.

## Procedures:

1. An applicant desiring to hold a special event shall submit a Special Event Application Form to the City Manager's Office, describing the particulars of the request. The application must be submitted 90 days prior to the planned event to allow for staff review and Council approval.
2. City staff will review the application and all recommended corrections can be made prior to City Council review.
3. Support fees are calculated by City staff and approved by the City Manager. They must be paid in advance. An adjustment in support fees may be necessary after the event if more services are needed than anticipated and will be due and payable 10 days after the event.
4. The Public Safety Committee will review the application and make a recommendation to the City Council.

Applications may be rejected if, in the sole judgement of the City Council, granting the application would not be in the best interest of the public health, safety or welfare. The decision of the City Council is final.

## Support Fee Waiver:

- a. City support fees may be waived, at the City's discretion, for events sponsored by civic and governmental organizations, as determined by the Mayor and City Council.

City Council Approval/Denial

City Council Action:                      Approved                      Denied

Date of City Council Action: \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

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

Conditions or changes from application:

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Post-Approval Follow-Up:

Insurance Policy Received:      YES      NO