



City of Hamtramck

Community and Economic Development Department

Small Event Guidelines

Congratulations on planning your event! The following guidelines will help your event be successful! If you need any assistance along the way, reach out to the Community and Economic Development department staff. Contact information can be found on the website: <https://hamtramck.us/community-and-economic-development-ced/>

1) Minor Event Form:

The form must be signed and submitted at least two weeks prior to the event date. Submit the form via e-mail to the Community and Economic Development Department. See the City of Hamtramck, Community and Economic Development webpage for direct e-mail information. Once the form and fees are received, and if the space is available, the CED Department will hold the space for your reservation. All reservation requests are treated on a first-come, first-served basis.

2) Fees:

All application/permit fees must be paid with the submission of the form. The cost of the minor event depends on your requested reservation. See City of Hamtramck Fee Schedule on the City website. All events require a \$100 security deposit.

In order to pay for the rental and security deposit, write two checks. Checks should be made payable to City of Hamtramck. Place checks in an envelope and address the envelope to "Community and Economic Development Department". Drop the checks off at the drop-box located in the foyer of City Hall.

3) Cancellations and refunds:

All rentals are non-refundable. A cancellation of a reservation will result in the forfeiture of the entire reservation fee. If on your date, it is determined weather conditions will not permit the use of the site, your reservation may be postponed to any future date not already reserved within the current calendar year.

4) Liability:

To the fullest extent permitted by law you agree to defend, pay on behalf of, indemnify, and hold harmless the City of Hamtramck, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Hamtramck against any and all claims, demands, suits, or loss, including all costs connected there with, and for any damages which may be asserted, claimed, or recovered against or from the City of Hamtramck, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is any way connected or associated in whole or in part with the sponsoring organization's special event.

5) Sanitation agreement:

The event applicant must collect and remove all trash, debris and recycling accumulated during the duration of the event. City of Hamtramck is not responsible for event trash removal. Failure to remove trash will result in the loss of the security deposit.

6) Fire:

No open flames are permitted on any public space premise within the City of Hamtramck.

7) Additional information:

The City of Hamtramck follows all Center for Disease Control and Prevention and federal guidelines, along with State of Michigan and Wayne County guidelines. Please review current guidelines when planning your event.



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Small Event Form

Events are important to the heart and soul of the community! In order to reserve your event space, the following form needs to be signed and submitted two weeks prior to your event date. Read the previous Small Event Guidelines to understand all rules and procedures for renting out a public space with the City of Hamtramck. Please send the form to staff member from the City's Community and Economic Development Department. To find contact information, go to the webpage: <https://hamtramck.us/community-and-economic-development-ced/>

CONTACT INFORMATION

Name _____ Phone _____
Address _____ E-mail _____
City _____ State _____ Zip _____

EVENT INFORMATION

Event location _____

Date and time of celebration _____

Type of event

- Family gathering Graduation ceremony Wedding Concert
 Non-profit Political For-profit Parade Athletic event Filming Festival

Describe event (include number of people) _____

SIGNATURE

Printed name _____ Signature _____ Date _____

For Department Use Only

- Check received. Date: _____
 Security deposit received. Date: _____
 Saved event in calendar
 Notified Department Heads
 Scheduled Sandwich Board Sign
 Security Deposit Returned. If not, provide reason: _____

Staff member: _____

If translation services are needed to complete or understand documents, please contact the department head to request accommodations.

إذا لزم الأمر، يرجى الاتصال بمسؤول القسم للحصول على التسهيلات اللازمة لإكمال أو فهم الوثائق.

নথিগুলি সম্পূর্ণ বা বোঝার জন্য অনুবাদ পরামর্শগুলি প্রয়োজন হলে, অনুগ্রহ করে বাসস্থানে অনুরোধ করতে বিভাগের প্রধানের সাথে যোগাযোগ করুন।