



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

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.

Non-Profit Event

A **Nonprofit Event** is an event that is completely **free and open** to the public and is organized by a nonprofit organization. This event type will require the organizer to submit a copy of their 501c3.

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 _____

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 _____

Alcohol Policy

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

General Event Description

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

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

Inflatables/Bounce Houses Yes No

Tent(s) Yes No

Animals Allowed Yes No

Food Trucks/Vendors Yes No

Generator(s) Yes No

Art Installation/Mural Yes No

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.

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 _____

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.

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. (1 per every 100 people)

- 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 _____

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 _____

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 ____ / ____ / ____ Individual Submitting Documents _____

Approved? Yes No