



Livonia
PARKS & RECREATION

Special Use Event Permit Information

The City of Livonia Parks & Recreation Department is pleased that you would like to host your event in our City. Persons and/or organizations who wish to conduct an event or activity that falls beyond the normal scope of park operations within a City of Livonia park must submit a completed application to the Livonia Parks and Recreation Department.

INSTRUCTIONS

To apply for a Special Use Permit, please read the information carefully and complete the application and required attachments. The following pages include instructions and guidelines developed to guide you through the process. All applicants should familiarize themselves with the actual park policies and ordinances and laws referenced in this document. Fire, Police, Health and other agencies may have separate requirements and must also be consulted for permitting requirements. If conditions or guidelines listed below vary from current laws, rules or regulations, then current laws, rules or regulations will be applicable. The Department, as deemed necessary, may impose special rules, regulations and restrictions.

APPLICATION DEADLINES

In order to properly review an application, the City of Livonia requires adequate time to determine if the Special Use is feasible considering all logistics and details including the size and scope of event, traffic and pedestrian safety, security, and any other related concerns. Parks and Recreation staff may require a meeting to discuss the application. All Special Use agreements shall be reviewed by the Superintendent of Department of Parks and Recreation prior to submission to the Parks and Recreation Commission for approval and recommendation to City Council. **Submission of the application does NOT guarantee approval. Do not publicize your event until approval has been confirmed.** If your application has been approved, your confirmation will be in the form of a Special Use Permit issued to the applicant. The City of Livonia reserves the right to deny an application that is not submitted by the deadline date.

Event	Application Deadline
Existing Major Event without changes	90 days prior to proposed event date
New Event or Race/Walk of any size or Event with Changes	150 days prior to proposed event date

Submit completed application, attachments and fee to The Livonia Parks and Recreation Department by mail or fax to: Livonia Parks and Recreation Department

15100 Hubbard
Livonia, MI 48154
Phone: (734) 466-2900

EVENT DEFINITION

The City of Livonia has outdoor facilities suitable for a variety of special events that contribute to the individual, social, economic and environmental health and well-being of the community. A Special Use is defined as an activity or event held on City of Livonia property where the event will interfere with vehicular or pedestrian traffic and is beyond regular park usage, where a higher concern exists for the protection of participants, users and/or property. A special use may include but is not limited to races, carnivals, festivals, parades, company picnics, private fundraisers and camps. A park cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the Department grants this as a specified condition, but we cannot guarantee that the public will not enter the event area. If you are interested in using a Park Pavilion please reserve the pavilion as soon as you can. If your Special Use Application is not approved the pavilion fee will be refunded.

The City of Livonia Parks and Recreation Department will conduct a review process upon receipt of the application and will make a decision to approve the event based on the following criteria:

- Goals and objectives of the City of Livonia's Parks and Recreation Master Plan.
- Public impact on park and street access and closures.
- Duplication of events.
- Scheduling conflicts with other City activities (i.e. A City run Special Event, road work, etc.).
- Park and facilities capacity (adequate support staff and resources).
- Concurrence by other affected agencies.

APPLICANT

The applicant may be any member of the sponsoring organization who has been authorized by the organization to apply. The authorized applicant must be at least 18 years of age and available to work closely with the Parks and Recreation staff throughout the process.

A Non-Profit organization must present 501c3 documentation and list City of Livonia Parks and Recreation as sponsor in all promotional and event material.

EVENT RULES AND GUIDELINES

1. **Cancellations / Refunds:** Applicant must notify the Livonia Parks and Recreation Department in writing of any cancellations or rescheduling of the event. If the applicant cancels the event at least fourteen (14) days prior to the event, any payments made will be refunded, minus a \$50 administrative fee, the application fee and any direct costs incurred by the City. If the Applicant cancels less than fourteen (14) days prior to the event, the Applicant may receive a 50% refund of payments made, minus a \$50 administrative fee, the application fee and any direct costs incurred by the City. No refunds will be given if the Event is canceled by the City due to the failure of an Applicant to meet event requirements or conditions. No refunds will be given if the Event is terminated before the end of the contracted time due to excessive noise or disorderly activities.
2. **Inclement Weather:** If the event is cancelled due to inclement weather or other unsafe or hazardous conditions, the Applicant is responsible for notifying participants of the event

cancellation. Event may be rescheduled pending availability. Any additional fees incurred to the City, such as labor, traffic control, or any other unforeseen costs will be invoiced by the City to the Applicant. Applicant is encouraged to have an Inclement Weather Plan for during the Event.

3. **Damages:** The event space is to be restored to the same condition or better condition as it was prior to the Event. Applicant will be responsible for the cost to repair any damages resulting from the event and/or attendees. All equipment and structures placed at the Event site must be removed by the end of the event. The City of Livonia is not responsible for any items left at the event site. Applicant will be billed at full cost recovery rates plus overhead for any necessary clean-up and repairs.
4. **Logo:** The use of the City of Livonia or Parks and Recreation logo or any other reference to the City of Livonia is strictly prohibited except where written permission has been granted. This permission will only be granted where the City of Livonia is a sponsor of the event.
5. **Restrooms:** The Applicant may be required to provide portable restrooms depending on scope and size of the event. In general, one (1) portable toilet for every 200 people anticipated and may be required to pay for additional cleaning. This figure is based upon the maximum anticipated event participants. At least one (1) toilet must be ADA accessible for every ten (10) toilets in each location. Multi-day events will require daily cleaning service of portable restrooms. Portable restrooms may be placed one day prior to the Event and must be removed from the site following the Event. City staff will authorize placement locations for portable toilets.
6. **Supervision:** A person representing the sponsoring organization must be immediately available on site the day of the event, with authority over all elements of the event. This person will usually be the event APPLICANT or other authorized person. The CONTACT PERSON should provide the Department with a cellular phone number or designate some other way to contact them during the event. Park staff may make periodic checks to ensure utilization of park facilities. Any and all Department staff acting in their official capacity shall be admitted to the event without question and free of any charge.
7. **Safety:** The safety plan will be reviewed by City staff including Police, Fire and Risk Management. The Applicant may be required to hire off-duty law enforcement officers, reserves, medical personnel, etc. The number of additional support will be determined based on a number of variables including: the estimated number of attendees; the presence and availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for road closures or rerouting of vehicular or pedestrian traffic; and history of the particular event. All events must designate a first-aid station.
8. **Mitigation of Impact:** For large scale events the Applicant is required to include mitigation plans for negative consequences imposed on others by the event. Mitigation may include local press release to community newspapers, radio, television and flyers to those residents who will be

affected by the event. Notices must reflect the date(s), days, time(s), locations(s) and types of activities taking place at the event. The notice must give detour or alternate route information if access is affected. A draft sample of the stated method of distribution and proposed list of recipients must be attached to the application.

9. **Parking/Traffic:** Applicant may be required to provide adequate volunteers (with safety vests) for the purpose of directing patron parking. In the case of younger participants assisting, individuals ages 15 and younger are not permitted to be positioned within 35 feet of a roadway or heavily traveled section of the parking facility. Please provide a map and details of the plan with your application. Include pick-up, drop-off locations, parking areas, shuttles (if applicable), parking for event staff, vendors, etc.
10. **Road Closures:** Any City road closures will require a "Block Party" approval from City Council. The application can be found at Livonia.gov/1668.
11. **Trash and Recycling:** The Applicant may be responsible for additional dumpsters and trash cans and/or recycling receptacles depending on size and scope of the event. The Applicant will be responsible for placing receptacles throughout the event site as recommended. Delivery of dumpsters and temporary receptacles can be arranged with the Department of Public Service (734) 466-2655 or ds@livonia.gov.
12. **Tents and Signs:** All tents must be properly secured and anchored and made of flame-resistant materials in accordance with NFPA 701 Standard Method of Fire test for Flame Propagation of Textiles and Films. The Applicant must provide a copy of the flame-resistance rating. All tents larger than 10' x 10' require a building (tent) permit. Once the event is approved, the Applicant can contact the Inspection Department (734) 466-2580 for a permit. Banners, signs and similar displays are regulated by City Ordinance. The City will authorize the number and location of these items, which must be removed at the completion of the event. Tent and Temporary Sign Applications are available at Livonia.gov/1833.
13. **Lighting:** The Department must approve all uses of existing and/or temporary lighting. Depending on the level and complexity, an illuminating engineer or certified electrician may be required to certify that installation and mountings are safe and secure. Temporary lighting shall be directed away from abutting streets and properties.
14. **Selling:** Selling or offering for sale of any goods or services requires City approval. At all times, the City shall have the absolute right of disapprove the sale of any item that it deems inappropriate to be sold from City-owned property.
15. **Vendors:** All vendors must provide their own generator for electrical needs and approved tie-downs. Dunk tanks and live animals are prohibited. Entertainment vendors must have applicable permits. Food vendors are responsible to hold a Wayne County Health Department permit and are subject to inspection and adhere to all Health Department and Fire Department rules and regulations.

16. **Alcoholic Beverages:** Sale, dispensing, possession, use and/or consumption of alcoholic beverages on public property is prohibited except when special permission is granted pursuant to City and State Ordinance. Serving or selling of alcohol at the event is subject to City approval. Applicant is responsible for abiding by all local, State and Federal liquor regulations.

- a. **Beer & Wine Only:** The sale and distribution of distilled beverages, spirits or hard liquor is prohibited on City property. If permission is granted, the Applicant shall be limited to only non-alcoholic beverages, beer and wine sales and distribution within the event site.
- b. **Liquor License:** Once event is approved, the Applicant must obtain a temporary liquor license permit, or an extension of the current liquor license, through the State of Michigan. A copy of the liquor license must be provided in the name of the organization selling the product and submitted to the Parks and Recreation Department a minimum of thirty (30) days prior to the event. For more information, visit Michigan.gov/lara/bureau-list/lcc
- c. **Insurance:** A certificate of general liability insurance must be provided. A copy of the insurance certificate must be submitted to the Parks and Recreation Department a minimum of thirty (30) days prior to the event.
- d. **Wet Zone:** Any event selling or distributing alcohol where alcohol consumption is normally prohibited may be required to establish an area commonly referred to as a "wet zone." All alcohol must be contained within this area, established by barricades or other approved fencing. It is the responsibility of the Applicant to ensure all alcohol stays within these confines. Alcohol can only be sold or provided to individuals 21 years or older. Wet Zone location and dimensions must be include on the site map and approved by the City of Livonia Fire Department.

17. **Site Maps:** Site maps should include: (use as many pages as needed)

- a. Barricade or fencing locations
- b. Dumpster location
- c. Electrical needs
- d. Entertainment/Activities
- e. Event Equipment (stages, booths, trucks, etc.)
- f. First Aid/Medical Station
- g. Portable Restroom locations
- h. Road and/or sidewalk closures
- i. Seating arrangements (locations, numbers, type)
- j. Tent locations and sizes, etc.
- k. Traffic flow, parking and shuttles
- l. Vendor locations

18. **Noise:** All events must comply with the City of Livonia noise ordinance. If you will have live music or amplified sound the event will require City Council approval. Noise must be kept at a reasonable level. Absolutely no profanity or profane lyrics are allowed in the selection of music that is played for the event. If such music is heard by park staff or if complaints are received

from other park users, it will be grounds for shutting down the event. For complete ordinance, please visit https://library.municode.com/mi/livonia/codes/code_of_ordinances

- 19. Raffles/Bingo/ 50/50 sales:** A Charitable Gaming License is required for any raffles, BINGO or 50/50 drawings. You may apply here: http://www.michigan.gov/documents/cg/BSL-CG-1655_500424_7.pdf A plan for secure transport of monies being collected is required with your application.
- 20. Seating/Tables/Fencing:** Chairs, tables, bleachers, fencing or barricades required by the City will be the responsibility of and provided by the applicant unless otherwise contracted with the City. Additional fees may be required.
- 21. Mobile Stage:** The City of Livonia has a mobile stage unit "Showmobile" available for rent. Information on the Showmobile and the request can be found at LivoniaParks.org.
- 22. Accessibility Plan:** It is the Applicant's responsibility to comply with all established disability requirements to the American with Disabilities Act (ADA).

FEES

A non-refundable application fee shall be paid to the City by the applicant when the application is filed. The application fee is \$35.

If specific facilities such as fields or shelters or City services are to be required for the special use, the applicant shall pay the estimated charges for rent and services. These fees must be paid 30 days prior to event.

Non-Profit organizations are required to provide an IRS 01 C-3 tax exemption letter or proof of tax exempt status must be included with the application for all non-profit organizations.