

**GENESEE COUNTY PARKS**  
Get away. Right away.

5045 Stanley Road ~ Flint MI 48506  
810-736-7100 or 800-648-PARK  
geneseecountyparks.org

### **Special Event Application Directions**

You will use this application, if you are requesting the use of the E.A. Cummings Center or the Elba Equestrian Center.

#### **How Do You Apply for a Special Event?**

1. Submit a completed special event application at least **sixty (60) days before** the scheduled date(s) to the office of the Recreation Program Specialist. It is very important to answer all questions as thoroughly as possible and attach all required information to ensure timely review and approval of the application.
2. Attach the \$35.00 non-refundable application fee. Checks or money orders may be made payable to Genesee County Parks and Recreation Commission.

#### **What is Required at the Time of Application?**

- ▶ Application Fee.
- ▶ Event site plan, including but not limited to: event layout, parking accommodations(s), entrance point(s) additional lighting, portable toilets, hand wash stations, booths, tents, fencing, etc.
- ▶ Completed applications for noise permit, peddlers, signs, alcohol waiver, street closing(s), and food vendor(s) as applicable to event.
- ▶ Copies of any proposed promotional material(s).

#### **\*PLEASE NOTE\***

**ABSOLUTELY NO PROMOTIONS OF THE EVENT MAY TAKE PLACE UNTIL THE GENESEE COUNTY PARKS AND RECREATION COMMISSION HAS REVIEWED AND APPROVED SUCH PROMOTIONAL MATERIAL.**

#### **What is Required a Minimum of Two Weeks Before the Event?**

- ▶ Approved Special Event Permit.
- ▶ Applicable park reservations/facility fee(s).
- ▶ Liquor Control Permit for alcohol sales (if applicable) including proof of Liquor Liability insurance in the amount of at least \$500,000 naming Parks Commission as an additional insured.
- ▶ Genesee County Environmental Health Permit for food sales (if applicable), including product liability insurance naming the Parks Commission as additional insured.
- ▶ Genesee County Parks and Recreation Commission noise permit for amplified sound (if applicable).
- ▶ Public Liability and property damage insurance in the amount of at least \$500,000/\$1,000,000 which names Genesee County and the Genesee County Parks & Recreation Commission as an additional insured.
- ▶ A damage deposit or surety bond in the required amount to insure cleanup, apparatus removal and return of the location to its original condition, by approved specified clean up date in application. The amount of this deposit is set by the Director and Legal Counsel.

## What Fees are Associated with Special Events?

**1. Application Fee (non-refundable)**

\$35

**2. Damage Deposit (examples follow – the exact amount is set by the Parks Director and Legal Counsel)**

\$500 for parades/processions/small or very short events;  
\$1,000 for one-day events;  
\$1,500 for multiple day events or high-risk events;  
\$10,000 surety bond, (terms are subject to approval of the Director and legal Counsel)

**3. Ticketed Events or Events Requiring Paid Admission**

3% (non-profit organization)/6% (profit organization) of gross ticket sales, or revenue collected for admission or participation.

**4. Vendors**

Vendors wishing to sell merchandise or food at events are required to submit a Concession/Vendor Application. Please have your vendor contact Nancy A. Edwards, Recreation Program Specialist at 810-249-3816 or [nedwards@gcparks.org](mailto:nedwards@gcparks.org) for more information.

**5. Site Restoration Fees (both of the following apply)**

\$50 per day following event that park/facility is not cleaned up by organization, and Actual hourly rate (minimum \$54.00 per hour) for Parks and Recreation Commission employees required if applicant fails to comply with clean up agreement.

**6. Other Fees**

Event participants remain responsible for applicable facility use fees, i.e. camping fees, stall rental fees, arena use fees, etc.

The applicant is responsible for the actual cost of support services necessitated by the event, such as portable toilets, security services and similar costs.

*Failure to comply with information requirements and deadlines may result in denial of the special event permit. Failure to make proper accounting and payment will result in default status and disqualification of application(s) for eighteen (18) months from the date of final payment.*

I have read and understand the above information and have the authority to sign on behalf of the applicant/ organization.

\_\_\_\_\_  
Applicant/Representative

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

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**APPLICATION FOR SPECIAL EVENTS PERMIT  
E.A. CUMMINGS CENTER ~ ELBA EQUESTRIAN CENTER**

**This permit shall not be issued until all the information has been submitted, the appropriate fees paid, and the application has been approved by the Director.**

Event Title: \_\_\_\_\_

Exact/Proposed Location: \_\_\_\_\_

Buildings Proposed for Use: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Actual Event : \_\_\_\_\_

Additional tear down/clean up days requested:  Yes, and how many days \_\_\_\_\_  No

Time(s) of Event: \_\_\_\_\_

Type of Event:  Fundraiser  Musical Concert  Festival  Other

1. Legal Name of Applicant: \_\_\_\_\_

Form of Ownership:  D/B/A  Individual  Partnership  
 Corporation  Association

2. Applicant/organization is:

A resident of Genesee County, or physically located in Genesee County  
 A non-resident

Applicant/organization is:

Non-profit Youth Serving Agency  Non-profit Agency  
 Non-profit, Non-resident  Profit Oriented

3. Legal Address: \_\_\_\_\_

(As shown on legal papers, driver's license, voter registration card)

Mailing Address: \_\_\_\_\_

Phone #: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

FAX #: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

4. Names and addresses of all officers and directors of the organization (attach a separate sheet if more room is needed):

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_

5. Name, address, phone number, fax number, and e-mail address of the person(s) principally responsible for the planned activity:

\_\_\_\_\_

6. Describe the planned event in detail, include any participant fees, and a complete list/itinerary of activities, (attach separate sheet, if necessary):

\_\_\_\_\_

7. Attach event boundaries map and detailed diagram of event site plan.

8. State the number of people who are expected to attend the activity (per day, if multiple day application).

\_\_\_\_\_

9. Parking plans (Note: If special signage will be used to direct event participants to parking, list under #21):

\_\_\_\_\_

10. Security for the event will be provided by:

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

11. Who will limit persons attending the event to ticket holders (if applicable)?

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

12. If alcohol event, attach liquor license permit (application initially, with permit to follow, if necessary):

You are providing training to volunteers/event staff selling and monitoring alcohol purchases and consumption during event.

If not, how shall you monitor sales and consumption of alcohol?

\_\_\_\_\_

13. How will you eject unruly or drunken persons at the event?

Volunteers    Private Security (attach contract)    Requesting Parks Assistance

14. What utilities does the event require?    Electric    Water    Other

15. Are necessary utilities available at the location?    Yes    No    Unsure

16. Are sufficient sanitary facilities available at the location?    Yes    No

If answer is no, how many:

Additional port-a-johns do you propose supplying? \_\_\_\_\_

Waterless/handwashing stations do you propose supplying? \_\_\_\_\_

17. What date do you agree to restore the location to the condition in which you found it?

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18. Does your event include sound amplification?  Yes  No  
If yes, attach noise permit.

19. Will any items be sold at the event?  Yes  No  
Will any solicitation take place at the event?  Yes  No  
If the answer to either of these questions is yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

20. Will any food be sold at the event?  Yes  No  
If yes, provide each vendor's complete contact information, including name, address, phone number, and e-mail address.

21. Will special signage be utilized?  Yes  No  
Any property other than County-owned requires property owner permission (attach copies of written authorization).

Sandwich-Type Signs - List # & Locations: \_\_\_\_\_

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Election-Type Signs - List # & Locations: \_\_\_\_\_

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22. Temporary Event Apparatus (check all that apply):

Tent(s)  Portable Stage  Bleachers  Installed Fencing  
 Other: \_\_\_\_\_

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23. Payment of all fees and use charge(s), including estimated percentage fees, is required upon approval of permit. Any permit is void until fees are paid. Payment of the balance must be made no later than two weeks following the closing of the event. Payment of the balance must be accompanied by appropriate records verifying the amount of the gross profit.

24. Applicant hereby agrees that all activities undertaken by the applicant and those who use Park facilities shall be in conformance with all applicable rules, policies, and procedures of the Commission, and all state statutes and local ordinances (including those ordinances governing noise, disturbances of the peace, and curfew), which are presently in effect or which may be put into effect during the event.

25. Applicant understands and agrees to comply with all reporting requirements and final payment within 30 days from the scheduled event. Failure to comply within 30 days shall place the applicant in default status. Further, it is understood that in the event an applicant is placed in default status, the applicant will be denied any other special event permit(s) for a period of at least 18 months from the date of final payment and/or default resolution.

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Applicant/Representative

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Park Ranger

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Applicant/Representative

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Parks & Recreation Director

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

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