



# Special Event Permit Application

(To be used for events on city property, within city facilities, or on city streets/alleys)

**NOTE: Applications must be submitted at least 60 days prior to the event date to not incur a late fee.**

The City of Flint looks forward to working with you to ensure your event is successful. Please review this application in its entirety before filling it out – all attachments must be enclosed for your application to be accepted.

Upon completion, submit your completed application, site map of the location including location of any stages or stage-like structures (NOTE: NO CITY STREET OR ALLEY CAN BE BLOCKED OFF WITH ANY TYPE OF STAGE STRUCTURE), and \$50 application fee. The application fee is refundable if the event date is not available or if the organizer voluntarily withdraws the request within 5 days of submission.

Do not advertise any event without approval or you risk your event not being approved.

## Special Event Fee Schedule (If event is approved, fees are due 30 days prior to event.)

Applicable to event	Fee	Description of various fees
	\$35	Inflatables, bounce houses, or petting zoo on city property
	\$500	Commercial event without admission charge
	\$1000	Commercial event with admission charge
	\$35	Noise permit – apply through Flint Police
	\$10	Tent permit per tent on city property
	\$10/hour per plug	Generators/utility use of city electricity
	\$___/per fill up	Water fill-ups from hydrant
	\$100	Carnival rides on city property (state permit required)
	\$125	Fireworks lit on city property
	\$100	Late fee if application is submitted 30-60 days prior to event)
	\$250	Security deposit for trash removal (If the organizer plans to dispose of trash from the event, a walk-through with City staff must be completed the day after the event for the deposit to be refunded.)
		<b>TOTAL FEE DUE ONCE EVENT IS APPROVED</b>

**Street closures - Contact Traffic Engineering at 810-766-7165 ex. 2622 to determine additional costs.**

**Parade/run/walk/race - Contact Traffic Engineering at 810-766-7165 ex. 2622 to determine additional costs.**

**Flint Police presence - Contact Flint Police Department at 810-237-6800 to determine additional costs.**

## Alcohol Policy

Alcohol is not allowed on city property, within city facilities, or city streets without Special MLCC License.

## General Event/Organizer Information

Name of Event \_\_\_\_\_

Event Organization/Sponsor \_\_\_\_\_  Non-Profit  For-Profit

Billing Contact \_\_\_\_\_ Email \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

**Event Day Contact** \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**Secondary Event Day Contact** \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Event Website/Facebook Page \_\_\_\_\_ Event Announcement Date \_\_\_\_\_

## Event Categories

The designation of an event as Commercial or Community (Co-Sponsored) will impact pricing, per the Special Event Fee Schedule on page 1 of this document. The Office of the Mayor reserves the right to determine the event category based on information provided by the organizer.

### Commercial Event

A **Commercial Event** is an event that costs to attend, spectate, or participate; a ticketed event with the purpose to promote, for the monetary profit, gain or advantage of, a business, product, service, commercial performance, venue, professional or college team or similar organization; or a for-profit event organized by a private person or entity, regardless of such person or entity's for-profit or non-profit status.

### Community (Co-Sponsored) Event

A **Community Event** is an event that is completely **free and open** to the public and organized by an individual or group other than a for-profit entity.

### Which category best describes your event?

Commercial

Community

Estimated Attendance \_\_\_\_\_ Cost to attend this event (suggested donations included) \_\_\_\_\_

Annual Event  Yes  No If yes, number of years it has taken place \_\_\_\_\_

Recurring Event (more than once per calendar year)  Yes  No

Provide date/time/location of each occurrence on a separate sheet of paper if needed.

Event Day(s) and Date(s) \_\_\_\_\_

Event Location (site map required) \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Run/Walk/Race Start Time \_\_\_\_\_ Run/Walk/Race End Time \_\_\_\_\_

Setup Day and Date \_\_\_\_\_ Time \_\_\_\_\_

Takedown Day and Date \_\_\_\_\_ Time \_\_\_\_\_

### Check all that apply to the event:

Availability varies by location. Additional insurance, licenses, and fees may be required.

Run/Walk/Race  Yes  No

Street Closures  Yes  No

Flint Police Presence  Yes  No

Tent(s)  Yes  No

Carnival rides  Yes  No

Inflatables/Bounce Houses  Yes  No

Animals Allowed  Yes  No

Food Trucks/Vendors  Yes  No

Generator(s)  Yes  No

Art Installation/Mural  Yes  No

**Fireworks/Pyrotechnics/Open Flame:** Coordination with the Flint Fire Department is required.

Yes  No If yes, describe \_\_\_\_\_

### Site Map of Location and Route Diagram

Please submit a detailed map of the event layout. Run/Walk route must also be submitted. Rough drafts are acceptable if event date is more than 90 days away. **Applications submitted without a detailed site map and/or route map will not be accepted.** Be sure to mark any applicable amenities listed above on the location map.

Location map detailing the event layout and equipment placement is attached.

Requested street closures are clearly marked on the location map and written details are attached.

Route map and written details of the Run/Walk/Race event is attached.

NOTE: NO CITY STREET OR ALLEY CAN BE BLOCKED OFF WITH ANY TYPE OF STAGE STRUCTURE

### Traffic Safety/Street Closures

Streets can be closed for special events to provide safety for attendees and for an enclosed event area. Street closures should be marked clearly on the location map. Street closures may be full, partial, or intermittent. **Meters within a street closure must be reserved with the DDA.**

Street Name(s) \_\_\_\_\_

Street Closure Times \_\_\_\_\_

Is this request for a block party?  Yes  No

## General Event Description

Please provide a brief description of the activities and purpose of the event.

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Please list the specific activities that will occur during the event, including the time and location of each activity, i.e. live music, petting zoo, food trucks, etc. These items should also be marked on the event location map and/or route map.

Activity \_\_\_\_\_ Location \_\_\_\_\_ Time/Duration \_\_\_\_\_

Activity \_\_\_\_\_ Location \_\_\_\_\_ Time/Duration \_\_\_\_\_

Activity \_\_\_\_\_ Location \_\_\_\_\_ Time/Duration \_\_\_\_\_

Activity \_\_\_\_\_ Location \_\_\_\_\_ Time/Duration \_\_\_\_\_

## Certificate of Insurance

A certificate of insurance is required to obtain a Special Event Permit. The certificate of liability insurance must show \$1,000,000.00 per occurrence. The City of Flint must be included as Additional Insured. It must also include the following statement: "The City of Flint, including all elected and appointed officials, employees, volunteers, boards, commissions and/or agents named as Additional Insured." One possible resource for obtaining event insurance is [theeventhelper.com](http://theeventhelper.com).

Certificate of insurance is included with this application.

## Event Action Plan

All events are required to provide an Event Action Plan. This document must include safety protocols and severe weather plans, including actions to take in the event of inclement weather.

Event Action Plan is included with this application.

## Cleanup Plan

The organizer is required to submit a \$250 deposit for trash removal. If the organizer plans to dispose of trash from the event, a walk-through with City staff must be completed the day after the event for the deposit to be refunded.

- Trash receptable locations are marked on the event location map.       I will collect and dispose of my own trash.  
 I have contracted with the City of Flint.                                       I have contracted with a private company.

Trash Removal Company \_\_\_\_\_ Company Phone \_\_\_\_\_

Dropoff Date/Time \_\_\_\_\_ Pickup Date/Time \_\_\_\_\_

## Security Plan

Private Security Company \_\_\_\_\_ Company Phone \_\_\_\_\_

Security Contact \_\_\_\_\_ Email \_\_\_\_\_

Number of Security Guards \_\_\_\_\_ Overnight Security  Yes  No

**Flint Police Department Presence Requested?**  Yes  No

The Flint Police Department (FPD) can provide law enforcement services for your event. FPD personnel will maintain the peace and enforce all state laws and local ordinances, but will not enforce your private event rules, policies, or procedures. FPD does not provide overnight security.

## Event Parking

Parking for attendees should be clearly marked on the location map. Please provide parking directions for attendees:

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For Downtown Flint events, contact the Flint Downtown Development Authority (DDA) Parking Services at [admin@flintdda.org](mailto:admin@flintdda.org).

## Restroom Plan

All events must have portable restrooms available. Portable restrooms must be in place before the event and must be collected at the end of the event, the same day.

I have contracted with a company to provide portable restrooms at the event.

Portable restrooms are marked on the location map.

Portable Restroom Company \_\_\_\_\_ Company Phone \_\_\_\_\_

Number of Portable Restrooms \_\_\_\_\_ Number of ADA Accessible Portable Restrooms \_\_\_\_\_

Dropoff Date/Time \_\_\_\_\_ Pickup Date/Time \_\_\_\_\_

## Food and Merchandise Vendors

Food trucks, trailers, or concessionaires must have a license from Genesee County Health Department. Additional permits may be required based on event needs.

Will food be sold or served?  Yes  No

Will food be served by food trucks or trailers?  Yes  No

Will a grill be used?  Yes  No If yes, list type of grill \_\_\_\_\_

Please list the type of food/merchandise that will be sold at the event: \_\_\_\_\_

Please list all merchandise and food vendors that will participate in the event—*attach additional sheets if needed*:

Vendor Name \_\_\_\_\_ Address/City \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Name \_\_\_\_\_ Address/City \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Name \_\_\_\_\_ Address/City \_\_\_\_\_ Phone \_\_\_\_\_

Vendor Name \_\_\_\_\_ Address/City \_\_\_\_\_ Phone \_\_\_\_\_

## Tents and Generators

Will there be tents at the event?  Yes  No If yes, will tents be larger than 20x20 ft?  Yes  No

Number of tents \_\_\_\_\_  Tent sizes and locations are marked on the event location map.

Will tents have a heating or cooling system?  Yes  No Will there be cooking near any tents?  Yes  No

Will there be generators at the event?  Yes  No

If yes, how many gas total gas generators at the event? \_\_\_\_\_

If yes, how many electric generators at the event? \_\_\_\_\_ (Plugs that will be used must be indicated on the site plan)

## Amplified Sound & Noise Control Plan

The event organizer is solely responsible for obtaining all licensing rights to play, perform, or livestream any music, movies, or other media at the event. Organizer agrees to abide by all local noise ordinances. Per local noise ordinances, amplified sound may only be used between the hours of 7 a.m. and 10 p.m.

Will any sound amplification equipment or a public address system be used at the event?  Yes  No

Locations of stages, sound system, and speakers are marked on the event location map, as well as proximity to residential areas.

Amplified sound will be used from \_\_\_\_\_  AM  PM to \_\_\_\_\_  AM  PM

Sound Company \_\_\_\_\_ Company Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person cell number \_\_\_\_\_ Email \_\_\_\_\_

## Community Notification

Notifying the neighboring community members that will be affected by the event is the responsibility of the event organizer. For street closures, signatures or written consent is required. The Special Event Permit will not be issued until your required community notification obligation is fulfilled.

- Neighboring residents and businesses have been notified of the event.
- The event message/flyer and list of contacts who received notification are included with this application.
- The signature sheet of residents and businesses affected by the event is included with this application.



## Citizen Street Closure Petition

We, the undersigned citizens of Flint, respectfully petition the Mayor the City of Flint for the following street closure(s).

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Street Closure Start Time \_\_\_\_\_ Street Closure End Time \_\_\_\_\_

Street Name(s) \_\_\_\_\_

Between Streets \_\_\_\_\_ and \_\_\_\_\_

Is this request for a block party?  Yes  No

**Respectfully submitted,**

Name (printed)	Signature	Address	Phone


**Special Event Permit Application Signature**

By signing this form, you acknowledge you are submitting the completed Special Event Permit Application with the \$50 permit fee, location map and/or route details for the event, and all necessary attachments. Approval of the application will be communicated in writing to the event organizer following submission of all required documentation. Allow 10 business days for application processing.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date received \_\_\_\_\_ Approved?  Yes  No

If no, why not? \_\_\_\_\_

Organizer notified?  Yes  No Date of notification \_\_\_\_\_

Contact person notified \_\_\_\_\_ Email \_\_\_\_\_