



Genesee
County
Parks and
Recreation
Commission

Special Event Application Directions

"Quick Check" Criteria for Special Events:

You will use this application, if:

1. You are requesting the exclusive use of a County-owned building or park property (except the Genesee Belle)

AND ONE OR MORE OF THE FOLLOWING APPLY:

2. You will be selling tickets or charging admission for entrance, **OR**
3. The event is open to the public and you expect over 50 people to attend, **OR**
4. You expect to conduct a commercial enterprise, including the sale of merchandise (except to raise funds for the benefit of an organization which is certified as exempt under Section 501 (c) of the Internal Revenue Code), **OR**
5. You are holding a fishing tournament.

How Do You Apply for a Special Event?

1. Submit a completed special event application at least **sixty (60) days before** the scheduled date(s) to the office of the Parks and Recreation Director. It is very important to answer all questions as thoroughly as possible and attach all required information to ensure timely review and approval of the application.
2. Attach the \$35.00 non-refundable application fee. Checks or money orders may be made payable to Genesee County Parks and Recreation Commission.

What is Required at the Time of Application?

- ▶ Application Fee.
- ▶ Event site plan, including but not limited to: event layout, parking accommodations(s), entrance point(s) additional lighting, portable toilets, hand wash stations, booths, tents, fencing, etc.
- ▶ Completed applications for noise permit, peddlers, signs, alcohol waiver, street closing(s), and food vendor(s) as applicable to event.
- ▶ Copies of any proposed promotional material(s).

PLEASE NOTE

ABSOLUTELY NO PROMOTIONS OF THE EVENT MAY TAKE PLACE UNTIL THE GENESEE COUNTY PARKS AND RECREATION COMMISSION HAS REVIEWED AND APPROVED SUCH PROMOTIONAL MATERIAL.

What is Required a Minimum of Two Weeks Before the Event?

- ▶ Approved Special Event Permit.
 - ▶ Applicable park reservations/facility fee(s).
- ▶ Liquor Control Permit for alcohol sales (if applicable) including proof of Liquor Liability insurance in the amount of at least \$500,000 naming Parks Commission as an additional insured.
 - ▶ Genesee County Environmental Health Permit for food sales (if applicable), including product liability insurance naming the Parks Commission as additional insured.
 - ▶ Genesee County Parks and Recreation Commission noise permit for amplified sound (if applicable).
 - ▶ Public Liability and property damage insurance in the amount of at least \$500,000/\$1,000,000 which names the Parks Commission as an additional insured.

- ▶ A damage deposit or surety bond in the required amount to insure cleanup, apparatus removal and return of the location to its original condition, by approved specified clean up date in application. The amount of this deposit is set by the Director and Legal Counsel.
- ▶ Merchant/Vendor permit(s) (if applicable).
- ▶ Waiver form to allow alcohol in County parks(s) (if applicable).
- ▶ Copy of written authorizations to use private property (schools, churches, etc.) (if applicable).
- ▶ Copy of contract/agreement for private security services (if applicable).
- ▶ Signed Application for Special Events Permit and signed License Agreement for Special Use of Park Facilities.

WHAT FEES ARE ASSOCIATED WITH SPECIAL EVENTS?

1. **Application Fee (non-refundable)**

\$35

2. **Damage Deposit (examples follow - the exact amount is set by the Parks Director and Legal Counsel)**

- a. \$500 for parades/processions/small or very short events;
- b. \$1,000 for one-day events;
- c. \$1,500 for multiple day events or high-risk events;
- d. \$10,000 surety bond, (terms are subject to approval of the Director and legal Counsel)

3. **Ticketed Events or Events Requiring Paid Admission**

- ▶ 3% (non-profit organization)/6% (profit organization) of gross ticket sales, or revenue collected for admission.
- ▶ For merchandise sales at ticketed or paid admission events (except to raise funds for the benefit of an organization which is certified as exempt under Section 501 (c) of the Internal Revenue Code), the following will apply:
 - a. Vendors shall pay 5% of gross revenue generated to Commission.
 - b. Merchandise Sales/Vendors permit fees:
\$10 (non-profit/no sales)/\$35 (profit/sales) each.
 - c. Food or Vendor(s) requiring electricity must be inspected by the applicable Building Inspection Department at a charge of \$45.00 each or have a licensed electrician on the site at your cost during the event.

4. **Site Restoration Fees (both of the following apply)**

- a. \$50 per day following event that park/facility is not cleaned up by organization, and

b. Actual hourly rate (minimum \$54.00 per hour) for Parks and Recreation Commission employees required if applicant fails to comply with clean up agreement.

5. **Other Fees**

- ▶ Event participants remain responsible for applicable facility use fees, such as camping fees, stall rental fees, and boat launch fees.
- ▶ The applicant is responsible for the actual cost of support services necessitated by the event, such as portable toilets, security services and similar costs.

WHAT FEES ARE ASSOCIATED WITH FISHING TOURNAMENTS?

1. **Application fee (non-refundable)** \$35

2. **Boat Fees**

1-15 boats	\$10	76-100 boats	\$100
16-30 boats	\$25	101-125 boats	\$125
31-50 boats	\$50	126-150 boats	\$150
51-75 boats	\$75		

There is an incremental increase of \$25 for each 25-boat increase, or fraction thereof.

- 3. The Commission will collect a daily boat launch fee or honor annual passes for all tournament participants according to its established fee schedule.
- 4. Additional fees may include Site Set Up and Restoration, Vendor Permits, Damage Deposit, and Insurance. There is no set-up charge if the event set-up takes places after 8:00 p.m. on the day prior to the event.
- 5. Tournament organizers must provide the Parks Commission with a list of all registered participants
- 6. All participants must have a current fishing license issued by the Michigan Department of Natural Resources.

These fees do not include day use fees for access to Park facilities for event participants.

Failure to comply with information requirements and deadlines may result in denial of the special event permit. Failure to make proper accounting and payment will result in default status and disqualification of application(s) for eighteen (18) months from the date of final payment.

I have read and understand the above information and have the authority to sign on behalf of the applicant/ organization.

Applicant/Representative

Date: _____