



City of Marlette
6436 MORRIS STREET, MARLETTE, MI 48453
989-635-7448 (Office) 989-635-3806 (FAX)

Special Events / Street Closure Request

Special events are important contributors to the quality of life for the City of Marlette and are welcome activities in our community. The City of Marlette is happy to assist organizations and groups in providing quality events. A special event is a cultural, recreational, educational or other type of unique activity open to the public, occurring for a limited or fixed duration and presented to an audience, that impacts the City of Marlette by involving the use of, or having impact on, the public realm. Examples of special events include fairs, festivals, parades, performances, and rallies.

The City requires completion of this application for all events when any portion of the event occurs on public property or city street within the City of Marlette. This permit is required in order to consider whether the activities proposed are in conformance with State and Local Ordinance, to ensure activities are not detrimental to public health, safety or welfare and to balance the needs of the residents and all business owners affected by these events.

The objective of the event shall fit one of the following criteria: provide a significant social, educational, community or economic benefit, promote tourism and vitality, or be a significant fundraising event.

Please review the entire application and complete it as accurately as possible to assist us in expediting your application. The following synopsis of the permitting process takes place once your application is received:

- Applications may be obtained at City Hall
- Once the application is completely filled out, the applicant must also provide a Special Event/Street Closure Notification Signature Page. The applicant is required to canvass the signature page to all businesses and residents inside of the requested area and within one full block of each direction of the event. The signatures assure that all affected in the area are aware and if they object to or approve of the event/street closure. The canvassing distance requirement may be decreased or increased based on the size and impact of the event at the determination of the City Manager/Street Administrator and Chief of Police.
- Each resident, organization or business owner has 5 days upon receipt/signing of the Special Event/Street Closure Notification to provide feedback to the request.
- Reasons for rejection will be discussed with the applicant
- Upon approval of the City Manager/Street Administrator and Chief of Police, a permit will be issued
- Application can be mailed to City of Marlette, 6436 Morris St. Marlette, MI 48453
Faxed to 989-635-3806, Application must be received at least 30 days prior to the event



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Release and Indemnity Agreement, Permittee

Agreement to Release and Indemnify the City of Marlette for Event:

To be held on _____, 20__ By _____

In consideration of the issuance of the permit herein applied for by the City of Marlette (hereinafter "City") to (hereinafter "Permittee") for the above event and other good and valuable consideration, Permittee hereby agrees as follows:

To the fullest extent permitted by law, Permittee shall release, indemnify, keep and save harmless the City its officials, agents and employees (hereinafter collectively "Releasees") from any and all responsibility or liability for any and all damage or injury of any kind or nature whatever (including death resulting therefrom) to all persons, whether, officers officials, agents or employees of the City or third persons, and to all property proximately caused by incident to, resulting from, arising out of or occurring in connection with Permittee's use or occupancy of the City's sidewalks, right-of-way and/or pedestrian ways or alternative routes as may be permitted pursuant a permit (or by any person acting for Permittee or from whom Permittee is or is alleged to be in anyway responsible), whether such claim is based in whole or in part on contract, tort (including alleged active or passive negligence or participation in the wrong) or upon an alleged breach of any duty or obligation on the part of Releasees.

The provisions of this agreement shall include any claims for equitable relief or for damages (compensatory or punitive) against the Releasees including alleged injury to the business of any claimant, and shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, cost, and expenses. Expenses as used herein shall include without limitations the costs incurred by Releasees in connection with investigation any claim or defending any action and shall also include reasonable attorney's fees by reason of assertion of any such claim against Releasees. Permittee expressly understands and agrees that any insurance protection required as a condition to the issuance of the permit herein applied for, or otherwise provided by Permittee, shall in no way limit Permittee's responsibility to release, indemnify, keep and save harmless and defend Releasees as herein provided.

Permittee expressly accepts those portions of the City's sidewalks, right-of-way and/or pedestrian ways to be used for the event identified in Permittee's application for a permit (herein the "Event") and any alternative route used in their present condition.

The intention of Permittee and the City is that this release and Indemnity be incorporated into any permit for the Event issued by the City. It is further the intention of the Permittee and the City that this release and indemnity be broadly construed and applied in favor of Releasees, subject to the limitations, if any, set forth.

Signed this day of _____, 20__ .

Name of Permittee / Representative

State of Michigan, County of Sanilac

I, _____, a Notary Public for said State and County, do hereby certify that _____ personally appeared before me this day and acknowledged authorization and the due execution of the foregoing instrument on behalf of _____.

Witness by hand and official seal, this the ___ day of _____, 20__ .

My Commission Expires: _____ Notary Public: _____



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Special Events / Street Closure Application Procedure

1. A completed street closure application shall be submitted to City Hall for review at a minimum of 30 days prior to the event. Incomplete applications will not be considered or accepted. The City shall notify the applicant when there are conflicts or concerns regarding the application. The City will issue an official sign-off sheet. When the completed sign-off sheet is returned and the process complete, a permit will be issued at least seven (7) business days before the proposed street closure.
2. The applicant is required to canvas the signature page to all businesses and residents within a full block, in each direction, of the planned activity to create awareness and collect signatures indicating that businesses/residents were made aware and have no objections to the street closure (more blocks may be required where traffic flow and parking are heavily impacted). The applicant is responsible for seeing that businesses, tenants and residents on upper floors receive the same notification and consideration as street-level tenants. Each recipient will sign or initial that they have been made aware and will check whether they approve or disapprove. The applicant will submit the original sign-off form to City Hall. Incomplete sign-off sheets will not be accepted and may be grounds for permit denial. If the business owner or resident is unavailable, event coordinator must leave behind information about the street closure with a contact number for the organizer as well as City Hall.
3. Residents/Businesses shall have five (5) business days in which to notify the City of any concerns or objections in reference to the proposed street closure. The City shall attempt to resolve concerns or objections reported in consultation with the business/resident and applicant.
4. Even organizers may be required to provide additional notification of the event to affected residents/businesses. The City will work with the applicant to determine the method of notification required based upon the size and location of the event.
5. In case of inclement weather or emergency situations, exceptions to these time frames may be considered.
6. Events requesting to close a street in the downtown business district shall provide the City with a certificate of Insurance that shows commercial general liability insurance with a total limit of not less than \$500,000 each occurrence and \$1,000,000 general aggregate for bodily injury and property damage for events with less than 100 participants and \$1,000,000 each occurrence and \$2,000,000 general aggregate for bodily injury and property damage for events with 100 participants or over. Commercial General Liability shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. The City of Marlette, its officers, officials, agents and employees are to be covered as additional insured by endorsement providing equivalent coverage.



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Restrictions

1. Absent of compelling circumstances, a minimum of two (2) blocks separation must be maintained between any two street closure locations occurring at the same date.
2. The number of permits issued may be limited within any downtown business district or residential neighborhood for any given date.
3. ~~A business proprietor or merchant will not be permitted to close a street immediately around the location of his/her business for the sole benefit of that business.~~
4. The City of Marlette welcomes events but have special business needs in reference to vehicular and pedestrian traffic and parking, particularly during special shopping and holiday weekends to include Country Fair Days, which may be a reason for permit denial.
5. Applicant is responsible to clean, clear, repair or pay to repair damage to surrounding properties resulting from event attendees.
6. In the event of natural or civil disasters, the City reserves the right to cancel all outstanding permits on both public and private properties within the City limits. Should evacuation of a street, neighborhood be deemed necessary by fire, police or other emergency authorities, all outstanding permits for that area are null and void. Permits will be re-granted as soon as possible after the emergency proclamation has been lifted.
7. The City reserves the right to change, modify, update, or waive provisions of these guidelines where necessary for the public's health, safety or welfare.
8. The City reserves the right to cancel street closure permits and/or take further restrictive actions where necessary to assure adherence to these guidelines.



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SPECIAL EVENT / STREET CLOSURE APPLICATION

Date of Application:

Contact Person:

Phone:

Cell:

Email:

Sponsoring Organization:

Organization Address:

City:

State:

Zip:

Applicant Status:

Resident or Community Group _____

Government Agency _____

Not for profit, Federal Tax ID _____

For profit _____

Collaborative event (two or more organizations working together) _____

Private Citizen (9pm time limit) _____

Event Title:

Event Date:

Rain Date:

Time of Event:

Setup Time:

Break down Time:

Have you held this event previous years: yes _____ no _____

Approximate # of participants: _____ **Estimated Audience:** _____

Approximate # of event staff: _____



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Describe event activities, entertainment and Participants. Attach extra pages if needed:

Will alcohol be served or provided at the event? (Approved Security must be provided) _____

Location and / or route of event (attach map and emergency plan of action):

Will streets need to be closed for this event: yes _____ no _____

What streets are you requesting to be closed for this event (please be specific, example—
Smith St between 3rd and 4th Streets):

Number of barricades * required/requested: _____

Location for the barricades to be dropped off / picked up (must be the same):

*Barricades that are removed from streets or thoroughfares should be placed neatly to the side – out of the path of vehicles, pedestrians, handicap ramps and crosswalks. Barricades must be returned in the same condition as they were issued. Repair / replacement cost of \$60.00 per barricade will be charged to the permittee.

Police Safety* / Traffic Control: yes _____ no _____

*The city reserves the right to require the presence of a police officer at any event.

Portable Restrooms: yes _____ no _____

Amplified Sound: yes _____ no _____ Describe:

Clean-up / Trash Removal Plan:

Vendors (provide # of vendors / type of vendors):



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Affidavit of Applicant I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief that I understand and agree to abide by all regulations, provisions and rules governing Special Events as set forth by the City of Marlette. I understand that this application is made subject to the rules and regulations established by the City of Marlette. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Marlette.

Applicant Title (print or type): _____

Signature of Applicant (Event Organizer): _____

Date of Application: _____

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit Application must be provided to the City of Marlette before an application will considered fully executed.

The Special Event Application was approved/disapproved by the City Manager and Chief of Police.

City Manager Signature: _____ Date: _____

Chief of Police Signature: _____ Date: _____



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Special Event / Street Closure Notification Signature Page

I have been made aware of a Special Event / Street Closure request that has been submitted to the City of Marlette which will take place on the following dates and times with the following street closure requests:

<u>Resident/Business Signature</u>	<u>Date</u>	<u>Approve</u>	<u>Object</u>
------------------------------------	-------------	----------------	---------------

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____