



City of Brighton

Civic Event Application

City of Brighton Civic Event Policy

Purpose

The purpose of the Civic Event Policy & Application is to promote uniform procedures to regulate and permit civic event activity at locations under the jurisdiction of the City of Brighton. The Civic Event Application is a starting point for any business, group, or individual who wishes to hold an event, parade, assemblage, festival, or similar activity within the municipal limits of Brighton.

Implementation

City staff will assist the applicant with the process.

Eligibility Requirements

The applicant or representative of any business, group, or organization that seeks a permit to conduct a civic event must be 21 years of age or older and officially designated as the spokesperson of the sponsoring business, group, or organization.

Application Procedure

A Civic Event Application (attached) must be submitted between 8 a.m. and 4 p.m., Monday through Friday. Applicants only need to submit the Application. The Policy and Notes should be kept for reference. Submitted applications are to be received at least forty-five (45) days before the actual date of the event. The City asks that those interested begin the process as early as possible in order for the proper approvals and deadlines to be met.

Civic Event Applications may be submitted in person at any City office or via e-mail to thomasp@brightoncity.org. City staff will contact groups and/or organizations within five (5) business days to review event plans and discuss the activity. If necessary, organizers will meet with the Civic Event Committee to determine the scope of the event and what City resources and/or services may be necessary to accommodate the activity. Once a request is approved, written approval will be issued to the group representative.

Civic Event Evaluation Criteria

Application approval will be considered under the following parameters:

1. Events that directly benefit business interests and the social welfare of Brighton residents



City of Brighton

Civic Event Application

2. Demand on City resources
3. Security and public safety
4. Traffic flow

The criteria and priority of event approval will be considered under the following parameters:

1. Civic events sponsored by the City of Brighton and/or a recognized affiliate agency
2. Other public (governmental) agencies and their affiliates
3. Community service groups; local (City/County) non-profit organizations that support a range of community services and where the activity is a benefit to the general community and the City of Brighton
4. Commercial organizations of the City that want to conduct a non-promotional event that does not charge a fee or generate revenue (i.e. an activity that is categorized as a public service)

Once an event is approved, the City will direct and control all aspects of the event. Control over an activity will be exercised with a focus on emphasizing municipal community involvement and ensuring quality control in the best interest of the City, businesses, and residents. As the managing agency, the City will work with businesses and/or residents to ensure permitted activities will pose a minimal disruption to what otherwise would be normal conditions. The City of Brighton will work closely with the group representative to determine the most suitable location to appropriately and best manage the event and its content.

Regulations

Groups or organizations utilizing public areas for permitted civic events shall abide by all rules, regulations, laws, and general ordinances as established by the City of Brighton, which includes respective local, county, and state agencies, as related to the sale of any item, food, or beverage product. Regulations that may pertain to the sale of items and the serving of food will be distributed to the group representative.

All signs shall conform to the description contained in the Civic Event Application (number of signs, type of signs, locations of signs, display date, etc.) or as modified by City Council in its approval motion. All signs are required to be removed immediately upon completion of the event.



City of Brighton

Civic Event Application

Depending on the activity, vehicles will be restricted to designated parking areas with the exception of set-up and breakdown of the event. Organizers will be required to provide all necessary personnel to properly direct traffic to designated parking areas.

At no time will it be permissible for any person or group to sell or consume alcoholic beverages on public property without the expressed approval of the City of Brighton.

Violations of any term or condition of the issued permit or any law, ordinance, rule or regulation by the permittee or his/her agents, shall constitute grounds for revocation of the permit and if warranted, additional penalties will be imposed as applicable by State Statute, City Ordinance, or the Civic Event Policy.

Fees

The following fees will be assessed for all approved Civic Event Permits:

Personnel Assistance Fee

The event organizer shall pay the true hourly rate of all City personnel costs (straight time, overtime, and double time) incurred by DPW and Police Department staff assisting with the Civic Event. Including, but not limited to road closures, trash maintenance, event security, set up and tear down assistance, etc. The hourly rate is the hourly cost for any employee working on a Civic Event as established by the City Administration. Please note that these rates are reviewed/adjusted annually.

Vehicle, Equipment, and Supplies Charges

The event organizer shall pay the direct cost for all vehicles, equipment, and supplies used or provided by the City of Brighton for each Civic/Special event. All City-owned vehicles and equipment fees will be per the State of Michigan Schedule C Equipment Rates.

Electrical Contractor Fees

Event organizers shall reimburse the City for all contracted electrician costs when the City's Main Street electrical system is used for an event.

Replacement Costs

Missing or damaged equipment/supplies will be billed at 100% replacement costs.



City of Brighton

Civic Event Application

Waste Collection Services

Event organizers will be responsible to supply sufficient waste collection services for the approved event. All fees associated with waste collection services shall be the responsibility of the event organizer. Including, but not limited to paid or volunteer trash collection personnel, trash and recycling containers, trash bags, Dumpster service, etc.

The City will determine what assistance is needed based on the nature of the event.

Fee Schedule (See “Fee Implementation Schedule” Below)

Item	Cost
DPW Personnel Services**	\$31.36 per hour OT will be hourly cost x 1.5; DT will be hourly cost X 2
Police Department Personnel**	\$44.15 per hour OT will be hourly cost x 1.5; Holiday will hourly cost x 2.5
Vehicle / Equipment Charges	TBD
Purchased/Rented Materials/Supplies	TBD
Electrician	\$67.50 per hour _____
Missing/Damaged Equipment/Supplies	TBD

** Personnel fees can increase based on union contract negotiations

Fee Implementation Schedule

2022

Events will be charge 33% of 50% of the total cost of the event.

Example:

Event	Trash Bags	Electrician	Total DPW Cost	Total PD Cost	Total Event Cost
2-day Festival	\$130	\$800	\$4,652.24	\$2,870.08	\$8,452.32

			1/3 of 50% of Total Event Cost		\$1,408.16



City of Brighton

Civic Event Application

2023

Events will be charged 66% of 50% of the total cost of the event.

Example:

Event	Trash Bags	Electrician	Total DPW Cost	Total PD Cost	Total Event Cost
2-day Festival	\$130	\$800	\$4,652.24	\$2,870.08	\$8,452.32

		2/3 of 50% of Total Event Cost			\$2,817.16

2024

Events will be charged 100% of 50% of the total cost of the event.

Example:

Event	Trash Bags	Electrician	Total DPW Cost	Total PD Cost	Total Event Cost
2-day Festival	\$130	\$800	\$4,652.24	\$2,870.08	\$8,452.32

		50% of Total Event Cost			\$4,226.16

Event Organizers who have previously hosted the same event in a prior year AND paid their bill in a timely manner will be extended the courtesy of paying all City Fees after their event is completed and billed for the current year. No deposit will be required.

For the 2022 Civic Event Season and New events OR events that are repeated annually and did NOT pay their bill in a timely manner, a deposit equal to 75% of the estimated Total Event Holder Cost expenses MUST be paid. Deposit Fees required under this paragraph must be paid not less than 30 days prior to the scheduled event.

All events who have an outstanding balance for a previous event WILL NOT receive approval for another event until their previous bill is paid in full and they have submitted a 75% Deposit on the new event.



City of Brighton

Civic Event Application

The AMP Usage

Event organizers will be required to provide a \$500 refundable deposit for usage of any portion of The AMP*

The AMP consists of:

The stage

1. The covered stage is 39 feet long, 10 inches wide x 11 feet, 4 inches deep
2. The overall stage size is 39 feet, 10 inches wide x 19feet
3. The side stage area is 7 feet x 14 feet on each side

The 2,500 square foot dance floor, which can also be used for seating. The seating capacity is 120 to 150 chairs.

Tiered concrete seating area – seating capacity is 115.

Equipment

1. 2 wireless microphones
2. 2 wired microphones
3. 4 microphone stands

* City staff will inspect the premises and equipment after each rental and fill out the “Site & Equipment Refund Checklist” to determine if all, or part, of the security deposit is to be returned.

Comprehensive Liability Insurance

A Certificate of Insurance naming the City of Brighton as additionally insured in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage, may be required per the type of activity.

Insurance for Events Involving Alcohol

Events that include the sale or distribution of alcohol must have a Special Event Liquor Liability policy in an amount not less than \$1,000,000, naming the City of Brighton as additionally insured. This policy is in addition to the Comprehensive Liability Insurance.



City of Brighton

Civic Event Application

Indemnification

The applicant and any other persons, business, organizations, or firms on whose behalf the application is made by filing a permit application shall represent, stipulate, contract, and agree that they will jointly and severally indemnify and hold the City of Brighton, its agents, officials (elected or appointed), and employees, harmless against liability including court costs and attorney's fees for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the assembly or any of its participants. A copy of Disclaimers must be maintained on the location of the Civic Event for the length of the same.

Definitions

Festival

An organized celebration generally held on an annual basis, which is open to the general public, including entertainment of many kinds, and honoring people, places or events. A festival will tend to be an all-day event and/or a multi-day event.

Event

An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion. Duration is usually up to a few hours or one day in length.

Public Open Space

City of Brighton streets, parks, public squares, and public parking lots.

Representative

The person designated by the event organizers as the prime person responsible for the event.

Community Group

A Community Group shall mean a local non-profit organization that supports a broad range of community service; Membership of the group is open and available to any city or county resident. The purpose of the group will enrich the livability of the City of Brighton community; the group is not a registered political party.



City of Brighton

Civic Event Application

Non-Profit Organization

Any organization that is a registered not-for-profit society.

Public Agency

Any governmental agency that operates on a not-for-profit basis.

Commercial/Business

Any organization that operates on a for-profit basis.

Event Organizer

The organization producing the event

Fees

Costs that will be charged to the event holder for City staff and contractor services.

Contact Information

To assist with the answering of specific questions and provide application assistance please contact the Department of Public Works at 810.225.8309 or via e-mail to thomasp@brightoncity.org.

Civic Event Application must be filled out completely, with all required information (signatures, maps, etc.) included, in order to be considered for review.

Send your completed application to:

City of Brighton
Attn: Patty Thomas
200 N. First Street
Brighton, MI 48116

Or

thomasp@brightoncity.org



City of Brighton

Civic Event Application

Civic Event Application Form

Application Date: _____

Name of Organization: _____

Name of Applicant: _____

Address: _____

Contact Information:

Cell Phone _____ Home Phone _____

Email Address _____

Event Title: _____

Event Location: _____

Event Days/Times (Please stipulate the following information for each date of event)

Date	Day of Week	Beginning Time	Ending Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



City of Brighton

Civic Event Application

Set up Time/Date

Tear down Time / Day

Rain Date (if applicable)

Please Note: Tear down time will be strictly enforced. It is the applicant's responsibility to ensure the tear down of all materials with their on-site vendors, sponsors, etc. is complete by the tear down time given above.

Organization/Applicant Information

Applications for Civic Events in the City of Brighton shall NOT be approved for applicants in default to the City. Therefore, each Application for Civic Events shall be routed to the Finance Department for a determination of any defaults to the City. In the event a default to the City exists, the Application shall be disapproved by the Finance Department with the nature of the default described as the reason of the disapproval.

Tax Identification Number: _____

Brief Description of Organization's Purpose and/or Function:

Is this organization a non-profit?

 Y N

If yes, attach a copy of the organizations Sales Tax Exempt Certificate.



City of Brighton

Civic Event Application

Does your group presently have Liability Insurance? Y N

General Liability Insurance is required naming the City of Brighton as additionally insured. If food is being served, product liability must be included. Limits of liability should be no less than \$1,000,000 combined single limit for bodily injury and property damage.

Events that include the sale or distribution of alcohol must have a special event liquor liability policy in an amount not less than \$1,000,000 naming the City of Brighton as additionally insured. This policy is in addition to the comprehensive liability insurance.

Please Provide a Description of the Proposed Civic Event (attach additional pages if necessary):

Is this event expected to occur next annually? Y N

If yes, you can reserve a date for next year via this application. To reserve dates for next year, please provide the following information:

Normal Event Schedule, if applicable (e.g., third weekend in July):



City of Brighton

Civic Event Application

OR

Next year's specific date(s):

Date(s)	Day(s) of Week	Date(s)	Day(s) of Week
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proceeds from the event(s) will be used for:



City of Brighton

Civic Event Application

Parade, Run or Walk

Answer the following section if the proposed civic event is a parade or run/walk event.

Starting Point:

Route (use the attached map or provide your own to designate the route):

Ending Point:

Number of Entries:

Traffic Control Plan:

If your event is a run/walk, will you be providing volunteers at all road crossings? Y N

Will volunteers be wearing shirts identifying them? Y N

Will Volunteers be wearing reflective safety vests? Y N



City of Brighton

Civic Event Application

Will there be an admission fee?

 Y

 N

If yes, how much will you charge?

Do you plan to utilize vendors and/or exhibitors for sales of any kind?

 Y

 N

What is the fee charged to each vendor/exhibitor? _____

Do you plan to contribute revenues received from this event to local organizations and/or community groups? Y N

If yes, please specify which organizations and/or local community groups and how much you will contribute.

Organization/Community Group

\$ Amount

What is the expected attendance for this event? _____

Do you plan to supply additional restroom facilities?

 Y

 N

Number of volunteers _____



City of Brighton

Civic Event Application

Number of staff members: _____

How will volunteers and staff members be identified?

How will this event benefit the residents and/or improve the quality of life in the City of Brighton?

Electrical services required (please be as accurate as possible)

Other utilities required (please be as accurate as possible):

City facilities requested (please be as accurate as possible):



City of Brighton

Civic Event Application

Do you plan to utilize the City's AMP? Y N

If yes, please note a refundable security deposit of \$500 will be required.

Please review the page entitled "The AMP", which details what areas and equipment are included in the AMP. Please provide the detailed aspects (i.e. vendors, musical performances, days, times etc.) and their locations on the AMP Drawing.

Do you plan to utilize off-site parking facilities? Y N

If yes, please specify where the off-site parking will be located:

What is your plan for transportation from the parking area to the event location?

Signage

Signage Requested (please detail sign locations and types on the attached map and provide sign renderings.

Number of signs _____

Detailed locations of signs:

Date signs posted: _____ Date signs removed: _____



City of Brighton

Civic Event Application

Please attach a list of equipment (e.g. stage, tents, vehicles, etc.) that you will use for the event or will be bringing onto City property, streets, or park areas. Please note, all equipment items are subject to approval. If tents are to be used, please fill out the “Brighton Area Fire Authority Tent Permit Application” (attached).



City of Brighton

Civic Event Application

Are you requesting a street closure for your event? Y N

If yes, please detail the street(s) you would like closed and the location of the closure(s) on the attached map.

Do you want to sell and/or serve alcohol? Y N

If yes, please see the attached sheet titled, "Alcohol," and fill in the questions in complete detail.

Security

If the event requires overnight setup or storage of goods, equipment, etc., security is the responsibility of the event applicant.

If your event requires overnight security, please provide the following details of your security plan:

Please list on site representative names and contact information:

On Site Representative

Phone Number



City of Brighton

Civic Event Application

Owner(s) Affidavit

I, _____, have authorized _____ as
(Company/Organization Owner) (Civic Event Applicant)

my representative for the purpose of obtaining a Civic Event permit(s) from the City of Brighton

for my organization located at

(Company/Organization Address)

Company/Organization Owner's Signature

Date



City of Brighton

Civic Event Application

Indemnification Agreement

The _____ agrees to defend, indemnify, and hold harmless
(Company/Organization)

the City of Brighton, Michigan, from any claim, demand, suit, loss, cost of expense, or any
damage that may be asserted, claimed or recovered against or from the

_____ and/or the City of Brighton, Michigan, by reason of
(Company/Organization)

any damage to property, personal injury or bodily injury, including 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 the performance of this contract, and regardless of which claim, demand,
damage, loss, cost of expense is caused in whole or in part by the negligence of the City of
Brighton, Michigan, or by third parties, or by the agents, servants, employees or factors of any
of them.

Signature _____ Date _____

Witness _____ Date _____



City of Brighton

Civic Event Application

Alcohol

Please provide a brief description of the type of alcohol to sold/served during your event:

Who will be the alcohol license holder?

On the attached map, detail the locations where alcohol will be sold/served during your event.

Describe in detail your alcohol management plan:

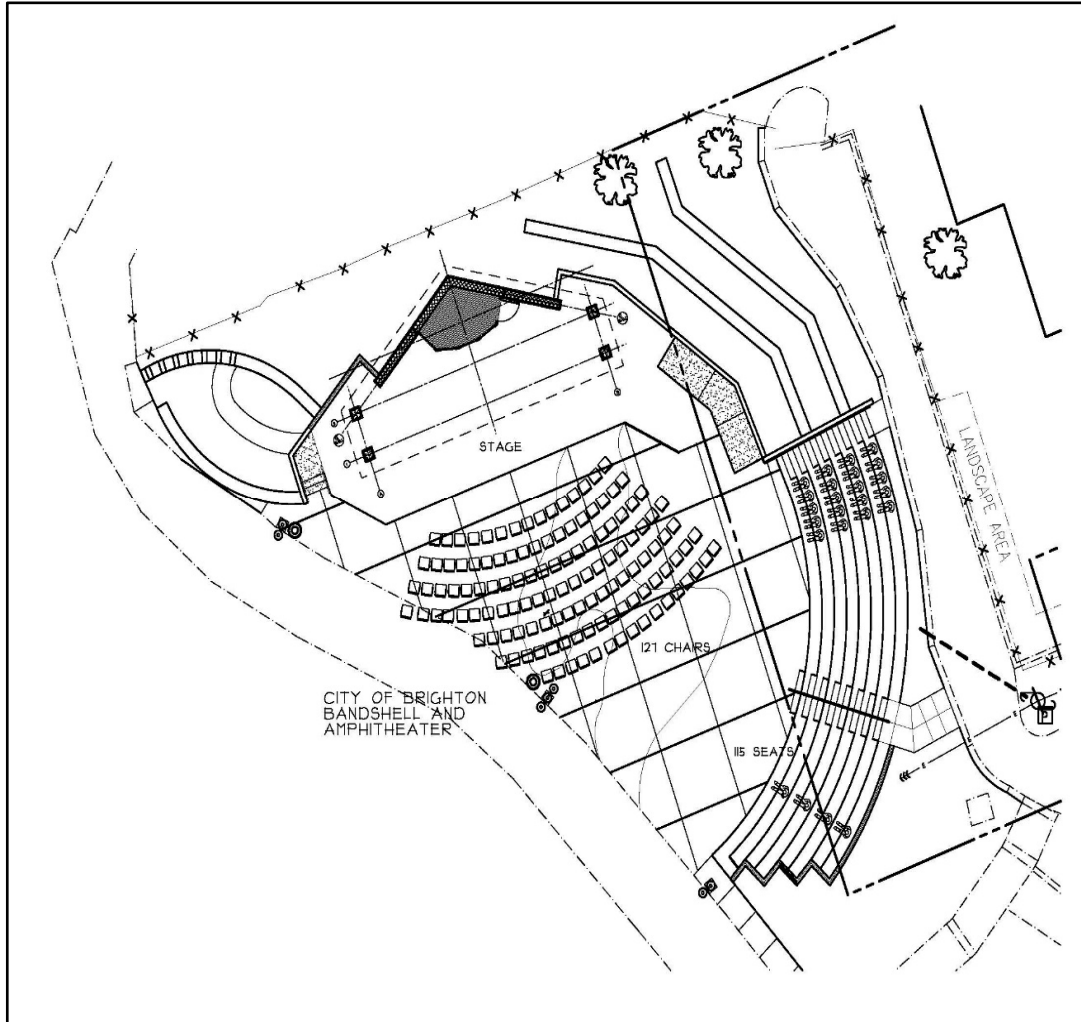
If alcohol sales or service is approved by the City Council as part of this event, the applicant must also receive approval from the Liquor Control Commission and event insurance must include an additional indemnification for alcohol (see Comprehensive Liability Insurance section).



City of Brighton

Civic Event Application

The AMP



What day(s) and time(s) will each of these events be occurring



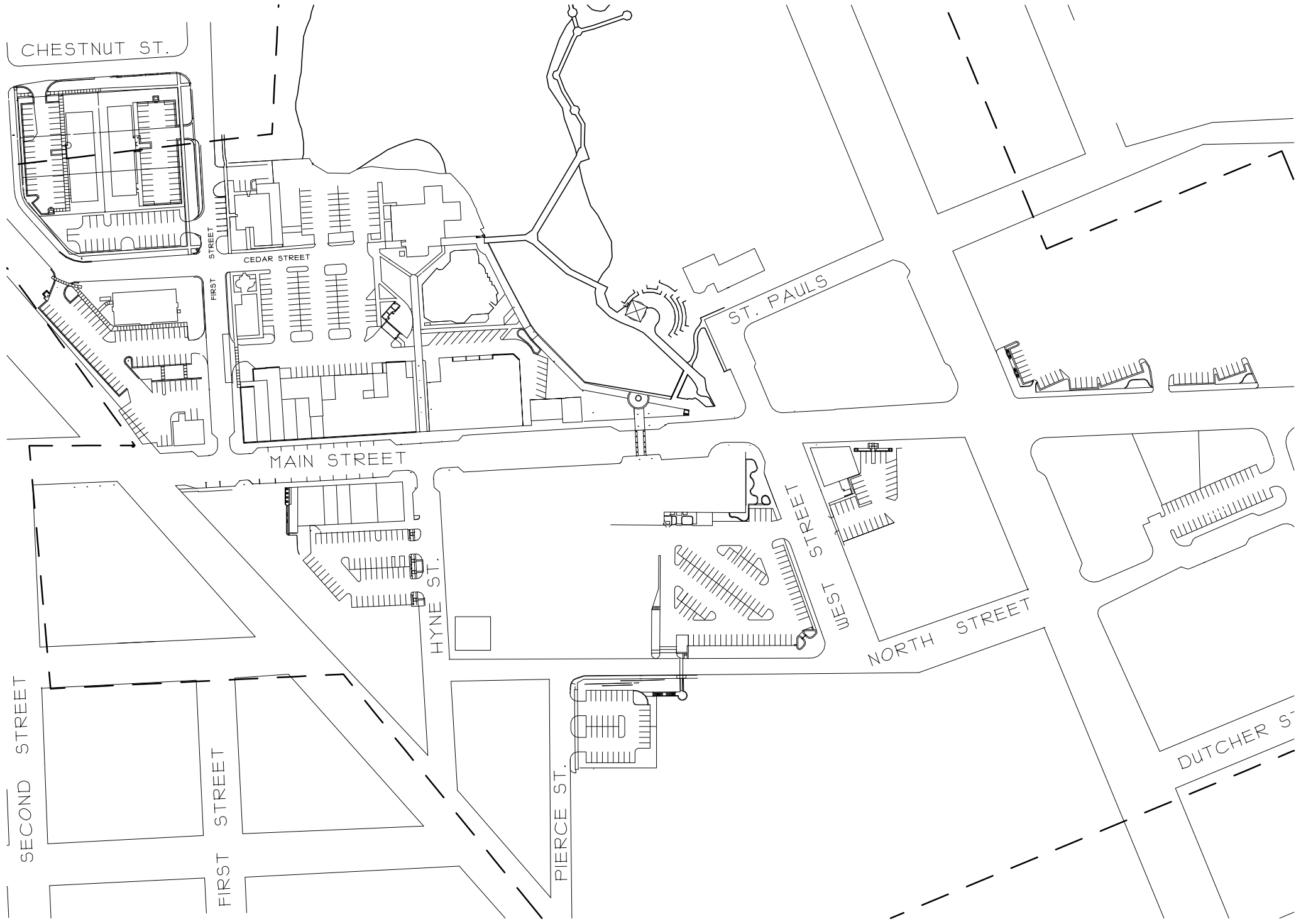
AMP Sound System Operational Guide

Do not adjust any knobs or switches except those outlined below!

1. Plug any microphones or other audio sources into jacks BEFORE turning system on.
2. Check that input volume controls on JBL mixer are turned down.
3. Turn system on by pressing white button below the label that says “SYSTEM ON/OFF”. This button and label are located on the left side center of the equipment in the rack.
4. The wireless microphones turn on by a switch located near center of microphone. Press and hold switch for 3 seconds to turn microphone off. Pressing the switch for a shorter interval will mute the output but keep microphone powered on. Pressing the switch again will un-mute the output.
5. There is an interface device (Rapco/Horizon LTIBLOX) to connect laptop/iPod/phone into the system. Turn the volume on the interface down when plugging into laptop/iPod/phone.
6. Turn up microphone volume controls on the JBL mixer – typically about half way up. Too high a level and feedback (squealing) will occur. Microphones should not be in front of speakers, unless pointed away from speaker.

Shutting System Down

1. When done with the sound system, turn off power using the white button labeled “SYSTEM ON/OFF.” Do this BEFORE unplugging anything from the jacks.
2. Turn down microphone levels on mixer.
3. Store microphones and cables inside metal cabinet.



CHESTNUT ST.

STREET

CEDAR STREET

FIRST

ST. PAULS

MAIN STREET

HYNE ST.

STREET

WEST

NORTH STREET

SECOND STREET

FIRST STREET

PIERCE ST.

DUTCHER ST.



Brighton Area Fire Authority

615 W. Grand River Ave. Brighton, MI 48116

Ph: 810-229-6640 Fax: 810-229-1619

Permit Fee: \$50.00

Payable to Brighton Area Fire Authority
10 days prior to event

Permit No: _____

Date Issued: _____

TENT PERMIT APPLICATION

Event Name/Type:

Address of Tent Location:

Date(s) of Event:

Start Time:

End Time:

OWNER/OCCUPANT

Owner/Occupant Name:

Address:

Phone Number:

TENT INSTALLER

Tent Installer Name:

Address:

Phone Number:

EVENT COORDINATOR

Name of Event Coordinator:

Address:

Phone Number:

TENT INFORMATION

Size of Tent:

Number of Attendees:

Entertainment Type:

Dance Floor:

Stage/Platform:

Special Effects:

Describe Use in Tent:

Cooking in Tent?

YES

NO

Source of Heat:

Source of Power:

Heater Provided with Tent?

YES

NO

Source of Heat:

Source of Power:

Desired Date &
Time for
Inspection?

Date:

Time:

Inspector Approval:

Date:



BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave.

Brighton, MI 48116

o: 810-229-6640 f: 810-229-1619

TENT EVENT FIRE CODE PERMIT REQUIREMENTS

The Brighton Area Fire Authority will consider a request for issuance of a tent permit, provided all information submitted meets the minimum requirements of the Fire Code, as adopted by the City of Brighton, Brighton Township and Genoa Township. **A permit is required for tents in excess of 400 square feet in area.**

SUBMITTAL PROCESS

The application packet must be submitted no less than **10 business days** prior to the event date. Your application packet must include the following:

- 1.) Tent Permit Application Form.
- 2.) A site plan of the tent location on the property.
 - a. Include the location of all lot lines, all other tents, buildings, parked vehicles. (Minimum separation 20')
 - b. Include the location of a fire apparatus access drive to be within 150' of all portions of tent.
 - c. Include the intended use and seating arrangement for all parts of the tent (dining, dancing, etc.)
 - d. Include numbers of tables, chairs, and sizes of dance floors, stages, bars, displays, etc.
 - e. Include locations of fire extinguisher, no smoking signs and exit signs, emergency lights.
- 3.) Certificate of flame resistance for the proposed tent, canopy or membrane structure materials.
- 4.) Payment of \$50 application fee (for review and inspection), payable to the Brighton Area Fire Authority.

GENERAL TENT FIRE SAFETY RULES

1.) Location & Emergency Access

- a. Tents shall not be located within 20' of lot lines, buildings, other tents or parked cars.
- b. A fire apparatus road shall be provided to within 150' of all parts of the tent envelope.

2.) Means of Egress

- a. At least two marked means of egress shall be provided in all tents.
- b. Additional exits are required for occupant loads over 200.
- c. For occupant loads over 50 persons, Exit signs shall be installed and shall be illuminated.
- d. All means of egress shall be illuminated at all times.

3.) Cooking

- a. Is prohibited under tents that are occupied by the general public. (food warming is allowed)
- b. Cooking tent shall be separated from other tents by 20' minimum.
- c. Outdoor cooking & grilling shall be separated from tents by 20' minimum.

4.) Extinguisher Requirements

- a. At least one (fully charged) class ABC extinguisher with a minimum of a 2A10BC rating shall be provided in a conspicuous, visible, and unobstructed location.



- b. Travel distance to an extinguisher shall not be more than 75'. More extinguishers may be required.
- c. A Fully charged **Class K** rated portable extinguisher is required when using a deep fryer.
- d. An extinguisher shall be located within 30' of cooking equipment.

5.) Smoking

- a. Smoking is prohibited within tents and "No Smoking" signs shall be posted.

6.) Open Flames

- a. Open flames or exposed flame devices are prohibited in tents open to the public.

7.) Compressed Gas

- a. LP/Propane cylinders are properly secured & remain secured by one of the following methods.
 - i. Nested & secured by one or more restraints.
 - ii. Secured by one or more restraints to a fixed object.
- b. Minimum of 10-foot clearance from any trash or combustible material.
- c. Less than 500 lbs. water weight.
 - i. Must have minimum separation of 10' from any canopy & out of the public way.
- d. More than 500 lbs. water weight.
 - i. Tanks more than 500 lbs. water weight must have minimum separation of 25' from any canopy.

8.) Generators

- a. The use of single generators is prohibited. Equipment requiring electrical power, (where power is unavailable), shall be provided by a trailer type generator unit and shall be 20' from tent.

9.) Fireworks

- a. Fireworks (of any type) shall not be used within 100' of a tent.

INSPECTION PROCESS

DO NOT BEGIN INSTALLATION UNTIL YOUR APPLICATION AND FLOORPLANS HAVE BEEN APPROVED. Upon approval, an inspection will be scheduled. A representative from your organization must be present. The inspection will consist of the following in accordance with the adopted fire code:

- 1.) Verification of tent location and layout along with proper separations.
- 2.) Verification of proper tent support and anchorage.
- 3.) Verification of tent material being flame retardant in accordance with NFPA 701 with proper labels.
- 4.) Verification of Fire Extinguishers, No Smoking signs, and Occupancy Load signage.
- 5.) Verification of the proper number of means of egress and aisle widths.
- 6.) Verification of proper Exit signage and emergency lighting.
- 7.) Verification of compliance with all general fire safety rules.

Note: The requirements listed above may not be inclusive of all fire safety requirements. Additional requirements will be addressed for each specific permit requested.



City of Brighton

Civic Event Application

FOR OFFICE USE ONLY

Year: _____

Event Name: _____

Estimated Costs: \$ _____

Payment Received Date: _____ Received by: _____

Cash / Check / Credit Card: _____

Final Costs: \$ _____

Remaining Balance (Final Costs – Estimated Costs): \$ _____

Payment Received Date: _____ Received by: _____

Cash / Check / Credit Card: _____



City of Brighton

Civic Event Application

Notes

No gas-powered generators are permitted.

No open flame cookers or heaters are permitted without prior approval from the Brighton Area Fire Authority.

Any additional restroom facilities deemed necessary for this event are to be supplied by the event organizer.

Event organizer staff/volunteers/vendors are responsible for trash control.

Dependent upon the type of event, organizer may be required to provide security.

Event organizer is responsible for arranging EMS (Ambulance) at the event.