

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.

City of Hamtramck Event Application General Guidelines

Application

- The General Event Application must be submitted at least eight (8) weeks prior to the event date and all attachments must be submitted at least four (4) weeks prior to the event date to allow for sufficient time for review, inspections, and planning. Plans that are not submitted in a timely fashion may be denied.
- Incomplete applications will not be accepted.

Fees

- All application/permit fees must be paid prior to the start of the event. Checks should ~~can~~ be made payable to:
The City of Hamtramck.

Liability Insurance

- Applicant must obtain liability insurance for a minimum of one million dollars (\$1,000,000.00) with the City of Hamtramck, its officers, its agents, its employees, City Manager, all department heads, and City Council named as additional insured.

Street/Road Closures

- If temporary street closures are involved, applicant must submit street plans at least eight (8) weeks prior to the event in order to obtain City Council approval.
- If the event takes place on a county road, the Wayne County Department of Transportation will be notified by the City.
- A twenty (20) foot wide lane must be maintained on all streets and alleys to allow for emergency vehicles to pass.
- All barricades must be portable and movable in case of an emergency.

Shuttle and Transportation Routes

- If applicant is providing shuttle and/or transportation services, a transportation layout must be submitted. A street map can be found on the last page of this packet.

Health Department

- Applicant must submit any necessary approvals from the Wayne County Health Department.

Sanitation Plan

- An event sanitation plan with a copy of a trash removal and clean-up service contract must be submitted to the City of Hamtramck.

- All streets, parks, and public areas are to be cleaned immediately after the event ends.
- A five hundred dollar (\$500.00) refundable deposit may be required and will be held in escrow until event clean-up is completed. Any additional charges will be invoiced to the event organizers and payment will be due immediately after the event.

Bathroom Facilities

- A bathroom facilities service contract must be submitted to the City of Hamtramck. The City will determine the amount, if any, of facilities are required.

Water Needs

- Water needs plan must be submitted to the City of Hamtramck in order to schedule any connections to hydrants.
 - The City of Hamtramck will provide all required connections at the 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.
 - An application for water use may be found on the last page of this packet.

Police

- A Police protection plan to be submitted with application and will be reviewed four (4) weeks prior to the event to determine security requirements. Security requirements may vary by event.
- 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

- A Fire protection plan including emergency contact numbers for event organizers must be submitted with application and will be reviewed four (4) weeks prior to the event to determine additional needs.
- Fire Prevention Procedure must be followed. It is as follows:
- Event Chairperson(s) and individual Booth Coordinators names and numbers are required for on-site direct contact during operating hours.

- A sketch or diagram shall be attached for the site plan and parking for the event. A 20 ft. wide Fire Department access lane is required.
- Booths with cooking shall have one #10 ABC fire extinguisher. If the booth has a deep fryer, a K Rated fire extinguisher is also required.
- All fire extinguishers shall have an updated tag with a licensed service company with it. All extinguishers shall be UL approved.
- 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. If the fryer is not within a structure or a tent only a K rated fire extinguisher is needed.
- No open flames near or within a booth with overhead covers or skirt siding.
- All tents, canopies or temporary structures should have a permanently affixed label identifying the flame resistance of the material.
- If the material does not have a flame resistance tag on it, the following must be done.
 - The names and address of the owners or the 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 the person or firm treating the material.
 - Name of the 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 is to be given to the Fire Marshal.
- All cooking units outside of the tent/booth must be properly separated from pedestrian traffic. Barriers shall be located around the cooking areas to isolate them from patrons.
- All propane tanks will be chained or secured down. They will be properly tightened and checked for leaks.
- All extension cords will be of the proper outdoor rating and not be a trip hazard. No overloading of circuits will be tolerated.

- Any event requesting for fireworks/pyrotechnic displays shall be in accordance with International Fire Code (IFC).
- All booths are subject to inspection by the Fire Marshal prior to opening with a follow up inspection on opening day. If any vendors have any questions they can reach the Fire Chief or Fire Marshall.

Ambulance

- An ambulance services contract with the City's current provider may be required. The City will determine if additional ambulance services are required.

Parking

- A parking plan including any signed approvals from private property owners may be required.

Inspections

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

Schematic/Map

- A schematic of the event must be submitted with the application. Please include all activities, bathroom facilities, rides, stages, and set-ups.

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 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 publication.
- 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 eight (8) weeks prior to the date of the event.
- Event organizers shall notify the City immediately if any of the submitted plans or contracts change.
- The City reserves the right to deny any application for reasons including, but not limited to: failed inspections, failure to present required documents in a timely manner, public safety concerns, and scheduling conflicts.

City of Hamtramck Event Application

GENERAL:

Name of Event: _____

Date/Time of Event: _____

Type of Event: _____

Event Location/Address: _____

Applicant Name: _____

Address _____ *City* _____ *State* ____ *Zip Code* _____

Phone Number _____ *Email Address* _____

Co-Applicant Name: _____

Address _____ *City* _____ *State* ____ *Zip Code* _____

Phone Number _____ *Email Address* _____

Estimated crowd size: _____

Approximately how many vehicles can be parked on site? _____

If off-site parking is necessary, where will cars be parked? _____

Will you be requesting road or street closures? If yes, which street and what dates? Be sure to include street closures on site plans.

Give a brief description of food and beverage sales planned for this event, and list food service vendors (if applicable). Please note if alcohol will be sold at the event.

Give a brief description of amusements, games, carnival rides, or other planned events/attractions (if applicable).

If you will be erecting signs, structures, or utilities to accommodate this event, please describe:

Additional Information:

Community and Economic Development

Will you be requesting the use of any City Park or other property owned by the City? _____

**If yes, you must attach a sketch/diagram to indicate how the event and parking areas will be situated. Hand drawn sketch will suffice. Be sure to include 20' wide Fire Department access lane.*

Fire Department

Will this event include cooking or other devices that use food trucks, propane, fireworks or other pyrotechnic displays? _____

Propane on site? _____

Fireworks or pyrotechnic displays? _____

Are you requesting Fire Department or Emergency Medical coverage for this event? _____

Police Department

Will you require a Police detail? _____

Will you be requesting Police officers for this event in regards to security or traffic? _____

If yes to either question, what date/time will Police services be required? (Total Hours) _____

Department of Public Services

Will you require barricades for this event? _____

Will you require a water hydrant with meter to supply water for this event? If yes, make sure to include in site plans.

If yes, how many locations? _____

Please be sure to attach the following items:

- Completed application
- Appropriate fees in the amount of \$ _____
- Proof of Liability Insurance
- Sanitation Plan
- Bathroom Plan
- Water Plan
- Fire Protection Plan
- Police/Security Plan
- Ambulance/EMS Contract
- Event Schematic/map
- Map of road closures (if applicable)
- Map of transportation/shuttle routes (if applicable)
- Fire Marshal Inspection Report (if applicable)
- Health Department Inspection Report (if applicable)
- Electrical Inspection Report (if applicable)
- Plumbing Inspection Report (if applicable)
- Parking Plan (if applicable)
- Special Permits (please describe)

Affidavit

By signing below, I declare upon penalty of perjury that the information on the application and all attachments is true, correct, and complete to the best of my knowledge. I understand that providing any false information is cause for the immediate denial of a special event permit, the suspension of a special event permit if one has already been issued, and/or the denial of future special event permits being issued. I agree to pay all required fees associated with this event to the City of Hamtramck. I acknowledge that the applicant or host organization listed on this application is legally and financially responsible for the organization and implementation of the event and will not hold the City of Hamtramck liable for any damages.

Applicant Name	Applicant Signature	Date
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Co-Applicant Name	Co-Applicant Signature	Date
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To be completed by the City of Hamtramck

Received on _____ by

Fire Marshal Approval Date _____

Chief of Police Approval Date _____

Community and Economic Development Approval Date _____

Department of Public Services Approval Date _____

City Manager Approval Date _____

City Council Approval Date (if applicable) _____