

CITY OF NORTHVILLE SPECIAL EVENTS POLICY

I Statement of Policy

The City of Northville (hereafter “City”) wishes to establish a policy for the regulation of special events held on property owned/controlled by the City of Northville. This policy shall apply to all special events and the commercial filming of locations within the City. Any organization wishing to sponsor or hold a special event in the City will be required to complete the City of Northville Special Event Application. (Please note: Mill Race Village (MRV) is operated by the Northville Historical Society – please refer to MRV use guidelines).

II. Application Procedures

Applications are available from the City Manager’s office, the City Clerk’s office or on the City website at www.ci.northville.mi.us. Applications shall be submitted to the City Manager’s Office no later than twenty-one (21) days prior to the actual first day of the event.

The City may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*), events that require immediate decision due to the circumstances of the event (emergency situations), or for commercial video or film production events.

Groups that request locations in the City for commercial video or film production shall coordinate the production with the City Manager’s Office. The City Manager or his/her designee shall have the authority to grant permission for commercial video or film production in the City and to allow use of City owned facilities for these purposes. All other conditions of the Special Event Policy shall apply to commercial video or film production events.

City administration will provide a complete review of all special event applications, at no charge to event sponsors. Review of the application may include consultation with the applicant if necessary. Other than events noted above, the City will approve special event applications at a regular or special City Council meeting.

During review of the Special Events Application, the City may place special conditions on the event. The appropriate member of the City administration shall be available to meet with event organizers to review the special conditions and insure that all conditions, including insurance coverage, are met before the event begins. Some events may require that an appropriate member of the City administration or their agent be on site during the event.

Use of city park facilities must also be reserved by the Parks and Recreation Department at (248) 349-0203 or recreation@ci.northville.mi.us

III. Definition

“Special Event” means any transient amusement enterprise, outdoor temporary (3 days or less) gathering, and any similar event, including, but not limited to parades, arts and crafts shows/fairs, weddings, festivals, photographic/promotional activities, commercial video or filming, block parties, theatrical exhibition, sporting events/tournaments, musical performance, public show, entertainment, amusement or other exhibitions.

IV. City Services Support

The City will provide support to special events on the following basis:

- A. City Operated/Sponsored Events:** The City may operate certain special events directly. The City may provide financial support to these events as determined in the annual budget appropriation
- B. Co-Sponsored Events:** The City may co-sponsor certain events with other organizations, when it is determined that the event is of general interest to the public and advances the promotion of the community. The City may provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized by the budget appropriation.
- C. Non-Profit Events:** The City may provide a portion of the actual City labor costs, equipment rental charges, purchased or rented materials as well as park/facility rental fees to assist special events operated by non-profit organizations. These events must meet the other requirements of the special event policy, and must reimburse the City department for 100% of costs in excess of the support level authorized. Groups filing an application a Non-Profit Event must submit a current IRS 501C Statement.
- D. For Profit Events:** The City may allow special events operated by for-profit sponsors that are beneficial to the City and the community. These events must reimburse the appropriate City department for 100 % of costs related to the event.
- E. Block Parties:** The City will make available barricades for block party street closures. Barricades must be picked up and returned to the City DPW Yard by the applicant. For a fee, the City may deliver and pick up the barricades. Block party requests must be noted on the Special Event Application and must meet the other requirements contained in the special event regulations.
- F. Political or Ballot Issue Events:** The City will allow political or ballot issue events on City owned property. These events must reimburse the appropriate City department for 100 % of costs related to the event.

- G. Weddings:** Wedding ceremonies that can be classified as a Class I – Low Risk Event, and/or that are held within Northville City Hall will not be required to file a Special Event Application, but any applicable facility use fee shall be paid to the City. All other wedding ceremonies must meet the other requirements of the Special Event Policy.
- H. Video or Film Production:** All commercial video or film productions must reimburse the appropriate City department for 100 % of costs related to the event.
- I. V. Fees For Special Events**

Fees shall be charged for City services provided to special events as follows:

- A. Hourly Rate** shall be the hourly rate for any employee working on a special event as established by the City administration. The hourly rate shall include expenses related to the employee including fringe benefits, or as established by the City.
- B. Equipment Use:** City equipment required for an event shall be charged to the event by an hourly cost. The established rate for equipment shall come from the current Equipment Rental Rate Manual “Schedule C” or as published by the Michigan Department of Transportation (MDOT).

VI. Special Event Signs

The Special Event Application shall include a description of any promotional/advertising signs proposed to be used for the event. The use of signs shall conform with the description contained in the application, or as approved during the review process. All signs must conform to the City’s Entrance Sign and Municipal Banner System Policies as well as all other City ordinances.

VII. Liability Insurance Requirements

The City shall require that all sponsors of special events provide liability insurance. After reviewing the description of the event and potential risk factors, the City will notify the sponsor of what insurance coverage is needed. An event sponsor shall be required to provide a valid certificate of insurance in the minimum amount of \$1M general liability naming the City of Northville as an additional insured within one week of the event approval. The City may require the sponsor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factors and review by the City’s insurer. All events with inflatable games and/or inflatable rides will require \$3M general liability with additional insured coverage.

The City may place additional requirements on any event. These requirements may include specific staffing levels for police, fire, paramedic, public works, recreation or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

City administration will review each special event application received and assess the potential liability risk of the City, based on the following categories. Events may fall into one or more categories.

Class I – Low Risk involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, block parties and picnics, wedding ceremonies of less than 20 people.

Class II – Moderate Risk involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, and concerts.

Class III – High Risk involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades, festivals, craft shows, marathons or races and circus/carnivals, food vendors, inflatable games, amusement rides, animal shows, sidewalk sales, political rallies, and flea markets.

Class IV – Maximum Risk involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

The City Manager, or his/her designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the City Manager and City public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

VIII. Traffic Control and Safety Requirements:

The event sponsor shall submit a traffic control and safety plan. The event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City does not allow solicitations of any kind in the street. The City accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in City streets.

The City of Northville has NO authority to grant a permit for solicitations on any Wayne County, Oakland County or State of Michigan road.

IX. Participant Waiver of Liability:

The event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. Samples of the basic agreements are attached to these regulations. The specific requirements for each event will be indicated in the written confirmation of approval.

X. Vendor License Requirements

All food/beverage vendors must have Wayne County or Oakland County Health Department approval and must post a valid food handler’s license at their site, depending on which county the event is taking place within.

Food/Beverage Vendors are responsible for any and all fees related to obtaining a Wayne or Oakland County food license. Food/Beverage Vendors are required to comply with all Wayne County or all Oakland County Health Department rules and regulations for Temporary Food License Facilities.

Food/beverage vendors should contact the appropriate Health Department **WELL IN ADVANCE** of the event date. Wayne County Environmental Health 734-727-7400. Oakland County Environment Health 248-926-3300.

XI. Two Or More Applications For The Same Event Date

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City shall determine the order of preference. Once a special event approval has been granted, it shall be the policy of the City to not award further permits for the same date, time, and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, City administration has authority to resolve date and time conflicts with the sponsors filing each application.

XII. Reservation of Annual Event Dates.

If an event is intended to be an annual event at regularly scheduled dates, the current year’s application may include the following year’s requested dates. Approval of the current year’s application may include a reservation of the next year’s proposed dates. However, the reservation will not constitute approval of the next year’s event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event Applications for more than one year in advance.

XIII. Written Confirmation of City Approval

Upon approval of the Special Event Application, a written confirmation as to the action of the City will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held.

XIV. Effective Date

Upon adoption, this policy is effective immediately. Events requested after the adoption date are subject to this policy.

Policy Adopted: April 3, 2006

Policy Amended: June 15, 2009

Sample Indemnification Agreement

Agreement to Assume All Risks, Indemnify and Hold Harmless

To the fullest extent permitted by law, the _____ assumes all risks and agrees to defend, pay on behalf of, indemnify, and hold harmless, the City of Northville, including all of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, volunteers, and any others working on behalf of the City of Northville, against any and all claims, demands, suits, or loss, including all costs connected therewith, including but not limited to attorney fees, and for any damages which maybe asserted, claimed, or recovered against or from the City of Northville and any of its elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and their board members, employees, and volunteers and others working on behalf of the City of Northville, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or are in any way connected with or which are alleged to arise out of or alleged to be in any way connected with the _____ event, to be held on _____ including, but not limited to, any negligence or alleged negligence on the part of the City of Northville.

Signature of person authorized to execute this agreement:

Print Name: _____

Signature: _____ Date _____