



City of Midland
 333 W. Ellsworth * Midland, MI 48640
 Main: (989) 837-3300 General Questions: cityhall@midland-mi.org

EVENT APPLICATION

Sponsoring Organization _____ Contact Person/Position _____

Please describe your organization _____ Non-profit organization: Y / N

Phone (_____) _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Name of Proposed Event _____

Brief Description of Event _____

Requested Date(s) of Use _____ Requested Time(s) of Use _____ Is this a repeat event? _____

Proposed Event Timeline: Setup to Begin _____ Duration of Event _____ Clean up to End _____

Requested Location _____ Will you charge admission? _____ No. of Participants Expected _____

What type of event are you hosting?
 Run/Walk _____ Park Event _____ Downtown Event _____ Block Party/Street Closure _____ Other _____

Street Closures: Are you requesting any street closures: Y / N Time Streets Closed _____ Time Streets Reopened _____

Please describe: _____

Tents: Will you be utilizing tents and if so, what size are your tents? _____

Concessions: Who will provide? _____ Will you apply to serve alcohol? _____

Power: What are your electrical needs? _____

Amplified Sound: Will you be utilizing amplified sound? _____ How will sound be amplified? _____

Restrooms: Will you be providing additional restroom facilities above what is already offered at the requested location? _____
 _____ If so, who will provide this service? _____

Park Shelters: If you are holding your event in a park, will you be reserving a park shelter for your event? _____

Other Requests: Please note that other elements of your event may require additional approval. Do you have additional requests (i.e. fireworks, etc.) _____

Equipment Rental: The City of Midland offers equipment for a fee based on availability. Please contact the Parks and Recreation Office at 989-837-6930 for additional information on rental fees. Are you interested in utilizing any of the following?
 _____ Mobile Stage _____ Metal Fencing _____ Traffic Control Devices
 _____ Trash Receptacles _____ Picnic Tables (Cones, barricades)
 _____ Other

Payment: Equipment rental fees must be paid in advance of event. The organization representative may receive an invoice for additional City services after completion of the event based on the final utilization of staff and resources at the event.

Submittal: Please submit the completed form to Paula Pomaville at ppomavil@midland-mi.org. A map, sketch of event layout, race route or other map must be included with this application.



OTHER ITEMS TO NOTE

- *Some events may require City Council approval. It is recommended that you submit your request at least two months in advance of your event.*
- *Depending on the event, a certificate of special event liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, with the City of Midland named as an Additional Insured may be required.*
- *No markings of any kind (i.e. paint, spray paint, spray chalk, chalk, etc.) are permitted on the trail route surfaces.*
- *The City will review need for cost recovery for City expense if event requires unique or non-standard efforts on the City's part for any necessary set-up or clean-up of the area by the City.*
- *The use of the parks and city areas is non-exclusive. There is a potential for bystanders to view/attend your event.*
- *Events are not allowed to be conducted on the Tridge.*
- *You must contact the Parks office at least one week in advance of the event for location of tents if you choose to use them. Parks and Recreation does not provide tents. There is a \$25 fee for tent location services. The Fire Department requires that all tents 400 sq. feet and larger will require additional permits. Please contact the Fire Department for this information.*
- *Any decorations must not hinder other users of the surrounding areas and all must be removed after the event. It is understood that you are fully responsible for any and all decorations, and items used at the event site.*
- *It is recommended that someone should be in attendance at the site at all times or a security service is attained.*
- *It is also understood your group will be responsible for the cleanup and disposal of refuse, leaving the site in the same or better condition than found.*
- *No event can be scheduled in the Farmer's Market area on Wednesdays and Saturdays, May-October, from 6:00 a.m. - 3:00 p.m.*
- *The Tridge area, Chippewassee Park and Emerson Park periodically encounter flooding.*
- *There are no permanent restroom facilities at Chippewassee Park or the Central Park Band Shell. Your guests will have to use a portable restroom located at the site.*

RELEASE AND HOLD HARMLESS

It is agreed by the organization using the facilities that it will be responsible for any damage to property. It is further agreed that the signing party will hold the City of Midland harmless for any damage or injury that the organization, its participants or spectators might incur during its use of the above named facilities.

It is further agreed by the organization that all debris deposited during the use of the above named facility shall be picked up and properly disposed of. Any damage will result in additional fees.

Signature of Applicant: _____

Date: _____