

Parade Permit Application

Revised: Sept. 15, 2020

NOTE: Any person, or entity, planning to hold a parade within the City of Grand Ledge is required to obtain a permit by completing the enclosed application 30 to 60 days prior to the event to ensure adequate approval time. Applications should be filed with the Grand Ledge City Clerk at 310 Greenwood St. Grand Ledge, MI 48837 or via email at gnewman@cityofgrandledge.com.

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

OFFICE USE ONLY				
City Staff Signature			Date	
<input type="checkbox"/> Requested Parade 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) _____

Parade Information

Name of parade: _____

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

Elements of the parade (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)*			

***NOTE:** Special Events must complete a Special Event Rental Application, not a Parade Permit.

Date(s) of Parade

ONE TIME EVENT
PARADE DATE: (mo/day/yr)
RECURRING EVENT
PARADE 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) _____

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.

Parade Components

As applicable, the Parade 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 Parade 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. Parade 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:

PARADE ROUTES*

Please check which City pre-approved parade route you be using:

<input type="checkbox"/>	Route 1	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south ending at W. Scott St/S. Bridge St [Route 1 Parades: Night Lights Holiday Parade]
<input type="checkbox"/>	Route 2	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south to Jenne St, and ending at W. South St – near Grand Ledge High School [Route 2 Parades: GLPS Homecoming Parade]
<input type="checkbox"/>	Route 3	Start at Jenne St/Park St (Sawdon Administration Building), heading west on Jenne St then north on S. Bridge St, ending at 514 N. Clinton St (Fire Station) [Route 3 Parades: St. Patrick Day Parade, Yankee Doodle Days Parade]
<input type="checkbox"/>	Alternate Route	If requesting an alternate parade route, detailed description of the route including staging areas and disbursing procedures along with a detailed map are required to be attached to this application. Please allow an additional 3-4 weeks processing when seeking alternate route approval.

***NOTE:** Requested routes may not be possible based on other events, road construction, or safety concerns.

If making of pavement is necessary, all parade organizers must only use approved non-permanent chalk ([Testors Spray Chalk](#)) for any markings.

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.

Additional Permits and Fees. Depending on event components, additional permits and fees may be required.

Marking on Public Property is Prohibited. Parade Organizer is responsible to ensure that public property is not permanently marked with the use ONLY of non-permanent chalk ([Testors Spray Chalk](#)) to mark parade routes or event highlights.

Refundable Deposit. All parade permits require a refundable \$500.00 deposit to cover damage, clean-up, or time used in addition to reservation. The City may charge additional fees for other services not listed. Parade permit deposit fees must be paid in full to secure a reservation. The City will not hold a parade permit based on partial payment of deposit fees.

Cancellations. Cancellations must be made in writing at least 14 days before the parade date in order to receive a refund of the permit fee (if any) and deposit fees.

Exemptions. The following events are exempt from facility rental fees but are required to complete the rental application and/or parade permit application and pay any permit or deposit fees related to the event: Grand Ledge Area Chamber of Commerce events, Relay for Life, and Victorian Days.

Insurance. The Host Organization shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability, and provide the City with a copy of the certificate of insurance. The City to be listed as an additional insured on the Host Organization's policy or policies of comprehensive general liability insurance in the amount of one million and 00/100 dollars (\$1,000,000.00) per occurrence and provide City with current certificates of insurance evidencing the Host Organization's compliance. All certificates of insurance must be forwarded to the City of Grand Ledge prior to the rental date. Required insurance policies shall not be changed or cancelled without ninety (90) days prior written notice to the City of Grand Ledge.

Affidavit of Applicant & Hold-Harmless Acknowledgement. By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with the City of Grand Ledge and all City rules, regulations and policies. Should the City grant approval and a permit be issued, you also agree to comply with any other rules and requirements provided by law under the condition that the responsibilities of the applicant shall not be transferred, assigned, or conveyed without the written consent of the City. **Non-compliance may result in the revocation of permit.**

In consideration of the privileges that may be granted in issuance of this permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Organizer to utilize the public right-of-way or City-owned property. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limit to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, volunteers, representatives or any subcontractor or its employees. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees. The City of Grand Ledge assumes no liability for the selection, background screening of non-City event management, staff, volunteers, and others.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Grand Ledge.

Printed Name _____ Title _____ Date _____

X

Signature



Thank you for completing your Parade Permit Application!

Please submit your completed application (including any additional forms, maps, tent permits, etc.) and \$100.00 Non-Refundable Parade Permit 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 Parade Permit 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): _____

Parade Date(s): _____

OFFICE USE ONLY					
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	Permit valid during the period beginning _____ and ending _____			
Date of Issuance					
Approved by (if applicable):					
_____ Initials	Public Services Superintendent	_____ Initials	Grand Ledge Police Chief	_____ Initials	Grand Ledge Fire Chief
City Clerk, Gregory Newman			Date Approved		

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