



Downtown Development Authority (DDA)
161 W. Michigan Avenue ~ Jackson, MI 49201
(517) 788-4355

CITY OF JACKSON SPECIAL EVENT POLICY AND APPLICATION

The City of Jackson appreciates your efforts in contributing to the community through your Special Event. We recognize that the City of Jackson is fortunate to have many varied locations, such as parks, streets and neighborhoods, which provide wonderful venues to host Special Events for the community.

To preserve the City's assets and resources, while still offering enjoyment of events, the City permits the temporary use of public properties or roadways for special activities. The City coordinates the review these events with various City departments to ensure that the events are conducted safely and protects the city's assets and the health safety and welfare of the citizens.

The Downtown Development Authority (DDA) will distribute copies of your application to all City departments or agencies affected by your event. These department or agencies will contact you individually only if they have specific questions or concerns about your event.

PURPOSE

The purpose of the Special Events Policy is to promote uniform procedures to regulate and permit special event activity at locations under the jurisdiction of the City of Jackson. The Special Event Application is a starting point for any group or individual who wishes to hold an event, parade, assembly, festival, or similar affair, utilizing, or reserving city assets or resources within the City of Jackson.

SPECIAL EVENT APPLICATION REQUIRED

This Policy Statement on Special Events covers all special events. Any organization wishing to sponsor or hold a Special Event in the City of Jackson that takes place on public lands or lands that are controlled by the City of Jackson will be required to complete the City of Jackson Special Event Application.

Most Special Events within the City of Jackson that will be conducted on the streets, parks or other public area are required to be approved by the City Council. Special Events that require low to moderate levels of City resources can be approved by the City Manager. Applications to conduct a Special Event must be made in writing to the Downtown Development Authority. Applications are available from the office of the Downtown Development Authority, the DDA's website at jacksondda.org/forms, and the City's website at cityofjackson.org.

The City will provide a complete review of any Special Event Application, including consultation with the applicant as may be reasonably necessary to resolve problems and/or concerns. It is the responsibility of the event organizer to note the proposal of City street and City owned parking lot closures within their Special Events Application.

Event organizers should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Event organizers must be considerate of the neighborhood and be aware of the City Noise Ordinance located at Section 17-76 through 17-110 of the City of Jackson Code of Ordinances.

As an event organizer, you must consider the availability of rest room facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the public accessibility of rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

IMPLEMENTATION

Eligibility Requirements

The applicant or representative of any business, group or organization that seeks approval to conduct a Special Event, must be 21 years of age or older and officially designated as the agent of the sponsoring business, group, or organization.

Classification of Special Events

Requirements for your Special Event will depend upon the Resource Classification of your Special Event. The expected number of participants may change the Resource Classification of a Special Event. Groups of over 100 participants are automatically classified as High Resource events. Events with alcoholic beverages are automatically classified as High Resource Events. The examples provided below are general examples of types of events. Due to the unique characteristics of a Special Event, the Resource Classification may be increased.

LEVEL 1 SPECIAL EVENT - LOW RESOURCE

Events that involve no organized physical activity by participants and no severe exposure to spectators, i.e. meetings, prayer circles, seminars, and social gatherings and to reserve a city resource. These events may be approved by the City Manager (or designee), or the application may be sent to the City Council for approval.

LEVEL 2 SPECIAL EVENT - MODERATE RESOURCE

Events that involve limited physical activity by participants and no severe exposure to spectators, i.e. animal shows, auctions, flea markets, picnics, and political rallies and to reserve a city resource. These events may be approved by the City Manager (or designee), or the application may be sent to the City Council for approval.

LEVEL 3 SPECIAL EVENT - HIGH RESOURCE

Events that involve major participation by participants and/or moderate or high resource exposure to spectators, i.e. amateur, collegiate, semi-professional, or professional sporting events; a circus, carnival, or parade; concerts, dances, or theatrical performances; marathons, vehicle races, or other races; fireworks displays; and water events and to reserve a city resource. These events are approved by the City Council.

APPLICATION PROCEDURE

A Special Event Application must be received by the DDA sixty (60) days prior to the first day of the proposed event. An event may be approved after the 60 day deadline if the applicant shows that extraordinary circumstances were the cause of the late application. A late fee will be assessed for all applications not timely submitted. An incomplete application may result in denial of your request. Event organizers are requested to begin the process as early as possible in order to ensure proper approvals and deadlines are met. A completed, approved application also reserves the event location.

Please submit the following for each proposed Special Event:

1. Signed application;
2. Map (sketch) of event site, detailing street closures, parking requirements, etc.;
3. Schedule of event;
4. (If applicable) Proof of insurance/indemnification (naming City of Jackson and DDA as "additional insureds");
5. (If applicable) Fully executed Hold Harmless Agreement; and
6. \$25 SEA processing fee.

EMERGENCY MEDICAL SERVICES

Due to the vast number of different types of events, along with the anticipated crowd sizes, at a minimum, all event organizers should have the ability to contact 9-1-1 and access someone who is certified in First Aid/CPR. Also, basic First Aid Stations and/or kits should be on site.

LIABILITY INSURANCE REQUIREMENTS

Liability Insurance coverage is required in the dollar amounts specified for the class of Special Event. The insurance carrier must be licensed in the State of Michigan and acceptable to the City of Jackson. A Certificate of Insurance evidencing the amount of liability insurance must be submitted with your application. In addition, a policy endorsement naming the City of Jackson and the Downtown Development Authority as additional insureds on the policy must be submitted at the time of your application.

Your Special Event application will not be accepted without the submission of all required insurance documents. For Level 1 Special Events, the event organizer can choose to either provide the City with the above insurance requirements, or can instead execute a Hold

Harmless Agreement with the City. Level 2 and Level 3 Special Events require \$1,000,000 in commercial general liability insurance on an occurrence made basis if recommended by the City Attorney. Hold Harmless Agreements or insurance documents must be provided at least two (2) weeks prior to scheduled Council approval.

RESIDENTIAL NEIGHBORHOOD BLOCK PARTIES

Block parties have different requirements from those set forth in this Policy. Please contact the DDA for details and an application. An application may be obtained from the DDA's website at <http://www.cityofjackson.org/270/Block-Parties>.

CLEAN UP,SITE RESTORATION AND REIMBURSEMENTS

Event organizers are responsible for cleanup and repairs. Event organizers who fail to clean up and repair damages to the Event Area may be billed for City services. Failure to clean up and repair will be considered in approval of future special event applications. Reimbursements for the cost incurred by the city in order to meet the requests of the event organizers may require reimbursement for those reflective costs.

CITY COUNCIL APPROVAL

It is recommend that the event organizer be present at the City Council meeting that your request is on the agenda for in order to answer any possible questions that Councilmembers may have regarding your proposed event. **Please note, if questions arise at the Council meeting, and a representative is not present, your request may be denied or approval may be delayed. The City of Jackson is not responsible for delays caused by the event organizer's failure to meet all special event policy requirements.**

Upon approval of the Special Event Application, the DDA will provide notification as to the action of the City Council and/or City Manager will be communicated to the event organizer requesting the event. This confirmation will serve to outline any special conditions that must be met if the event is to be held.

THE CITY OF JACKSON RESERVES THE RIGHT TO WAIVE ANY REQUIREMENTS OF THIS POLICY IN THE INTERESTS OF THE HEALTH, SAFETY AND WELFARE OF THE CITIZENS OF JACKSON.

PLEASE CONTACT THE DOWNTOWN DEVELOPMENT AUTHORITY WITH QUESTIONS REGARDING THIS POLICY AT (517) 788-4355



CITY OF JACKSON SPECIAL EVENT APPLICATION
Downtown Development Authority
161 W. Michigan Avenue ~ Jackson, MI 49201 ~ (517) 768-6410

Date Received By DDA Office: _____ Time: _____ By: _____

Please complete this application in accordance with the City of Jackson Special Events Policy, and return it to the Office of the Downtown Development Authority at least 60 calendar days before the first day of the event.

Event Name: _____

Sponsoring Organization's Legal Name: _____

Organization Address: _____

Tax I.D. Number: _____

Event Organizer: _____ Title: _____

Phone (work): _____

Phone (during event): _____

Agent's Address: _____

Agent's E-Mail Address: _____

Organization Address: _____

Please give a brief description of the proposed special event: _____

Event Day(s) and Date(s): _____

Set-Up Date & Time: _____ Tear-Down Date & Time: _____

Event Location: _____

ANNUAL EVENT: Is this event expected to occur next year? (circle one) **YES** **NO**
How many years has this event occurred? _____

MAP: If your event will use streets or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing:

- (a) The assembly and dispersal locations and the route plan;
- (b) Any streets or parking lots that you are requesting to be blocked off;
- (c) The location of vendors, if any;
- (d) An emergency vehicle access lane; and
- (e) The location of restrooms and trash receptacles.

A final map, if different, must be provided seven (7) days before the event.

STREET CLOSURES: Start Date/Time:

Through Date/Time: _____

RESERVED PARKING: Are you requesting reserved parking? (circle one) **YES** **NO**
If yes, list the number of street spaces, City lots or locations where parking is requested:

VENDORS: Food Concessions? **YES** **NO** Other Vendors: **YES** **NO**

EVENT SPONSORS: Do you have an event sponsor? If yes, please name:

DO YOU PLAN TO HAVE ALCOHOL SOLD/SERVED AT THIS EVENT? **YES** **NO**
If yes, please attach liquor license and liquor liability insurance.

If yes, what time? _____ until _____

ENTERTAINMENT: Are there any entertainment features related to this event? **YES** **NO**
If yes, provide an attachment listing all bands/performers, type of entertainment, and performance schedule. All noise generated by entertainment must be in compliance with the City Noise Ordinance. .

ATTENDANCE: What is the expected (estimated) attendance for this event? _____

AMUSEMENT: Do you plan to have any amusement or carnival rides? **YES** **NO**
If yes, you are required to obtain a permit through the City Clerk's Office.

RESTROOMS: Are you planning to provide portable rest rooms at the event? **YES** **NO**
If yes, how many? _____

As an event organizer, you must consider the availability of restroom facilities during this event. Consideration should be made regarding the type of event, the length of time it will be held, the number of people, etc. You must determine the rest room facilities in the immediate area of the event venue and then identify the potential need for portable facilities. Remember to identify accessible facilities for ADA requirements as well.

ELECTRICAL POWER: Will the Event require electrical power? **YES** **NO**
If yes, please explain the electrical requirements.

OTHER REQUESTS: (i.e., Police Department assistance, Fire Department, Neighborhood and Economic Operations Department, Parks and Recreation, water, street closures, electrical, etc.) Please note that additional requests may incur additional charges.

INSURANCE: All sponsors of special events must carry liability insurance as set forth in the Special Events policy. A copy of either a Hold Harmless Agreement or a certificate of insurance AND endorsement naming the City of Jackson and the DDA as additional insureds for a liability policy must be provided at least two (2) weeks prior to scheduled Council approval.

CERTIFICATION AND SIGNATURE: I understand and agree on behalf of the sponsoring organization that:

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Events application, including insurance documents where applicable.
3. A \$25 Special Event Application fee must be submitted along with this Special event Application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional requirements made.
5. All food vendors must be approved by the Jackson County Health Department, and each food or other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional named insured parties on the policy.

6. Fire Department permit and approval is required for events including display fireworks. XCU Fireworks Liability insurance is required for all fireworks displays.
7. The approval of this special event may include additional requirements, limitations, or fees, based on the City's review of this application.
8. If I or my organization fail(s) to clean up and repair damages to the Event Area, my organization maybe billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization, I am applying for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the terms of the written confirmation of approval, and all other City requirements, ordinances and other laws, which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, I will add the City of Jackson and the Downtown Development Authority as additional insureds on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed or recovered against or from the City of Jackson its officer, employees and agents, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury or death arises out of or is incident to or in any way connected with or related to the special event.

Date

Signature of Sponsoring Organization's Agent

**RETURN THIS APPLICATION at least sixty (60) days before the first day of the event to: DOWNTOWN DEVELOPMENT AUTHORITY
161 W. MICHIGAN AVENUE, 5th Floor
JACKSON, MI 49201**