



Joshua A. Glass, Chief of Police
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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. Please <u>submit a letter</u> with this form that details your Special Event. | | |
| Name 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: | |
| 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 | | |
| 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 filed at the time this Special Event Request form is filed . 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. | | |
| 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: _____ |

| Example of Fees to To be determined by City Departments | | | | 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 – Must contact City Clerk for Banner Application | \$10.00 | Each | | |
| Hang Banner | \$60.00 | Each | | |
| Relocate Bleachers | \$60.00 | Each | | |
| Parades – Non-Profit (Exclude HC & Legal Expenditure Events) | | | \$100 Each | |
| Parades – For-Profit | | | Actual Cost | |
| Events – Non-Profit (Exclude Legal Expenditure Events) | | | \$100 Each | |
| Events – For-Profit | | | Actual Cost | |
| Staff Charges 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 | | | | % |