



Livonia
PARKS & RECREATION

Special Use Event Permit Guidelines

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 facility 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.

WHEN IS A SPECIAL USE EVENT PERMIT NEEDED?

If your event meets one or more of the below conditions, a Special Use Application should be submitted at least 90 days in advance of the event date.

Livonia Parks and Recreation will accept Special Use Applications within 90 days but reserves the right to deny any application submitted. The earlier the submission, the better the department can assist the applicant/organization with their event.

1. Any public event
2. Any event with an attendance of over 250 people
3. Any private event serving as a fundraiser
4. Any event where items, products, or services will be sold.
5. Run/Walk/Race
6. Concert
7. Fair/Festival

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.

Submit completed application and all pertinent attachments to Livonia Parks and Recreation

Department by mail or email to: Livonia Parks and Recreation Department

15100 Hubbard

Livonia, MI 48154

Phone: (734) 466-2900

Email: parks@livonia.gov

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. **Cancelations / 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

cancel 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. The cost shall be covered by the applicant/organization.
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 to 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 included 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

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. Any additional fees such as lighting, labor, or maintenance, will be charged upon event completion.

Non-Profit organizations are required to provide an IRS 501 C-3 tax exemption letter or proof of tax exempt status must be included with the application for all non-profit organizations.



SPECIAL USE APPLICATION

A Special Use Permit is required when an event/activity falls beyond the normal scope of park operations.

APPLICANT / SPONSORING ORGANIZATION INFORMATION

SPONSORING ORGANIZATION: _____

CONTACT PERSON: _____

ORGANIZATION ADDRESS: _____

CITY: _____ ZIP: _____

STATE: _____ PHONE: _____

EMAIL: _____

Please identify contact person "on site" day of event (Note: this person must be in attendance for the duration of the event and immediately available to park officials).

NAME: _____ PHONE (MOBILE): _____

EVENT INFORMATION

PUBLIC OR PRIVATE EVENT (CIRCLE):	Public	Private		
TYPE OF EVENT (CIRCLE):	Fundraiser	Run/Walk/Race	Assembly (public)	Concert
	Fair/Festival	Other: _____		

EVENT TITLE: _____

PREFERRED EVENT LOCATION: _____

PREFERRED EVENT DATE(S): _____

PREFERRED ALTERNATE DATE(S): _____

ESTIMATED NUMBER OF PARTICIPANTS (Includes volunteers and staff): _____

SET UP DATE: _____ SET UP START TIME: _____ AM/PM END TIME: _____ AM/PM

Please describe the scope of setup work needed (provide specific details, use extra pages if needed): _____

ACTUAL EVENT HOURS: _____ AM/PM to _____ AM/PM

CLEAN UP DATE: _____ CLEAN UP START TIME: _____ AM/PM END TIME: _____ AM/PM

Does the event involve pedestrian/vehicular circulation of any kind along walkways, trails, etc.? (Circle) Yes No

If YES, attach a detailed map of the proposed circulation (pedestrian, shuttle, bicycle, vehicles, etc. route, indicating direction of travel.

Provide a written narrative to accompany map: _____

Does this event involve the closure of any park facilities /areas (Circle)? Yes No

If YES, list required closures as a result of this event. Include areas (trail name(s), field(s), etc.) date and time of closing and reopening: _____

If the special use application is approved, I/the organization understand and agree that a "Block Party" application will be submitted to City Council for approval at least 30 days in advance of my event date. Initial: _____

Will Alcohol be served (Circle)? Yes No

If YES, I understand and agree that I will complete an alcohol permit at the Livonia Police Station if any alcoholic beverages will be served during my rental. Initial: _____

Will Alcohol be sold (Circle)? Yes No

If YES, I understand and agree that if my application is approved, I/the organization will apply for a temporary liquor license and supply a copy of it to Livonia Parks and Recreation at least 30 days prior to my event date. Initial: _____

In addition to the route map, a diagram showing the overall event layout and set up, including locations for the following items, may be required.

All food vendors must have proper Health Department licensing and approval from the Fire Department.

Food Concession and/or Food Preparation Areas

Describe how food will be served at the event: _____

Will food be cooked on-site (Circle)? Yes No
If yes, please specify the method of cooking (Circle): Gas/Propane Electric Charcoal
Other (specify): _____

Vendors

DUNK TANKS AND LIVE ANIMALS ARE NOT ALLOWED

Will any vendors be on-site selling any items (Circle)? Yes No
If YES, I/the organization understand that an additional permit may be required through the City Clerk's Office. Initial: _____

Will any vendors be provided any of the below items (Circle)?
Tables/Chairs Tents Canopies Bounce Houses Inflatable Attractions
Other (Explain) _____

I/the organization understand that any and all vendors at my event must provide a certificate of insurance to Livonia Parks and Recreation listing the City of Livonia as additionally insured. Initial: _____

If the special use application is approved, I/the organization understand that I/we must complete a Special Consideration Requestion for any and all vendors at my event at least 60 days in advance of our event date. Initial: _____

All events must comply with the City of Livonia noise ordinance. All music and 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 and a prohibition on any future events by the applicant and/or the organization. No refunds shall be given if the event is shut down due to profane or inappropriate music.

If the special use application is approved, I/the organization understand and that I/we have read and will abide by the above noise guidelines for our event. Initial: _____

Will music entertainment / DJ be provided at your event (Circle)? Yes No
If YES, I/the organization understand that we will provide the name and contact information of any music entertainment/DJ to Livonia Parks and Recreation at least 60 days in advance of my event date. Initial: _____

Will amplified sound be used (Circle)? Yes No

If yes, please indicate: Start Time: _____ AM/PM End Time: _____ AM/PM

If the special use application is approved, I/the organization understand that I/we must receive approval from City Council and provide a copy of the resolution to Livonia Parks and Recreation at least 15 days in advance of our event date. Initial: _____

Any signs, banners, decorations, or special lighting (Circle)? Yes No

If YES, please describe and give location: _____

Any tents, canopies or temporary structures (Circle)? Yes No

If YES, please describe and give the location: _____

Any raffles, bingo, or prize money to be awarded on site (Circle)? Yes No

If YES, I/the organization understand that I/we must apply for and obtain a Charitable Gaming License and will supply a copy to Livonia Parks and Recreation at least 30 days prior to our event date. Initial: _____

If YES, please describe your plan for secure transport of monies being collected: _____

Is this a night event (Circle)? Yes No

If YES, please describe how the event and the surrounding area will be illuminated to ensure safety of the participants and the spectators: : _____

Portable Toilet Facilities

If the special use application is approved, I/the organization understand and agree that I/we are responsible for the organization, delivery, pickup, and financial cost of any additional dumpsters, trash receptacles, and/or portable toilets required by the City of Livonia outside of what is in place at my requested location. Initial: _____

- 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.

- Number of standard portable toilets to be supplied by applicant/organization: _____
- Number of ADA Accessible toilets to be supplied by applicant/organization: _____
- Name of company providing these facilities: _____
- Company Phone Number: _____
- When will the facilities be delivered: _____
- When will the facilities be picked up: _____

Trash and Recycling Receptacles and Management

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. The area must be returned to a clean, pre-event condition. The Parks and Recreation Department nor the City of Livonia does not provide sanitation services for special events.

Please describe your waste management and clean-up plan:

The applicant/organization 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.

- Number and Size of dumpsters with lids to be supplied (Required – 1 for every 400 people)
 - Number: _____
 - Size: _____
- Number of trash receptacles to be supplied: _____

Which of following will be necessary to conduct your event? Please check all that apply.

- First Aid Facilities and Ambulance Location
 - Booths, Displays or Enclosures
 - Tables and chairs
 - Fencing, Barriers and/or barricades
 - Scaffolding, bleachers, platforms, stages
 - Generators and/ or electricity source
 - Other (Explain): _____
-

SAFETY / SECURITY / ACCESSIBILITY

Please describe procedures for both crowd control and internal security:

Please describe the accessibility plan for individuals with disabilities:

If the special use application is approved, I/the organization understand that is our responsibility to comply with all federal disability access requirements as established by the Americans with Disabilities Act (ADA). Initial: _____

Ambulance(s)	# _____	Provided by: _____
Emergency Medical Technicians	# _____	Provided by: _____
First Aid Stations	# _____	Provided by: _____
Other	# _____	Provided by: _____

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please provide a description of your parking and/or transportation /shuttle plans: _____

Please describe your plan for Handicap accessible parking: _____

Please describe our plan to notify nearby residents, businesses, etc. impacted by the event: _____

PROMOTION / ADVERTISING / MARKETING

Will this event be promoted, advertised or marketed in any manner (Circle)? Yes No

If YES, please describe: _____

Will there be any live media coverage during the event? Yes No

If YES, please explain _____

DEPARTMENT SUPPORT / SPECIAL REQUESTS

Is park staff support requested (Circle)? Yes No

If YES, please describe needs: _____

Is use of park equipment requested? Yes No

If YES, please describe needs: _____

If the special use application is approved, I/the organization understand that Livonia Parks and Recreation and the City of Livonia reserve the right to put the cost and services of any additional help required for the event back onto the applicant/organization if they are unable to meet the request of the applicant/organization. Initial: _____

If the special use application is approved, I/the organization understand that Livonia Parks and Recreation and the City of Livonia will bill the applicant/organization for any additional labor or costs involved in more than normal park/city facility preparation for their event upon event completion. Initial: _____

INSURANCE REQUIREMENTS

Before final approval will be granted, the applicant may be required to provide an original and current certificate of general liability insurance including bodily injury and property damage naming the City of Livonia as “additional insured”. Insurance coverage must be maintained for the duration of the event.

Your agent may mail it to City of Livonia, Parks and Recreation Department, 1100 Hubbard, Livonia, MI 48154.

Amount of Insurance Required: \$1,000,000 general liability:

If alcohol consumption is planned either by individuals or group, an Alcohol Permit is required from the Livonia Police Dept. Alcohol beverages for sale – Liquor License required and must meet all Livonia City Clerk requirements.

RELEASE & HOLD HARMLESS AGREEMENT

In consideration of being issued a Special Use Permit by the City of Livonia and if applicable, in consideration of being allowed by the City of Livonia to possess and consume beer and/or wine at the above location and date, the undersigned by this instrument do hereby expressly stipulate and agree to release, discharge, indemnify and forever hold harmless the City of Livonia, its assigns, agents, servants and employees of and from all claims, demands, actions or causes of action now existing or which may hereafter exist by reason of any damage, loss or injury which heretofore has been or which may hereafter be sustained by the said group, organization or family in consequence of their participation in any and all activities in connections with issuance of this permit.

This release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

HAVING READ THE ABOVE CONDITIONS AND RECEIVING THE GUIDELINES PERTAINING TO THIS RENTAL, I/WE _____ AGREE TO ADHERE TO THE CONDITIONS OF THIS AGREEMENT AND THE SPECIAL USE GUIDELINES.

SIGNATURE _____

DATE _____

<i>For Office Use</i>	
Date Received: _____	Staff Initials: _____
Application Checklist: Completed Application _____ Event Map _____ Cert. of Insurance _____	
Department Approvals: Mayor _____ Police _____ Fire _____ DPW _____ Parks & Rec. _____	
Parks & Recreation Commission Meeting: _____	Council Approval: _____
Permit Issued: _____	Permit Denied: _____ Staff: _____