

## **Village of Dundee Parks and Recreation Application, Agreement and Policy for SPECIAL EVENT PERMITS**

Thank you for considering the Village of Dundee Parks & Recreation Department (Dundee Parks) facilities for your special event. We look forward to having you in the park and ask that you follow these rules to ensure that your event goes smoothly and that park resources are protected. Failure to comply with these rules could result in the partial or total loss of your damage deposit. Gate fees at applicable parks will still be assessed at the time of arrival. Best wishes for a safe and successful event!

Return this application and the additional fees/forms to the Village of Dundee Parks and Recreation Department at least six (6) weeks prior to your anticipated event. Submitting this Event Permit Application is not a confirmation to conduct your planned event. Your application will be processed, and you will receive notice of approval or rejection within two (2) weeks. Once approved it may be necessary to set up a planning meeting with Village Parks staff. **Incomplete applications will not be accepted. If your application is accepted, this document becomes the Agreement governing your use of the park for the events described herein.**

### **APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED**

Application for Rental Agreement	Event Site Plan
Application Fee \$30/non-refundable	Event Agenda/Activities

### **Rental/Permit Fees, Damage Deposits and Certificate of Insurance:**

Damage deposits, facility fees, permit fees and certificate of insurance are required within two weeks following approval of permit application. Holds are placed on the calendar as a courtesy and are good for only two weeks. The items listed below must be received within the two-week period to secure your date. After 15 days, courtesy holds will be released without further notice.

Checks should be made payable **to Village of Dundee** and mailed to  
350 W. Monroe Street, Dundee, MI 48131 or dropped off at the Village Offices

### **Facility Rentals**

To host a special event within a Village of Dundee Park or facility, the rental fees are separate from any associated special event applications and fees.

### **Refunds**

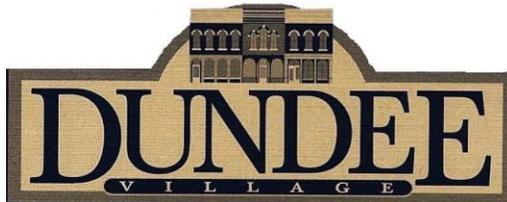
The Village of Dundee Parks and Recreation Department will refund 50% of prepaid fees when cancellations are made at least 15 days before the event. Cancellations made less than 15 days before the event will result in the forfeiture of the entire rental fee.

### **Insurance:**

During the performance of all Services under this Agreement, permit applicant shall maintain the following insurance in full force and effect:

- a. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
- b. Automobile Liability Insurance, with a minimum combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.

**Entire Application Must Be Completed in Full**



- c. Professional Liability Insurance (“Errors and Omissions Insurance”) with a minimum limit of \$2,000,000 annual aggregate.
- d. Workers’ Compensation Insurance in accordance with the statutory requirements of the Michigan Code.

All insurance policies shall be issued by an insurance company authorized to issue such insurance in the State of Michigan. The Village of Dundee, the Village, and the officers, employees, and agents of each shall be named as an additional insured under the General Liability, Automobile, and Worker’s Compensation policies, and such policies shall stipulate that the insurance will operate as primary insurance and that no other insurance affected by the Village will be called upon to contribute to a loss hereunder.

**Meeting:**

Once the application has been received, Village Parks staff will contact the applicant to determine if a planning meeting is necessary. If deemed necessary, this meeting is mandatory to work out all the details of the event. Please bring your event map/layout to this meeting. The application and event guidelines will be reviewed at that time. Additionally, special event applicants may have to attend a Park Commission meeting for additional vetting.

**Walk-through:**

Once the application has been approved and no less than two weeks prior to the date of your event, you are responsible for scheduling a “walk-through” of your event with park staff to review your site plan. The purpose of the walk-through is to make you completely aware of all site guidelines and answer any additional questions you may have.

**Vehicles and Parking:**

Vehicles are not allowed on Park property (other than streets and parking areas) without prior written approval. Failure to comply with this guideline will result in a loss of deposit. Parking is permitted in designated park parking lots.

**Food and Drink:**

If any food will be prepared, distributed, or sold at the event, each vendor must receive and hold a permit from a County Health Department.

The dumping of hot coals or grease on Park property is not allowed! If either is found after an event, the amount for cleaning and removal plus labor will be retained from the damage deposit.

**Alcohol**

State of Michigan Law states that alcohol can only be served through an approved one (1) day liquor license, issued to a non-profit organization or with a catering service that holds a valid traveling liquor license. Applicant must provide proof of a license fourteen (14) days prior to the event.

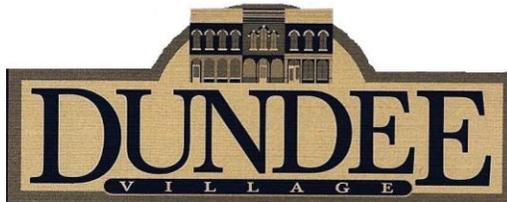
**Trash Removal:**

You are responsible for securing additional receptacles or having your trash hauled away if park containers won’t accommodate the needs for your event. Bagged trash (10 bag maximum) may be placed next to a park trash receptacle after an event for park staff to remove. Trash that is not disposed of properly or overfills a receptacle may result in a loss of deposit. Dundee Parks will determine if the size of your event requires your rental of an outside dumpster. Dumpsters are to be placed in designated areas or as approved by park staff.

**Port-O-Lets:**

You are responsible for securing the appropriate number of port-o-lets. Some Village Parks do have port-o-lets available already that can be used for your event. It is also encouraged to have hand washing stations and accessible port-o- lets for your event. They should be delivered at the latest date and time possible prior to your event and removed from Park property no more than 24 hours after your event ends. Village Parks takes no responsibility for any damage to port-o-let(s) prior to removal. Port-o-lets are to be placed in designated areas or as approved by park staff. Provide the location of your Port-o-Lets in the event map/layout. If port-o-lets require hoses for a water source, the vendor must supply the hose.

Entire Application Must Be Completed in Full



**Tents:**

Village of Dundee Parks & Recreation is not responsible for any tents or items set up for your event. You are responsible for scheduling security to watch over your area. Staking tents is not permitted without approval and proper locating services in advance of your event. Provide the location of your tent(s) in the event map/layout. **All components of vendor displays, including tents, umbrellas and signs, must be properly secured on all sides.**

**Child Supervision:**

If children are under the age of 18 and are part of the event, it is your responsibility to provide adequate supervision.

**Safety:**

The possession of drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, cross bows, swords, and pellet guns is strictly prohibited in any park or park facility. Pursuant to Village of Dundee Municipal Code Section 46-61 to possess, carry, fire or discharge, or cause to be fired or discharged across, in or into any portions of the park is strictly prohibited within the Village's jurisdiction.

**Copyright:**

It is the applicant's responsibility to comply with federal and state copyright laws applicable to any of the activities of the event.

**Violations:**

Park facilities must be used solely in accordance with the Village of Dundee Parks and Recreation policies and procedures; Dundee Parks retains the right to revoke a special use permit any time upon violation of your agreement of the risk or threat or a violation of your agreement. Failure to comply with any of the provisions of this Agreement may constitute a violation. In addition, the following activities are examples of violations of this Agreement: gambling, profanity, dangerous activities, unauthorized vending (including the sale of alcohol, tobacco, or drugs) excessive guests, excessive noise, or other activities which cause a disturbance to other nearby park activities or are in violation of state and local ordinances. Sleeping (overnight camping) in parks, golf courses, or other park premises is prohibited.

**By signing and submitting this application, the permit applicant agrees to abide by the park rules and regulations and Emergency Action Plan of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the Village of Dundee Parks and Recreation Department Rental Agreement.**

**Please Read Carefully**

I, as applicant or duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand, and agree to comply with all rules concerning the use of a Village of Dundee Parks & Recreation Park or facility. The applicant agrees that while renting the park or park premise, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park, including consumption of alcoholic beverages.

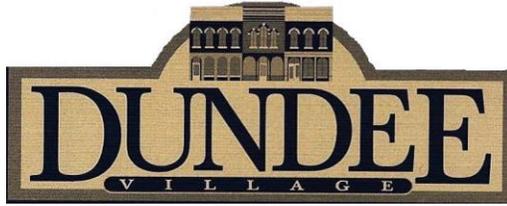
I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the Village of Dundee, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claims which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Entire Application Must Be Completed in Full



**Village of Dundee Parks and Recreation Department**

**SPECIAL EVENT PERMIT APPLICATION FOR PARKS/FACILITIES**  
Village of Dundee Parks and Recreation Department (Dundee Parks) (Please  
Print or Type)

- Parks operating hours are dawn to dusk (must be out prior to dusk park closing)
- Permit applications must be submitted to the Department at least six weeks prior to event.
- It is recommended that Special Events be hosted in Community Parks. If requesting a neighborhood park, it is up to the discretion of Village Recreation Staff and/or the Park Commission.
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Date of Proposed Event:** \_\_\_\_\_

**Contact Information:**

1. Organization applying for Special Use Event Permit:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Name of organizational **contact** responsible for managing event  
(Please list the one representative that will be responsible for all communication):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/Phone Number (if different)

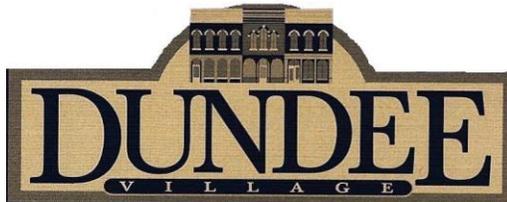
Address: \_\_\_\_\_

Village: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**Event Logistics:**

3. Name of event: \_\_\_\_\_

4. Type of event (fundraiser, 5K, Carwash, etc.): \_\_\_\_\_

**All Events:** If you are requesting that any public street be used or partially closed/blocked off or if you need additional Village resources (i.e., Fire or Street Departments), you must complete a separate request or permit through each respective party.

5. What is the purpose of the event? (Please explain and attach a detailed copy of your agenda or planned activities.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Requested Park Location: \_\_\_\_\_

Facilities in park (i.e. shelter, park, grounds, etc.): \_\_\_\_\_

\*Please provide map showing parking, activity venues, first aid, etc. (Map of park included)

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)		Starting Time	Ending Time	Set-up Date/time	Tear Down Date/Time

(a) Designated date for inclement weather? (Rain date)     Yes     No  
 If yes, date: \_\_\_\_\_

8. Total number of anticipated participants (i.e., volunteers, spectators, walker<sup>2</sup>s, etc.): \_\_\_\_\_  
 Peak Attendance: \_\_\_\_\_ at time \_\_\_\_\_     a.m.     p.m.

9. Is this a first-time event for you or the sponsoring organization at this location?     Yes     No  
 (a) **If not,** how does this event differ from previous years(s)?

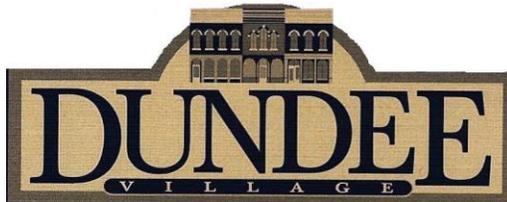
\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(b) Attendance totals for last event: Daily \_\_\_\_\_ Overall \_\_\_\_\_

10. How do you plan to publicize this proposed event? (If available, please attach a copy of the proposed plan or flyer)  
**PLEASE DO NOT PRINT FOR PUBLICATION UNTIL APPROVED BY THE VILLAGE OF DUNDEE PARKS & RECREATION. Please list event website if available.**

11. Do you wish to have any signs, banners or flyers be hung or posted in the park?     Yes     No  
**Describe the proposed locations of the banners, etc.**

\_\_\_\_\_



12. Do you wish to erect temporary structures such as stages, tents, booths, tables, or bounce houses, etc. for this event?  
 Yes       No

(a) If yes, please describe below, including size, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas, and signs, must be properly secured on all sides. Proof of insurance must be provided for temporary structures.**

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

13. Is this event open to the public?       Yes     No

14. Is this event ticketed?       Yes     No

15. Is this event free?       Yes     No

16. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Will donations/contributions be accepted during this event?       Yes     No

If yes, please explain how these donations will be generated or collected. \_\_\_\_\_

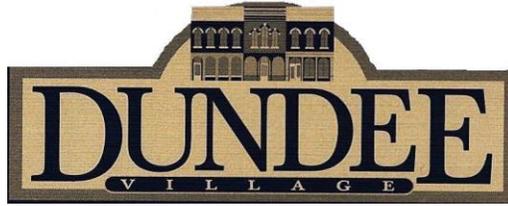
\_\_\_\_\_

18. Do you plan to sell, distribute, or give away refreshments and/or merchandise (i.e., food, beverage, T-shirts, CD's, art)  
 Yes     No

If yes, please list the number of booths expected: \_\_\_\_\_

**Notice:**

**\*A temporary Food Permit must be obtained from a local County Health Department if planning to sell food (i.e., hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Monroe County Health Department at 734-240-7800. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.**



19. Will there be displays, literature, or other types of solicitation?  Yes  No  
If yes, please explain: \_\_\_\_\_

20. Are you providing additional portable toilets for your event?  Yes  No  
How many? \_\_\_\_\_ Location: (show on site map) \_\_\_\_\_ Vendor: \_\_\_\_\_

**Notice:** The Village of Dundee Parks and Recreation Department requires you to have 1 (one) restroom facility for every 300 participants. If number needed exceeds what park has available, it will be the organization's/event organizer's responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site:  
\_\_\_\_\_

Person responsible for clean-up:  
Contact Name: \_\_\_\_\_ Relationship to organization: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Notice:** Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the Dundee Parks. Failure to do so may result in the reduction or loss of your security deposit. If an event is deemed large enough (over 300 people) to produce more than the 10-bag maximum, it will be the event organizers responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

**Security/Safety:**

22. What are your plans for providing security, traffic and/or crowd control: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

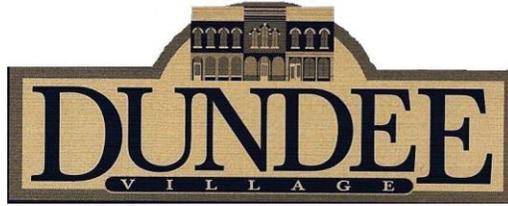
23. What are your parking plans? Overflow parking? \_\_\_\_\_  
\_\_\_\_\_

24. What are your plans for providing emergency/medical services? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Entertainment:**

25. Do you plan to provide musical entertainment for this event?  Yes  No  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

26. Will any type of sound amplifying equipment or devices be used in conjunction with this event?  
 Yes  No



If yes, please list type of equipment below:

Type of Equipment	Quantity

27. If musical entertainment is used, please list contact information for sound technicians.

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28. Do you plan to provide other entertainment for this event?  Yes  No  
 If yes, please describe or attach copy of your planned program: \_\_\_\_\_

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**Notice:** The sponsoring organization's Event Coordinator must comply with all Village of Dundee's ordinances regarding acceptable noise levels. (Please refer to the Village's Noise Ordinance for the Village of Dundee Municipal Code.) It is the event organizer's/applicant's responsibility to be compliant with all federal and state copyrights laws.

29. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event?  Yes  No

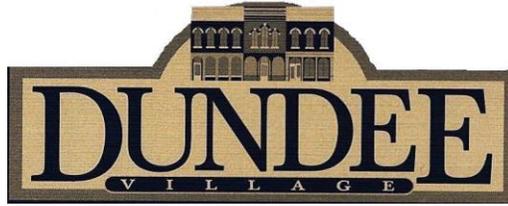
30. Are you providing a generator as a power source?  Yes  No

What are the electrical needs for the event: \_\_\_\_\_

Type of equipment i.e., (roasting pans, amplifiers, inflatables, etc.)	Power requirements

31. Are there any special provisions pertaining to your event that have not been addressed on this application?

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## Event Fees

**Due with Application:**

Application Fee: \$30/non-refundable \$ \_\_\_\_\_

**Fees, Charges and Deposits Schedule:**

Permit Fee: \$200/day

Non-Profit Permit Fee: \$100/day \$ \_\_\_\_\_

Vending Fee: \$25 per vendor selling food/merchandise

Vending Fee w/ Power: \$50 per vendor selling food/merchandise \$ \_\_\_\_\_

**Rental Fees and Charges** \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Village of Dundee Parks & Recreation Department Special Event Application (PARK USE ONLY)**

Date Received: \_\_\_\_\_ Fees Charged: \_\_\_\_\_

Partnership: \_\_\_\_\_ Parks Event: \_\_\_\_\_ Permit #: \_\_\_\_\_

Scheduled Staff Meeting Date: \_\_\_\_\_ Completed Approved Declined

Scheduled Park Commission Meeting Date: \_\_\_\_\_ Completed Approved Declined

Village of Dundee Staff person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Entire Application Must Be Completed in Full