

CITY OF HAMTRAMCK EVENT APPLICATION



The City of Hamtramck encourages and welcomes the safe use of our clean and beautiful city parks and facilities to promote our city as a destination where people want to live, work, visit and do business.

GENERAL GUIDELINES

- **Application**

- It is strongly suggested that event organizers contact the City at least 6 weeks prior to the start of the event in order to assure sufficient time to meet with the organizers and walk them through the entire planning process, review process and to determine most fees in advance. Failure to submit plans in a timely fashion may result in your application being denied.

- **Fees**

- All fees must be paid prior to the start of the event.

- **Liability**

- Liability insurance must be obtained for a minimum of \$1 million dollars with the City of Hamtramck, its officers, its agents, City Manager, Chief of Police, all Department heads, and City Council named as additional insured.

- **Shuttle and Transportation Routes**

- Shuttle and transportation layout to be submitted with application and will be reviewed two (2) weeks prior to the event; four (4) weeks minimum, if temporary street closures involved

- **Health Department**

- Must submit all necessary approvals, as needed, from Wayne County Health Department two (2) weeks prior to the event

- **Temporary Road Closure**

- Road closure schematic to be submitted with application and will be reviewed four (4) weeks prior to the event

Note for planning purposes:

- A 10 foot wide lane must be maintained on streets/alleys to allow for emergency vehicles
- All barricades must be portable and moveable in case of emergency

- **Sanitation Plan**

- Event sanitation plan with copy of trash removal & clean-up services contract to be submitted with application and will be reviewed two (2) weeks prior to the event
- \$500 minimum deposit required. Any additional charges will be invoiced to organizers; payable immediately after event

- **Inspections**

- Fire Marshall - An hourly rate may be charged for events during normal working hours, time and one half for all inspections outside of normal working hours.
- Health Department – Applicant must show proof of all Wayne County Health Department inspections
- Electrical Inspector - (current hourly rate)
- Plumbing Inspector - (current hourly rate)

- **Bathroom facilities**

- Bathroom facilities schematic to be submitted with application and will be reviewed four (4) weeks prior to the event; city to determine required quantity of facilities if needed

- **Police**

- Police protection plan to be submitted with application and will be reviewed four (4) weeks prior to the event to determine security requirements
 - Note - Security requirements may vary
- To request Hamtramck Police or Reserve Police Officers for your event
 - A minimum of a four (4) week notice for scheduling is required
 - Full time and Reserve Officers are charged at an hourly rate per officer
- The City reserves the right to determine the amount of escrow funds required for police services and may increase police presence at any time and bill accordingly based upon developing security needs

- **Fire**

- Fire protection plan including emergency contact numbers for event organizers to be submitted with application and will be reviewed four (4) weeks prior to the event to determine additional needed requirements

- **Ambulance**

- Ambulance services contract with current city provider to be submitted with application and will be reviewed four (4) weeks prior to the event to determine additional needed requirements

- **Water Needs**

- Water needs plan to be submitted with application and will be reviewed four (4) weeks prior to the event to schedule any connections to hydrants
 - City of Hamtramck will provide all required connections at current hourly rate
 - The City reserves the right to determine the amount of escrow funds required for water usage
 - All water meter connections will be installed with a backflow prevention at the cost to the event organizers

- **Parking**

- Parking plan including any signed approvals from private property owners must be submitted with application four (4) weeks prior to the event

- **Additional Provisions**

- The City reserves the right upon review of application to determine an additional amount of insurance coverage, escrow or bond to cover any damage to city property or to provide for restoration of city property to its original condition or better condition.
- The City at no time shall incur expense for private events
- It is recommended that organizers notify residents and businesses within the event area of the upcoming event. Notification may be through door-to-door, distribution of flyers or paid notices in publications.
- The City encourages the organizers of annual events to meet with City officials soon after the event is completed to identify unexpected needs for future planning
- The City encourages event organizers to complete their application as soon as possible, but submit no later than six (6) weeks prior to the date of the event.
- Event organizers shall notify the City if any of the submitted plans or contract change

APPLICATION

Name of Event _____

Date / Time of Event _____

Type of Event _____

Event Location/Address

Applicant Name _____

Address _____ City _____ State _____ ZIP Code _____

Telephone Number _____ Mobile _____

E-mail _____

Co-Applicant Name _____

Address _____ City _____ State _____ ZIP Code _____

Telephone Number _____ Mobile _____

E-mail _____

SIGNATURE

Applicant Signature _____ Date _____

Co- Applicant Signature _____ Date _____

Co- Applicant Signature _____ Date _____

REVIEW OF APPLICATION

Department	Reviewer	Approve/Deny	Date
Police Department	_____	_____	_____
Comments	_____	_____	_____
Fire Department	_____	_____	_____
Comments	_____	_____	_____
DPS Department	_____	_____	_____
Comments	_____	_____	_____
Community Development	_____	_____	_____
Comments	_____	_____	_____
City Manager	_____	_____	_____
Comments	_____	_____	_____

APPENDIX

Fire Prevention Guidelines

- Booths with cooking shall have one 10lb ABC Fire Extinguisher. For every 3 cooking units an extra 10lb ABC extinguisher is required.
- Extinguishers shall be tagged by a licensed extinguisher service company. All extinguishers shall be UL or FM approved.
- All deep fryers shall be protected by the UL 300 wet chemical system. All systems shall have documentation that they have been inspected within the last 6 months by a licensed company. A fire suppression system is not required when cooking under the open sky (if fryer is outside the booth).
- No open flames near or within a booth with overhead covers or side skirting.
- All tents, canopies or temporary structures should have a permanently affixed label identifying the fire resistance of the material.
- If the material does not have a flame resistance tag on it the following must be done;
 - Name and address of owners of tent or structure.
 - The date the fabric was last treated with flame resistant solution.
 - Trade name or kind of chemical used in treatment.
 - Name of person or firm treating the material.
 - Name of testing agency and/or test standard by which the fabric was tested.
 - One copy of this is to be kept on site and a second copy to be given to the fire department (Fire Marshall).
- All cooking units outside of the tent/booth must be properly separated from pedestrian traffic. Proper barriers shall be located around cooking areas to isolate cooking area from patrons.
- All propane tanks will be chained or secured down to prevent injury. They will also be properly tightened and checked for leaks.
- All extension cords will be of proper rating for outdoor use. No overloading of circuits will be tolerated.
- All food booths are subject to inspection by the Fire Marshall prior to opening with a follow up inspection if needed.