



David M. Bachman, Director of Public Safety
 Police Department
 70 Maple Street
 Manistee, MI 49660
 231.723-2533 (phone)
 dbachman@manisteemi.gov

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):		
Person(s)/Organization(s) Making Request:		
Main Contact Person:		
Address:		
Phone:	Cell:	Email:
INSURANCE		
<p>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 Mary Bachman, Deputy Clerk. Ms. Bachman can be reached at 231.398.2803 her fax # is 231.723.5410.</p> <p><i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i></p>		
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: _____		



Denise Blakeslee, Planning & Zoning Administrator
 City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 dblakeslee@manisteemi.gov

SPECIAL EVENT SIGNAGE REQUEST

Please Print

Under Section 2101.A.8 City Council may approve exceptions to Article 21 Signs of the City of Manistee Zoning Ordinance for signage for community events. Permission must be granted from private property owners before signs can be installed for Council approved events. Requests must be received no later than 10 days before the next regularly scheduled Council Meeting to be placed on the agenda.

Under no circumstance are signs to be installed in the City right-of-way (area between the sidewalk and curb if there is no curb signs need to be placed at least 15 feet from the edge of the street. If your event is proposing to post signs to promote your event you must complete the following:

EVENT SIGNAGE		
Event Name:		
Date of Event:		
Reoccurring Event (specify):		
SIGNAGE INFORMATION		
Number of Signs Proposed:		
Types of Sign(s):		
Size of Sign(s):		
Proposed Location of Sign(s):		
Date Signs to be installed:	Date Signs to be removed:	
CONTACT INFORMATION		
Person(s)/Organization(s) Making Request:		
Main Contact Person:		
Address:		
Phone:	Cell:	Email:
AUTHORIZATION		
<i>I hereby certify that the locations for the proposed signage have been authorized by the owner(s) of the property and that signs will not be placed in the MDOT or City Right-of-way. All information submitted on this application is accurate to the best of my knowledge.</i>		
Signature: _____		Date: _____
Office Use Only		
<input type="checkbox"/> Request complete/Forward to City Council for Consideration		
Notes:		
Signature: _____		Date: _____



Michelle Wright, City Clerk
 City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2803 (phone)
 mwright@manisteemi.gov

RIVER STREET ARCH - BANNER REQUEST

Please Print

BANNER – RIVER STREET ARCH	
Applicant:	Event:
Address:	Week Requested:
Phone #:	Signature:
<p>The City of Manistee Banner Policy is as follows:</p> <ol style="list-style-type: none"> 1. Banners should be approximately twelve - sixteen feet long by three feet high and constructed of durable material. The banner must have slits for wind relief. The banner should be neat and orderly as an entrance sign to the Central Business District. Victorian design is encouraged. 2. All applicants must be local, non-profit organizations or entities. No political or religious messages are permitted. This provision does not prohibit the promotion of approved activities that are sponsored by political or religious organizations. 3. Reservations will be accepted on a first come, first serve basis except for time periods reserved for annual recurring events like the Forest Festival, Port City Festival and Old Christmas Weekend. Applications will be accepted beginning January 1 of each year. 4. All applications must include the exact words, phrase or characters which will appear on the banner. Applications may be hand delivered, mailed or faxed. All applications must be accompanied by a non-refundable \$50.00 fee. A sketch must be enclosed that includes the dimensions and lettering as it would appear on the banner if approved. 5. No banner will be permitted for more than one week, Monday through Sunday, except for recurring, annual activities noted in number three above. 6. Banner space is only available to promote local activities which provide local benefit. Banner space is not available for general advertising of any for profit enterprise. 7. All applications are subject to review on standards of good taste, as dictated by local community standards. 8. Banners are not permitted at any other location without the specific authorization of the City Council in accordance with the provisions of the Sign Ordinance. <p style="text-align: center;">PLEASE SUBMIT BANNER REQUESTS TO THE CITY CLERK'S OFFICE FOR APPROVAL</p>	
Office Use Only	
Received by:	Receipt #
City Clerk Review/Approval	
Signature: _____ Date: _____	
Council Review	
<input type="checkbox"/> Not Required <input type="checkbox"/> Council review required, will be on the _____ Council Agenda	