



Civic Event Policy

PURPOSE

The purpose of the Civic Event Policy & Application is to promote uniform procedures to regulate and permit civic event activity at locations under the jurisdiction of City of Brighton. The Civic Event Application is a starting point for any business, group or individual who wishes to hold an event, parade, assemblage, festival, or similar activity, within the municipal limits of Brighton.

IMPLEMENTATION

City staff will assist the applicant with the process.

Eligibility Requirements

The applicant or representative of any business, group or organization that seeks a permit to conduct a civic event, must be 21 years of age or older and officially designated as the spokesperson of the sponsoring business, group, or organization.

Application Procedure

A *Civic Event Application* (See Page 5) must be submitted between 8 am and 4 p.m., Monday through Friday. Submittals are to be received at least forty-five (45) days before the actual date of the event. We ask that one begin the process as early as possible in order that proper approvals and deadlines are met.

Received *Civic Event Applications* may be submitted to any City Office. A City Official will contact groups and/or organizations within five (5) business days, to review event plans and discuss the activity. If necessary, organizers will meet with the Civic Event Committee to determine the scope of the event and what City resources and/or services may be necessary to accommodate the activity.

Once a request is approved, a letter of approval will be issued to the group representative.

Civic Event Evaluation Criteria

Approval consideration will be weighed as follows:

- Events that directly benefit business interests and the social welfare of Brighton residents.
- Demand on City resources
- Security and Public safety
- Traffic Flow

The criteria and priority order of event approval will be:

- 1) Civic events sponsored by the City of Brighton and/or a recognized affiliate agency i.e.; S.E.L.C.R.A.
- 2) Other Public (Governmental) Agencies and their affiliates
- 3) Community Service Groups; local (City/County) non-profit organizations that support a range of community services, and where the activity is a benefit to the general community and the City of Brighton.
- 4) Commercial Organizations of the City that want to conduct a non-promotional event that does not charge a fee or generate revenue, i.e.; an activity that is categorized as a public service.

For an approved event, the City will direct and control all aspects of the event. Control over an activity will be exercised with a focus on emphasizing municipal community involvement, ensuring quality control, in the best interest of the city, businesses and residents. As the managing agency, the City will work with businesses and/or residents to ensure permitted activities will pose a minimal disruption to what otherwise would be normal conditions. The City of Brighton will work closely with the group representative to determine the most suitable location to appropriately and best manage the event and its content.

Regulations

Groups or organizations utilizing public areas for permitted civic events shall abide by all rules and regulations, laws, and general ordinances as established by the City of Brighton, to include respective local county and state agencies, as related to the sale of any item, food or drink product. Regulations that may pertain to the sale of items and the serving of food will be distributed to the group representative.

All signs shall conform to the description contained in the Civic Event application (number of signs, type of signs, locations of signs, display date, etc.) OR as modified by City Council in its approval motion. All signs are required to be removed immediately upon completion of the event.

Depending on the activity, vehicles will be restricted to designated parking areas with the exception of set-up and breakdown of the special event. Organizers will be required to provide all necessary personnel to properly direct traffic to designated parking areas. At no time will it be permissible for any person or group to sell or consume alcoholic beverages on public property without the expressed approval of the City of Brighton.

Violations of any term or condition of the issued permit or any law, ordinance, rule or regulation by the permittee or his/her agents, shall constitute grounds for revocation of the permit, and if warranted, additional penalties will be imposed as applicable by State Statute, City Ordinance, or this policy.

Charge For Waste Collection Services

Organizers will be responsible to supply sufficient waste collection services for the approved event. During the initial organizational meeting waste collection services and associated charges will be discussed.

Comprehensive Liability Insurance

A Certificate of Insurance naming the City of Brighton as additionally insured in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage, may be required per the type of activity.

Insurance For Events Involving Alcohol

Events that include the sale or distribution of alcohol must have a Special Event Liquor Liability policy in an amount not less than \$1,000,000, naming the City of Brighton as additionally insured. This policy is in addition to the Comprehensive Liability Insurance.

Indemnification

The applicant and any other persons, business, organizations or firms on whose behalf the application is made, by filing a permit application shall represent, stipulate, contract and agree that they will jointly and severally indemnify and hold the City of Brighton, its agents, officials (elected or appointed), and employees, harmless against liability, including court costs and attorney's fees, for any and all claims for damage to property, or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the assembly or any of its participants. A copy of Disclaimers must be maintained on the location of the Civic Event for the length of the same. (Reference Page 11).

DEFINITIONS

Festival	An organized celebration generally held on an annual basis, which is open to the general public, including entertainment of many kinds, and honoring people, places
----------	---

or events. A festival will tend to be an all-day event and/or a multi-day event.

Event	An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion. Duration is usually up to a few hours or one day in length.
Public Open Space	City of Brighton streets, parks, public squares, and public Parking lots.
Representative	The person designated by the event organizers as the prime Person responsible for the event.
Community Group	A Community Group shall mean a local non-profit organization that supports a broad range of community service; Membership of the group is open and available to any city or county resident. The purpose of the group will enrich the livability of the City of Brighton community; The group is not a registered political party.
Non-Profit Organization	Any organization that is a registered not-for-profit society.
Public Agency	Any governmental agency that operates on a not-for-profit basis.
Commercial / Business	Any organization that operates on a for-profit basis.
Event Organizer	The organization producing the event.

To assist with the answering of specific questions and provide application assistance the following contact information is provided.

APPLICATIONS OR GENERAL INQUIRIES: The Department of Public Works, 420 S. 3rd Street, Office hours are 8 A.M. to 4 P.M., Monday through Friday, (810) 225-8001.

PARADE, PROCESSION, or ASSEMBLAGE: The closing of streets for such purposes must be planned in detail with members of the Brighton Police Department, 440 S. 3rd Street. Office hours are 8 A.M. to 4 P.M., Monday through Friday, (810) 227-2700.

ANNUAL EVENT: Is this event expected to occur next year? YES NO

If Yes, you can reserve a date for next year with this application). To reserve dates for next year, please provide the following information:

Normal Event Schedule (e.g., third weekend in July):

or

Next year's specific date(s):

PROCEEDS OF THIS EVENT WILL BE USED FOR:

IF THE PROPOSED CIVIC EVENT IS A PARADE OR RUN/WALK EVENT, PLEASE LIST THE POINT OF ORIGIN, PATH, TERMINATION POINT, NUMBER OF ENTRIES AND TRAFFIC CONTROL PLAN AS NECESSARY. (Use attached map to clarify the route)

IF THE PROPOSED CIVIC EVENT IS A RUN/WALK EVENT, WILL YOU BE PROVIDING VOLUNTEERS AT ALL ROAD CROSSINGS? YES NO

WILL THESE VOLUNTEERS BE WEARING SHIRTS IDENTIFYING THEM AS VOLUNTEERS AS WELL AS REFLECTIVE SAFETY VESTS? YES NO

ARE YOU PLANNING TO CHARGE AN ADMISSION FEE? YES NO

IF YES, WHAT KIND AND HOW MUCH?

DO YOU PLAN ON UTILIZING VENDORS AND/OR EXHIBITORS FOR SALES OF ANY KIND? YES NO

WHAT IS THE FEE CHARGED FOR EACH VENDOR? _____

DO YOU PLAN TO CONTRIBUTE REVENUES RECEIVED FROM THIS EVENT TO LOCAL ORGANIZATIONS AND/OR COMMUNITY GROUPS? YES NO

IF YES, TO WHOM AND HOW MUCH?

WHAT IS THE EXPECTED ATTENDANCE FOR THIS EVENT? _____

DO YOU PLAN ON SUPPLYING ADDITIONAL RESTROOM FACILITIES?
YES NO

NUMBER OF VOLUNTEERS / STAFF? _____

HOW WILL THE VOLUNTEERS / STAFF BE IDENTIFIED?

HOW WILL THIS EVENT BENEFIT THE RESIDENTS AND/OR IMPROVE THE QUALITY OF LIFE IN THE CITY OF BRIGHTON?

ELECTRICAL SERVICES REQUIRED (Please Be as Accurate as Possible)

OTHER UTILITIES REQUIRED (Please Be as Accurate as Possible)

CITY FACILITIES REQUESTED (Please Be as Accurate as Possible)

DO YOU PLAN TO UTILIZE OFF-SITE PARKING FACILITIES YES NO

IF SO, WHAT LOCATION IS PLANNED? _____

WHAT IS YOUR PLAN FOR TRANSPORTATION FROM THE PARKING AREA TO THE
EVENT LOCATION?

SIGNAGE REQUESTED (Detail sign locations on the attached map and provide sign
renderings)

Number of Signs _____

Types of Signs _____

Locations of Signs _____

Date Signs Posted _____

Date Signs Removed _____

PLEASE ATTACH LIST OF EQUIPMENT; STAGE, TENTS, VEHICLES, ETC., THAT YOU
PROPOSE TO USE IN THE EVENT OR BRING ONTO CITY PROPERTY, STREETS OR
PARK AREAS - (ALL SUBJECT TO APPROVAL).

STREET CLOSURE

ARE YOU REQUESTING A STREET CLOSURE FOR YOUR EVENT? YES NO

If yes, detail the street(s) you would like closed, and the location of the closure(s) on the attached
map.

ALCOHOL

DO YOU WANT TO SELL AND/OR SERVE ALCOHOL? YES NO

IF YES, PLEASE SEE THE ATTACHED SHEET TITLED “ALCOHOL” AND FILL IN THE QUESTIONS COMPLETELY AND IN DETAIL.

SECURITY

If the event requires the overnight setup or storage of goods, equipment, etc. security is the responsibility of the event applicant.

IF YOUR EVENT REQUIRES OVERNIGHT SECURITY, PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR SECURITY PLAN:

ON SITE REPRESENTATIVES NAMES AND CONTACT NUMBRS:

<u>Name</u>	<u>Contact number</u>
_____	_____
_____	_____
_____	_____

Owner(s) Affidavit*

I, _____, have authorized _____ as
(company or organization owner) (Civic Event Applicant)

my representative for the purpose of obtaining a Civic Event permit(s) from the City of Brighton
Public Services Department for my organization located at _____.
(company or organization address)

Owners Signature

Date

INDEMNIFICATION AGREEMENT

The _____ agree(s) to defend, indemnify, and hold harmless the City
(business/organization)

of Brighton, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage that
may be asserted, claimed or recovered against or from the _____
(business/organization)

and/or the City of Brighton, by reason of any damage to property, personal injury or bodily
injury, including death, sustained by any person whomsoever and which damage, injury or death
arises out of or is incident to or in any way connected with the performance of this contract, and
regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part
by the negligence of the City of Brighton or by third parties, or by the agents, servants,
employees or factors of any of them.

Signature _____ Date _____

Witness _____ Date _____

ALCOHOL

PLEASE GIVE A BRIEF DESCRIPTION OF THE TYPE OF ALCOHOL TO BE SOLD / SERVED

WHO WILL BE THE ALOCHOL LICENSE HOLDER?

ON THE ATTACHED MAP, DETAIL THE LOCATIONS WHERE ALOCHOL WILL BE SOLD / SERVED.

DESCRIBE IN DETAIL YOUR ALCOHOL MANAGEMENT PLAN

**** IF ALCOHOL SALES OR SERVICE IS APPROVED BY THE CITY COUNCIL AS PART OF THIS EVENT, THE APPLICANT MUST ALSO RECEIVE APPROVAL FROM THE LIQUOR CONTROL COMMISSION**

**** IF ALOCHOL SALES OR SERVICE IS APPROVED, EVENT INSURANCE MUST INCLUDE AN ADDITIONAL INDEMINATION FOR ALOCHOL (See *Liability Insurance section on Page 3 of Policy*).**

NOTES

No gas-powered generators are permitted.

No open flame cookers or heaters are permitted without prior approval from the Brighton Area Fire Authority.

Any additional restroom facilities deemed necessary for this event are to be supplied by the event organizer

Event organizer staff / volunteers / vendors are responsible for trash control.

Dependent upon the type of event, organizer may be required to provide security.

Event organizer is responsible for arranging for EMS (Ambulance) at the event.

CITY OF BRIGHTON
APPROVALS/RECOMMENDATIONS/COMMENTS
(For City of Brighton Personnel Use Only)

Event Title

Director of Public Services: _____ **Date:** _____

Comments: _____

Police Chief: _____ **Date:** _____

Comments: _____

Fire Chief: _____ **Date:** _____

Comments: _____

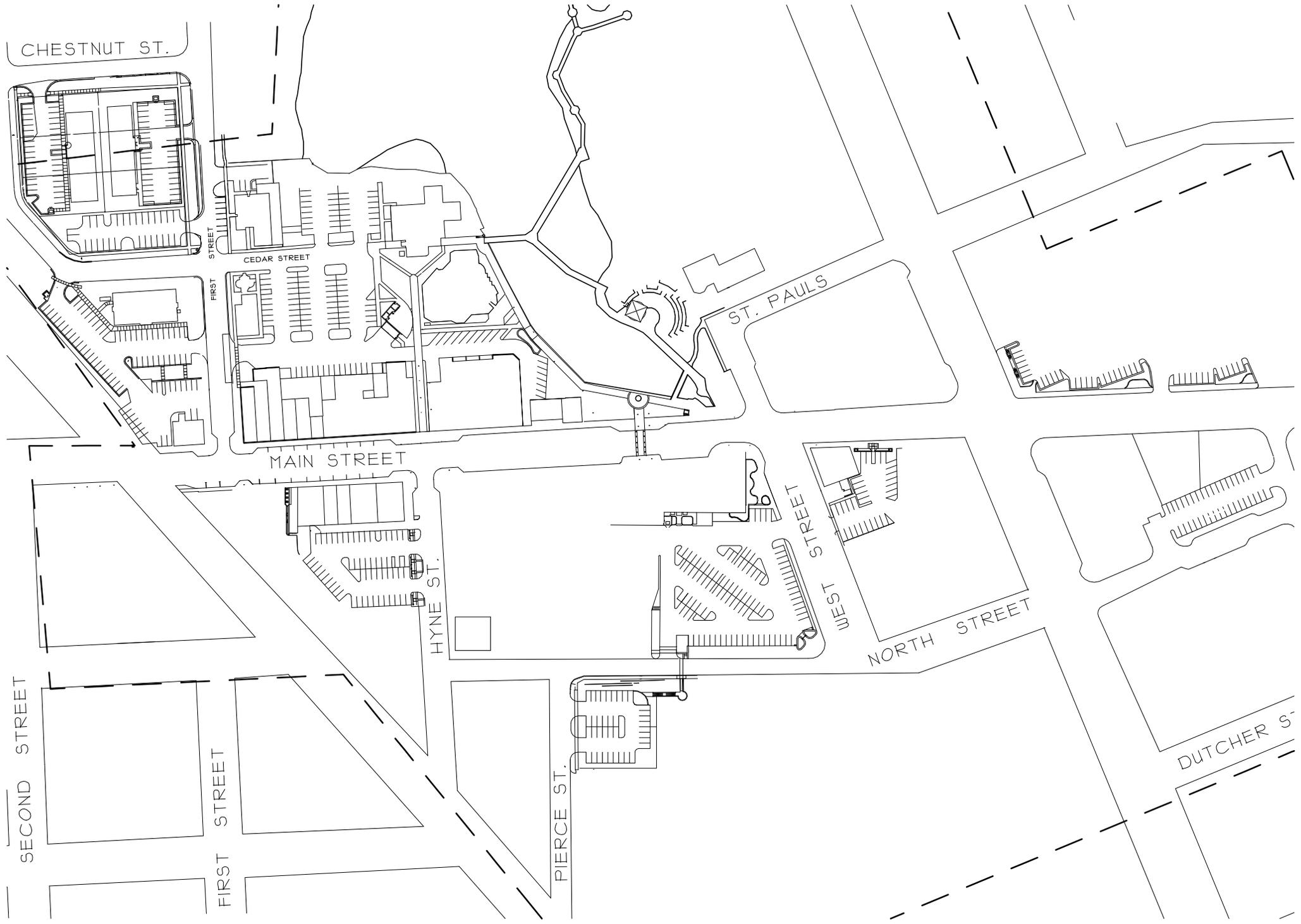
Finance Director: _____ **Date:** _____

Comments: _____

Other, if necessary: _____ **Date:** _____

Comments: _____

CITY COUNCIL ACTION: _____ **Date:** _____



CHESTNUT ST.

STREET

CEDAR STREET

FIRST

ST. PAULS

MAIN STREET

HYNE ST.

STREET

WEST

NORTH STREET

SECOND STREET

FIRST STREET

PIERCE ST.

DUTCHER ST.