



Tim Kozal, Director of Public Safety
 Police Department
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SPECIAL EVENT REQUEST

Please Print

The City <u>must</u> receive this form at least ninety (90) days prior to the date of the event. Forms received less than ninety (90) days prior to the date of the event may result in denial of the request. You are requested to <u>submit a letter</u> with this form that details your Special Event.		
Name of Event:		
Person(s)/Organization(s) making request:		
<input type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person:	Phone Number:	
Address:	Email Address:	
Date(s) of Event:	Time of Event:	
EVENT LOCATION		
City Park(s):		
Parking Lot(s):		
City Street(s) Closure:		
NUMBER OF UNITS PARTICIPATING For Parades		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map)		
INSURANCE CERTIFICATE		
<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 <u>must be filed at the time this Special Event Request form is filed</u>. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate, this form, and related correspondence should be sent to the attention of the Manistee City Police Department.</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: _____

This Section Completed by the Event Organizer				OFFICE USE ONLY
Item	Unit Price		Quantity	Total Cost
Picnic Tables	\$4.00	Each		
90 Gal Tote	\$12.00	Each		
Trash Can	\$5.00	Each		
Garbage Bags (case)	\$62.00	Each		
Barricades, horses	\$4.00	Each		
Traffic Cones	\$3.00	Each		
HC Signs	\$1.00	Each		
No Parking Signs	\$1.00	Each		
Standard Cones	\$1.00	Each		
Fence, Plastic	\$70.00	Per 50 feet		
Fence, Wood	\$90.00	Per 50 feet		
Grand Stand	\$80.00	Each		
Plywood	\$3.00	Each		
Grill	\$15.00	Each		
Festival Street Banners	\$10.00	Each		
Hang Banner	\$60.00	Each		
Relocate Bleachers	\$60.00	Each		
Other:	TBD			
Other:	TBD			
Other	TBD			
Staff Charges (Office Use Only) Hours will be logged and billed after event				OFFICE USE ONLY
DPW/Parks Department Services	Cost			
Restroom Cleaning	\$45.00	Per hour		
Restroom Cleaning (overtime rate)	\$60.00	Per hour		
Street Sweeping	\$25.00	Per Block		
Street Sweeping (overtime rate)	\$35.00	Per Block		
Safety Perimeter installation	\$10.00	Per 50 feet		
Beach Cleaning (overtime rate)	\$95.00	Per hour		
Other:	TBD			
Other:	TBD			
Police Department Services	Cost			
Per Officer	\$38.64	Per hour		
Per Officer (overtime rate)	\$50.61	Per hour		
Other:	TBD			
Fire Department Services	Cost			
Ambulance/Pumper	\$22.62	Per Hour		
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour		
Other	TBD			
SUB TOTAL				
Apply Discount Rate				
	0%	25%	50%	100%
				X
TOTAL				%