

Scan

PLEASE RETURN TO:
CENTRAL PERMIT DESK
City of Ann Arbor
Building Department
P.O. Box 8647
100 N. Fifth Avenue
Ann Arbor, MI 48107-8647
Phone: (734) 994-2674
Fax: (734) 994-8460

Date Received: _____
(Please apply 60 days prior to event)

NOTE: If the event is in a business area, permission must be obtained from the appropriate merchant association. Some special events will require City Council approval. Liability insurance may also be required for some events.

**APPLICATION FOR PERMIT FOR
NON-COMPETITIVE/SPECIAL EVENT**
(Permit Required for Over 50 Participants)

1. Name of Event: "74% TIME TO DO SOMETHING" MARCH FROM PIAA TO CITY HALL
2. Date: SATURDAY, APRIL 2, 2005 Time: 1:00 PM
3. Estimated number of participants: _____ Is there a limit on the number of participants? Yes No
4. Do you plan to use sidewalks? Yes No If yes, attach map showing route to be taken.
5. Do you plan to use City streets? Yes No If yes, attached detailed map of desired route.
6. Identify plans for protecting participants from vehicle traffic. **Note:** The Ann Arbor Police Department will determine the necessary City Police personnel for the event and will charge the associated costs to the applicant.

7. The following must be attached to this application:
 - (a) A detailed map showing the location of the event, streets to be closed, and intersections where traffic must be stopped.
 - (b) An insurance certificate indicating coverage complying with the Administrator's regulations.
 - (c) Approval letters from businesses losing vehicle access during the event and/or letter from appropriate City business association.
8. If you wish to have amplified sound (speech or music), you must obtain a "Noise Permit".
9. If you wish to hang a banner, you must obtain a "Banner Permit".
10. Name/Position with Organization/Address of Applicant: _____

_____ Zip: _____ Phone No(s): _____
11. Name/Address of contact person if other than applicant: _____

_____ Zip: _____ Phone No(s): _____

The applicant hereby applies for a Non-Competitive/Special Event permit for the event described above and on the attachments. The applicant agrees to hold harmless, indemnify and defend the City of Ann Arbor, its officers and employees from any liability which may arise out of the event. The applicant agrees to comply with all City ordinances and regulations in connection with the event and to pay the City for its direct costs in connection with the staging of the event.

Signature: _____

Administrative Review

Police Department Review: _____

Approved by: _____

Transportation Department Review: _____

Approved by: _____

Fire Department Review: _____

Approved by: _____

City Attorney Review (if applicable): _____

Approved by: _____

City Administrator Review (if applicable): _____

Approved by: _____

Central Permit Desk Review: _____

Approved by: _____

Date Issued: _____

**PROCEDURE TO RECEIVE PERMIT
FOR A NON-COMPETITIVE/SPECIAL EVENT**

Applications to hold a Special Event covering demonstrations, marches, parades, carnivals, festivals, rallies, film making, non-competitive and fundraising events, where 25 or more people or vehicles are in City streets, must be submitted to the Central Permit Desk at least **60 days** prior to the proposed event.

1. Amplified music requires a separate permit. (Ord. 9:367(3))
2. Banners require a separate permit. (Ord. 5:510)
3. Park Use Permits are required when more than 50 people are expected to attend an event to be held in a City park. Park permits can be obtained in the Parks Department.
4. A detailed map showing the exact location or route of the event must be attached to the application. (Ord. 10:152(7))
5. The detailed map must indicate a traffic control plan for all intersections. (Ord. 10:152(7))
6. The application must indicate any streets or portions of streets which will be closed and the number and types of barricades which will be used to close the streets. (Ord. 10:152(7))
7. If substantial traffic disruption is anticipated, the City Administrator may require the applicant to submit and pay for a newspaper notice indicating the streets to be closed and indicating alternative traffic routes, and shall order the closing of the streets or portions of streets necessary for the event. (Ord. 10:152(7))
8. If the event will require the closing of a street, the applicant must make access arrangements for businesses and residences on the street. (Ord. 10:152(7))
9. The applicant shall be responsible for obtaining, installing, and removing all necessary barricades. (Ord. 10:152(7))
Contact City Sign & Signal Shop at (734) 994-1619 for information.
10. ~~The applicant must agree in writing to hold the City harmless from all damage claims arising out of the event. (Ord. 10:152(5))~~ *Police actions!*
11. Evidence of insurance may be required based on the risks to the public and participants. If portions of the event will occur in a street area open for vehicular traffic, the public liability insurance shall be at least \$500,000, and the City must be named as an insured party.
12. With the assistance of the Transportation Division, Fire, Police Departments and City Attorney, the Central Permit Desk will review all applications to determine whether the plans for the event will adequately protect participants and the public.
13. ~~In general, events which utilize sidewalks and obey traffic signals will not require the services of the Police Department. (Ord. 10:41, 10:2)~~
14. ~~If the event will require the services of the Police Department, the applicant will be informed of the number and estimated cost of police services.~~
15. Prior to the event the applicant may be required to pay the total estimated cost of police services. Be aware that funding by the Community Events Account may not fully cover all expenses related to this event. The Applicant shall be responsible for all costs over and above the allocated amount granted. ?
16. The applicant will be refunded if the estimated costs exceed the actual cost of police services, or billed for the deficiency if the amount paid is insufficient.
17. If the applicant fails to pay for police services, future permits will be withheld until the City is reimbursed for all outstanding invoices. (Ord. 10:152(5))
18. In general, events which utilize sidewalks and obey traffic signals will not require the services of the Police Department. If the event will require the services of the Police Department, the applicant will be informed of the number and estimated cost of police services. (Resolution #R-559-11-83)
19. Prior to the event the applicant may be required to pay the total estimated cost of police services. The Applicant will be refunded if the estimated costs exceed the actual cost of police services, or billed for the deficiency if the amount paid is insufficient. If the applicant fails to pay for police services, future permits will be withheld until the City is reimbursed for all outstanding services. Be aware that funding by the Community Events Account may not fully cover all expenses related to this event. The Applicant shall be responsible for all costs over and above the allocated amount granted.