



Tim Kozal, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
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SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
You are requested to submit a letter that includes any special requests (i.e. barricades, closing of streets, picnic tables, extra garbage containers etc.) and details your Special Event		
Name Event:		
Date Event:		
Time of Event:		
NUMBER OF UNITS PARTICIPATING		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map if available):		map attached
Person(s)/Organization(s) making request:		
Main Contact Person:		
Address:		
Phone:	Cell:	Email:
INSURANCE		
The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.		
<i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i>		
Signature: _____		Date: _____
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____		Date: _____