



## Application/Reservation for City Park/City Property Use

Day/Date Needed: \_\_\_\_\_ Beginning Time \_\_\_\_\_ am pm  
day of week mm/dd/yy

(For multiple day events, include range of days/dates) Ending Time \_\_\_\_\_ am pm

Event Description: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Reservation of a facility does not guarantee full use of other facilities with the city park/city property.*

### Please check the facilities requested below:

<b>Bay View Park</b> <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) <input type="checkbox"/> Band Shell (\$200 refundable deposit)	<b>McRae Park*</b> <input type="checkbox"/> Shelter* <input type="checkbox"/> Tennis Courts (\$8.00/court/hr) <input type="checkbox"/> Basketball Courts (\$8.00/court/hr) *Contact the McRae Park Association – see footnote
<b>Mich-e-ke-wis</b> <input type="checkbox"/> Warming Shelter (includes picnic tables & refuse barrels) Fee: \$175/day (plus \$100 security deposit)	<b>Starlite Beach</b> <input type="checkbox"/> Pavilion (includes picnic tables, restroom building & refuse barrels) Fee: \$75/day (plus \$100 refundable security deposit)
<input type="checkbox"/> <b>Culligan Plaza</b> Fee: \$65 per maximum 4 hour event (open gathering area) – approved by City of Alpena and DDA	<input type="checkbox"/> <b>Duck Park</b> Fee: \$65/day (open gathering area)
<input type="checkbox"/> <b>Alpena Regional Trailhead</b> (includes pavilion, restroom building & refuse barrels) Fee: \$50 (plus \$50 refundable security deposit)	<input type="checkbox"/> <b>Island Park</b> No fee
<input type="checkbox"/> <b>City Hall Parking Lot</b> Fee: \$50/day	<input type="checkbox"/> <b>City Marina</b> Fishing Tournaments: \$75
<input type="checkbox"/> <b>Other (please indicate city park/city property or facility):</b>	

Please return completed form with fee (by check) to:  
City of Alpena Clerk's Office, 208 N First Avenue, Alpena MI 49707  
[events@alpena.mi.us](mailto:events@alpena.mi.us)

All questions can be directed to the City Clerk at 989-354-1720 M – F from 8 am to 5 pm

\*To reserve facilities at McRae Park, please contact the McRae Park Association: Elizabeth McCumber 989-255-1852.

1. **PURPOSE:** The purpose and character of the proposed event is as follows:

2. **ATTENDEES:** Applicant estimates that the maximum number of people expected at the event for each day is:

3. **PARK/PROPERTY POLICY:** The applicant hereby agrees to observe and obey the minimum requirements contained in the *Use Policy for City of Alpena Owned or Controlled Properties and Parks* and the laws of the City of Alpena, County of Alpena, and the State of Michigan. The applicant furthermore agrees to cooperate in all manners with law enforcement officials as the need may arise.
4. **COST RECOVERY:** The City reserves the right to recover costs from the applicant for any and all work incurred by the City resultant from the event and failure on the part of the applicant to comply with this policy. If warranted by City staff, a bond may be required in advance of the event.
5. **HOLD HARMLESS CLAUSE:** The Person shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Person late or defective performance, caused by or arising out of any action, omission, or operation performed in connection with work attributable to this contract; provided, however, the Person shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials, and volunteers.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Office Use Only:*

Received by City Clerk's Office:

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

Approved by City Manager:

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

Approved by City Council (if applicable):

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

**Contact DPW at (989) 354-1780 to make arrangements to pick up the key (for Bandshell & Mich-e-ke-wis rentals). Office hours for DPW are Monday – Friday, 7 a.m. to 3:30 p.m (1001 Long Lake Avenue)**

IF YOU DO NOT PICK UP THE KEY PRIOR TO YOUR RENTAL DATE, THERE WILL BE A CHARGE FOR A CITY EMPLOYEE TO BE CALLED OUT TO GET YOU A KEY. THE AMOUNT CHARGED WILL BE APPROXIMATELY \$70.00, AND IT WILL BE DEDUCTED FROM YOUR DEPOSIT.

Please use this page to provide a detailed description of the proposed event and event management plan. Include information which describe the plans for the items discussed in the following "Event Requirements" section including security personnel, restroom facilities, food service, medical/personnel facilities, trash disposal, access and traffic control, parking, illumination, noise, and any other issues being planned for.

*FOR CITY STAFF USE ONLY: Check box if department is approving the application with **NO COMMENTS***

**Planning, Development, & Zoning Department**

**Building Division**

**Police Department**

**Fire Department**

**Community Risk Reduction Officer**

**Engineering Department**

**Harbormaster/Parks Coordinator**

**Public Works Division**

**Downtown Development Authority**

# Event Requirements

Applicant shall determine if any of the following are necessary considering the scope of the event and shall provide details of the provisions being made for each. Attach a detailed explanation (on page 3), and attach diagrams and drawings where applicable, of the applicant's plan to provide for the following. City staff shall then review and make recommendations or requirements. Please include emergency contact information with drawings. **If any of the following items are anticipated as being needed at the event, then submission of this form shall be made to the City Clerk's office 45 days prior to the event.**

1. **Security Personnel** – Are security personnel needed for the event?

Yes No

If yes, the sponsor shall employ, at its own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of persons at the event and for the preservation of order and protection of property in and around the site of the event. No permit shall be issued unless the City of Alpena Police Department is satisfied that such necessary and sufficient security personnel will be provided by the sponsor for the duration of the event.

SECURITY

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

2. **Restroom Facilities** – Are existing restrooms sufficient to meet the needs of the event?

Yes No

If no, then (on page 3) provide a description of the restroom facilities being planned for based on the number of persons to attend. City staff will review and determine if adequate. The sponsor shall provide for liquid waste disposal in accordance with all rules and regulations pertaining thereto by the Alpena County Health Department. An executed agreement shall be provided to the City between the sponsor and a licensed pumper or hauler, which agreement will assure proper, effective, and frequent removal of liquid waste from the premises so as to neither create a nuisance nor menace to the public health. Recommended facilities are as follows:

FACILITIES	MALE	FEMALE	UNISEX
TOILETS	1:200	1:75	1:75
URINALS	1:150	N/A	

RESTROOMS

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

3. **Food Service** – Will food service be available at the event?

Yes No

If catering is made available on the premises, it shall be delivered only through caterers or vendors licensed and in accordance with provisions of the local health department being District Health Department #4, (989) 356-4507. (Potluck dinners do not count as “catering”)

a. Has there been a food service permit issued?

Yes No

b. Will adequate water supply be available?

Yes No

c. Will there be a food truck or mobile food vendor at the event?

Yes No

FOOD SERVICE

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

4. **Medical Personnel/Facilities** – Does the event require medical personnel/facilities?

Yes No

If yes, the sponsor shall provide for medical personnel and facilities. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be approved by the Fire Chief for the City of Alpena. An ambulance may be required for events including, but not limited to, running races and triathlons. Such ambulance will be located with unencumbered access to the persons in attendance at the event and a clear route of egress from the event conducive to rapid travel shall be maintained at all times.

MEDICAL

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

5. **Trash Disposal** – Does the event require additional trash disposal?

Yes No

If yes, the sponsor shall provide for solid waste storage on, and disposal from, the premises. Storage shall be in covered, fly tight and rodent-proof containers, provided in sufficient quantity to accommodate the number of persons attending the event.

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

TRASH

6. **Access & Traffic Control** – Is access/traffic control required?

Yes No

If yes, the sponsor shall provide for ingress and egress from the premises so as to ensure an orderly flow of traffic onto and off from the premises. Traffic lanes and other space shall be provided and kept open for access by ambulance, fire equipment, and other emergency services as required by the City of Alpena Fire Chief and Police Chief. The sponsor may be required to erect a barrier completely enclosing the site. Such barrier shall have sufficient height and strength as will preclude persons in excess of the maximum permissible persons from gaining access and such barrier shall have sufficient gates, properly located, so as to provide ready and safe ingress and egress. The sponsor shall insure that public sidewalks, streets, alleys, and rights-of-way are not blocked or obstructed by the participants at the event, their vehicles, or their activities. The City reserves the right to establish a capacity for the area requested to be utilized by an event.

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

ACCESS/TRAFFIC

7. **Parking** – Is adequate parking available?

Yes No

At each city park/city property, either on-street or off-street parking is provided. Parking shall only be allowed in designated and maintained parking areas. The sponsor shall provide for and ensure orderly parking and shall maintain such parking and traffic patterns within the parking area as to assure that each vehicle shall have a clear route by which to leave the parking area at all times.

PARKING

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

8. **Illumination** – Is additional illumination needed?

Yes No

If yes, the sponsor shall provide additional electrical illumination of all occupied areas to ensure the safety and comfort of all event attendees if required by the Police Chief.

ILLUMINATION

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

9. **Noise** – Is an exception to the City of Alpena noise ordinance needed?

Yes No

See the [Alpena Code of Ordinances Chapter 54, Article 1, Section 54-1](#), subsection e for exceptions.

NOISE

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

10. **Other** – Are there other needs anticipated?

Yes No

If so, please describe those needs and proposed provisions here:

*(examples include but are not limited to liquor licenses, signs/banners, animal areas, lines painted on the grass to mark event areas, portable generators/cables, etc.)*

Prior to issuance of a permit, the City of Alpena may impose any other condition(s) reasonably calculated to protect the health, safety, welfare, and property of persons attending the event, persons visiting the city park/city property, or citizens of the City of Alpena.

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

OTHER

11. **Insurance** – Has proof of insurance been submitted?

Yes No

Depending on the nature of the event and liability associated with the event, the sponsor, individual, applicant, or entity holding an event on city property may be required to have liability insurance in the amount of, at minimum, one million dollars (\$1,000,000) and shall name the City of Alpena as an additional insured.

*FOR CITY STAFF USE ONLY: Staff shall indicate the name of the department making each recommendation*

INSURANCE



## Event Rules and Regulations

1. Reservations for use of city parks/city properties and facilities may be taken for the current calendar year or the following calendar year.
2. Reservations may be made by mail or in person at the City Clerk's Office, City Hall, 208 N. First Avenue, Alpena, MI 49707, (989) 354-1720 or may be sent to [events@alpena.mi.us](mailto:events@alpena.mi.us).
3. Reservations are not confirmed nor considered complete until payment and deposit is received with reservation application or confirming letter is sent.
4. All applications will be considered on a first received basis, per the appropriate tier per the *Use Policy for City of Alpena Owned or Controlled Properties and Parks*.
5. Persons must be 18 years or older to reserve a facility. Applicants under the age of 18 may apply for events and may be approved on a case by case basis.
6. Patrons are responsible for keeping the city park/city property clean by leaving the surrounding grounds free of litter after the event. Additional bags may be located in the bottom of the trash receptacle. If the patron does not clean up the litter produced by the event, further fees may be assessed and/or future access to city park/city property and facilities through reservations may be prohibited. Any deposit collected is to be returned if patrons have cleaned their area and taken additional refuse with them and no damages are evident.
7. If picnic tables are relocated for the event, they must be returned to their original location.
8. All advertising shall be limited to identification and/or location of the event. All sales of merchandise or other material is prohibited unless allowed by permit. Please see the signage section of the *Use Policy for City of Alpena Owned or Controlled Properties and Parks*.
9. Use of the city park/city property or facilities for profit by any individual, entity, or organization shall be prohibited or allowed by permit only. For information on permits for food trucks and similar establishments, please contact the City Manager.
10. The permit holder further agrees to pay the City of Alpena for damages to the property caused by any person during the permitted event.
11. The City of Alpena Parks are open from 8 AM to 11 PM, unless otherwise posted at the main vehicle entrance to the park. Variance to this shall be authorized as outlined in the permit.

## General Park Rules *(Please see Ch. [Section 58-62](#) for the full list of prohibited acts)*

1. Glass is prohibited in City Parks.
2. Owners must ensure that their pets are controlled per City of Alpena ordinances and the owners shall be responsible for cleaning up any droppings.
3. All motorized vehicles must remain in designated parking areas unless expressly approved in the permit.
4. Smoking of tobacco in any form (including vaping) is prohibited in City parks except in designated areas at the Municipal Marina and the Woodward Avenue Trailhead.
5. Dangerous animals are prohibited in City Parks. All dogs must be on a leash. [See Section 10-13](#)
6. City parks shall not be used to dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse or other trash.

*By submitting a signed application for a City Park/City Property Use Permit, the applicant agrees to adhere to the rules stated above.*