



**CITY of BELDING**  
live. grow. naturally.

120 S. Pleasant Street  
Belding, MI 48809  
616-794-1900 ext. 100  
[jortego@belding.gov](mailto:jortego@belding.gov)

## PARKS AND RECREATION DEPARTMENT SPECIAL EVENT APPLICATION

- APPLICATION MUST BE RECEIVED 60 DAYS PRIOR TO EVENT.
- Special Event Applications are reviewed by the Special Events Committee on the first and third Mondays of the month. Following the recommendation of the Special Events Committee, the City Council will take action on the Special Events Application on the first or third Tuesday of the month during a regularly scheduled City Council meeting.
- Complete this form in its entirety. The Indemnification and Hold Harmless Agreement must be fully executed at the time of application for the request to be considered.
- A copy of Belding Park Rules is attached.
- **NOTE** - Do not use this form for requests for special use of the Fred Meijer Trail or to reserve the Belding Community Center (Belrockton). Contact the Department of Natural Resources (DNR) to request use of the Fred Meijer Trail for events. Complete a Belding Community Center Reservation form to reserve the Bel.

1. Applicant Name/\*Organization: \_\_\_\_\_

2. Activity/Event: \_\_\_\_\_

3. Date(s): \_\_\_\_\_ 4. # of Attendees Expected: \_\_\_\_\_

5. Address: \_\_\_\_\_

6. Phone #: \_\_\_\_\_ 7. Additional Phone #: \_\_\_\_\_

8. Email: \_\_\_\_\_

*\*If the application is on behalf of a partnership, corporation or other association, you must provide the above information for all partners, officers, directors or members. The Articles of Incorporation may be required. Attach additional sheets as necessary.*

9. INITIALS I have received, read and fully understand and agree to abide by the regulations, park ordinances and rules as referenced within this form as they pertain to my specified Special Event request. I further understand that I am requesting the use of public property, therefore other patrons may be present during my reserved time.

10. INITIALS I understand that I am responsible for any damages to the park building(s) and/or park grounds as they pertain to my Special Event while I am using it and I may be charged for repairs as a result of the damages incurred.

11. INITIALS I acknowledge that the City of Belding and the Belding Parks are not liable for any incident or claim evolving from the use of the park(s) or city property as indicated above. I have read, signed and understand the Indemnification & Hold Harmless Agreement section of this form.

12. INITIALS I understand that I may be required to provide a current Liability Insurance policy in the amount Of \$1,000,000 naming the City of Belding as an Additional Insured.

12. Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Please bring a copy of your approved application with you to your event. We highly suggest taking a picture of it with your cell phone to make sure that you have it with you. If you have any issues, call Ionia Central Dispatch @ 616-527-0400 and a Belding Officer will be dispatched.

### FOR OFFICE USE ONLY:

DATE APPLICATION RECEIVED: \_\_\_\_\_ TENTATIVE DATE(S) RESERVED ON CALENDAR: \_\_\_\_\_

RESERVED LOCATION: \_\_\_\_\_ ENTERED BY: \_\_\_\_\_ COPY OF FORM GIVEN TO PARTY: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ CASH | CHECK | DEBIT/CREDIT CARD RECEIPT #: \_\_\_\_\_

## **SPECIAL EVENTS APPLICATION – APPLICATION MUST BE RECEIVED 60 DAYS PRIOR TO THE EVENT.**

**INTENT:** This option is intended to be used by applicants or groups, both for-profit and non-profit, who are requesting the use of City Property to hold an event(s) requiring assistance from City Departments to provide services above and beyond normal expectations, including but not limited to street closures, barricades, additional Public Works, Police or Fire and Safety Services. A “Special Event” is defined as any transient amusement enterprise, outdoor temporary gathering and any similar event, including but not limited to a theatrical exhibition, musical performance, public show, entertainment, amusement or other exhibition.

- The public health, safety and welfare of the citizens of Belding require the regulation of special events within the city and the input and approval from a number of people from various departments within the city is considered.
- Special Event Permits shall be issued or denied within 5 business days after the Special Events Committee meets. If denied, the applicant may submit an appeal in writing to the City Manager.
- Anticipated discretionary fees are only an estimate; costs are not always predictable for every event.
- The City reserves the right to waive or adjust fees, including but not limited to, if the city is a co-sponsor to the event, if the event gives back a community organization(s), if the event is for a non-profit organization.

### **PARK / CITY PROPERTY REQUESTING TO BE RESERVED**

<input type="checkbox"/> Central Riverside Park and Pavilion #1 (Brown Building)	<input type="checkbox"/> Central Riverside Park and Pavilion #2 (Green Building)
<input type="checkbox"/> East Riverside Park and Pavilion (Park Street)	<input type="checkbox"/> Lightning Bend Park and Pavilion (Merrick Street) and/or SMASH Park (Disc Golf)
<input type="checkbox"/> Demorest Fields	<input type="checkbox"/> The Gathering Place
<input type="checkbox"/> Pickleball Courts	<input type="checkbox"/> Shuffleboard
<input type="checkbox"/> Leppink’s Skatepark	<input type="checkbox"/> Sand Volleyball Courts (Central Riverside Park)
<input type="checkbox"/> Pere Marquette Depot	<input type="checkbox"/> Basketball Courts (Central Riverside Park)
<input type="checkbox"/> City Property other than a Park (for example, a city parking lot or a city street)	

*PLEASE NOTE: The Pavilion at Veteran’s Memorial Park is not available for rental. The space is reserved for quiet reflection for those who have served in the military. We ask that you please be respectful of those who have served, passed or are grieving a loss.~ Thank you*

### **AMENITIES AVAILABLE**

<b>Park Name</b>	<b>Electricity</b>	<b>Water Hook-up</b>
Central Riverside Park	Yes. Older (brown) pavilion only.	Yes
East Riverside Park	Yes	No
Water Street Park	Yes. By the bathrooms only.	No
Demorest Park	Yes. By the bathrooms only.	No
Lightning Bend	No.	Yes
The Gathering Place	Yes. Electric panel for 440 only.	No



**PUBLIC PARK**

### **SPECIAL EVENT FEE CHART**

<b>Mandatory Fees</b>	
Application Fee (non-refundable)	See current fee chart
Refundable Damage Deposit	See current fee chart
<b>Discretionary Fees</b>	
Road Closure Fee (non-refundable)	See current fee chart
Department of Public Works	See current fee chart
Department of Public Safety	See current fee chart
Fire Department	See current fee chart

**\*In the event of a cancellation, the organization will be liable for all costs incurred prior to the event cancellation.**

## CONTACT INFORMATION

City Hall, 120 S. Pleasant Street, Belding, MI 48809 | Administrative Office Hours: Monday – Thursday 7 a.m. – 6 p.m.

City Manager		616-794-1900, ext. 216	
Police Chief	Dion Sower	616-794-1900. ext. 222	<a href="mailto:dsower@belding.gov">dsower@belding.gov</a>
Fire Chief	Tim Lubitz	616-794-1900, ext. 208	<a href="mailto:tlubitz@belding.gov">tlubitz@belding.gov</a>
Public Works Water / Sewer	Alex Bannister/ Mercedes Rendall	616-794-1340 or 616-894-3859	<a href="mailto:abannister@belding.gov">abannister@belding.gov</a> <a href="mailto:DPW@belding.gov">DPW@belding.gov</a>
City Clerk	Janae Ortego	616-794-1900, ext. 210	<a href="mailto:jortego@belding.gov">jortego@belding.gov</a>

Please thoroughly answer the questions on the next page(s), providing detailed explanations and maps, where necessary. Attach additional sheets and/or detailed maps as necessary. Applications that do not meet these criteria will not be considered.

## POLICE AND FIRE PROTECTION

1. Will the event require additional police and fire protection, such as additional officers, special police and fire volunteers, or the use of outside police agencies? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Will the event require emergency personnel and equipment on site during the event? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The following considerations are recommended at all events. If yes, please explain your plan and provide a **detailed map(s)** if necessary.
  - a. Will there be First Aid Stations? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Will there be emergency access and exits? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Will there be Crowd Managers? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - d. Will there be Emergency Notification Methods? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - e. How will Organizers handle emergencies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## POLICE AND PUBLIC WORKS

4. Will the event require any streets or areas closed? If barricades are needed, indicate the type, quantity needed and at what locations. If yes, please include a thorough explanation and a **detailed map**. Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. List all parking areas anticipated to be used for parking. Will existing parking in the area be sufficient for participants and attendees? Yes / No \_\_\_\_\_  
\_\_\_\_\_

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## PUBLIC WORKS

6. Will the event require additional portable restroom facilities? If yes, please state how many additional facilities will be rented and provide a **detailed map** showing their proposed locations. Yes / No \_\_\_\_\_

7. What will the event require for cleanup and waste disposal? \_\_\_\_\_

8. Will the event require an electrical hookup(s)? If yes, please explain and provide a **detailed map**, showing their proposed locations. Yes / No \_\_\_\_\_

9. Will the event require a water hookup? If yes, please explain and provide a **detailed map**, showing their proposed locations. Yes / No \_\_\_\_\_

## POLICE

10. The City of Belding has a Noise Ordinance (Article IV, Section 34-76). Will the event cause an increase in noise for surrounding areas/neighborhoods? If yes, please explain the plan to control the noise level (tents, temporary barrier, etc.) Yes / No or is the applicant requesting the Noise Ordinance to be temporarily suspended? If yes, please indicate the dates and times requested for the Noise Ordinance to be suspended. Yes / No \_\_\_\_\_

11. Off-road vehicles, including golf carts, are not allowed to be used on city streets. Please explain how travel will take place across the event. \_\_\_\_\_

## POLICE/FIRE PROTECTION/PUBLIC WORKS

12. What methods of communication will be used to communicate with others during the event (portable radios, mobile phones, etc.)? \_\_\_\_\_

## CITY CLERK

13. Liability Insurance Coverage in the amount of \$1,000,000.00 naming the City of Belding as an Additional Insured must be submitted to the City Clerk at least 48 hours prior to the start of the event. Will the applicant be able to obtain this prior to the event? If no, please explain. Yes / No \_\_\_\_\_

14. Will the event have trailers and/or campers on site and will any of these vehicles be on site prior to or after the event? If yes, please explain. Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Will the event have food and/or drink vendors? Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If food and/or drinks will be served, prepared or cooked, whether to be sold or given away, a permit from the Health Department will be required. Contact the Ionia County Health Department directly at 616-527-5341.

16. Please list any other items, requirements or requests for the event. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INDEMNIFICATION & HOLD HARMLESS AGREEMENT**

This agreement is made with the understanding that the City of Belding, along with its officers, council members, board members, agents, and employees, shall be held free and harmless from any and all liabilities, claims, losses, expenses including but not limited to attorney fees, or demands for damages or lawsuits arising from injury, death, loss to any person or property.

The User(s), its agents, employees, members, volunteers, participants, guests, invitees or third parties, accepts full responsibility for any such incidents caused by their actions or negligence, or by anyone involved with their use of the premises.

The User(s), its agents, employees, members, volunteers, participants, guests, invitees or third parties further agrees to indemnify, defend, and hold harmless the City of Belding, its agents, and employees from any and all liabilities, charges, costs, or expenses that may result from such injuries, deaths, damages, claims, or losses occurring on or related to the use or occupancy of the premises, or from any activities connected to this agreement

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible Party: \_\_\_\_\_

**FOR OFFICE USE ONLY: Circle items that apply**

**SPECIAL EVENT APPLICATION STATUS**

Approved | Approved with Conditions | Denied Date Applicant Notified of Status: \_\_\_\_\_ Phone Text Email by: \_\_\_\_\_ INITIALS

City Co-Sponsorship | Event Contribution to Community Organization | Non-Profit Organization | Other

If Other, please specify: \_\_\_\_\_

**BREAKDOWN OF FEES / COSTS:**

Fees Charged | Waived | Other If Other, please specify: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_ Refundable Damage Deposit: \$ \_\_\_\_\_ Road Closure Fee(s): \$ \_\_\_\_\_

DPW Fee: \$ \_\_\_\_\_ Police Department Fee: \$ \_\_\_\_\_ Fire Department Fee: \$ \_\_\_\_\_

Other Fee: \$ \_\_\_\_\_ If Other, Please Specify: \_\_\_\_\_

**TOTAL FEES CHARGED FOR SPECIAL EVENT: \$ \_\_\_\_\_**

## Park Rules

1. Parks are open daily from 7:30 a.m. to 10:00 p.m.
2. No person or organization shall sponsor, conduct or promote an event on city property unless a permit is obtained for the event.
3. Reservations are not guaranteed until the applicant receives confirmation from the City of Belding.
4. Annually held community or city events may take precedence over other events.
5. **Scheduling of Activities.** The City shall be responsible for coordinating the scheduling of all regular and special activities.
6. The approved application provides the applicant with exclusive use however city parks and city property are ultimately public property and may be occupied by other patrons during the applicant's reserved time.
8. During the time that the applicant's activities are in session, the applicant will be responsible for keeping those portions of the park clean of litter and other debris and in an orderly condition, including pavilions, concessions and restrooms. Properly dispose of debris, food, trash, decorations, etc. throughout and at the conclusion of the event, returning it to its original condition, so the next party may quickly and easily set up and enjoy their reserved time. The applicant may lose future park/city property privileges and/or may be billed for cleaning and/or damage.
9. Applicant is to bring proof of the approved Special Event Application to the event as patrons may be required to present the form to necessary city officials and various park patrons for verification of reservation.
10. No person may drive, operate or park a vehicle within a park. All parking must occur in designated parking lots. Bollards will not be removed to gain access to the pavilions.
11. No person shall start or maintain a cooking fire in any park, except within a portable grill provided by park Users or in the permanently affixed park grills. The use of portable grills in any park is limited to cooking purposes only. Trash, garbage and yard waste are unacceptable fuel sources. GRILLS SHALL NOT BE LOCATED WITHIN A PAVILION.
12. No domestic animals shall be permitted in any public park or on a public pathway unless on a leash, not exceeding six (6) feet in length, controlled by the owner at all times. Owners shall remove all animal fecal discharges from park and pathway property immediately.
14. No person shall drink or have in their possession any intoxicating liquor, beer or wines in any city park or ball field open to the public.
15. Loud, disturbing or annoying noise or music is prohibited.
16. Destruction or disruption of wild or plant life is prohibited.
18. No person shall mark, deface, disfigure, injure, displace or remove any table, bench, railing, pavement, water line or other public utility or appurtenance.

19. No person shall dump, deposit, or leave any trash or rubbish in a park, except inside a proper receptacle. Waste material, other than those resulting from use of the park, may not be deposited in park receptacles.
20. No structures, booths, tents or other buildings shall be erected in a park without written authorization from the from the City Special Events Committee.
22. **Abnormal Use.** The User shall be responsible, under the City's supervision, for repairing or restoring any damage or deterioration of such athletic fields, park or public land caused by the Users abnormal use.
23. **Concession Permits.** If the User operates a concession business during its use of the Park, the User shall be responsible for obtaining and keeping current any licenses and permits required by the Ionia County Department of Public Health or other governmental body or agency. User must submit a copy of any licenses and permits required to the Belding City Clerk within 48 hours after initial use during the given period of use. The User will have 7 days from the last date on the application to clean and vacate all materials from the concession stand and return the key to City Hall, at which time a thorough inspection will be conducted by the Department of Public Works. Pick up trash and debris throughout and at the conclusion of the event and dispose of properly. User must return the site to its original condition— User may lose future park/city property privileges and/or may be billed for cleaning and/or damage.
24. Traffic on M-44 is to be maintained at all times unless Users organization applies for and receives a permit from MDOT. This permit and authorization from MDOT must be submitted to the City of Belding 48 hours prior to the event.
25. Failure to comply with any provision of the permit or if it is determined that the event is not within the best interests of the City, the City reserves the right to revoke the permit at any time.
26. **Early Termination.** This Agreement may be terminated by either party upon written notice to the other party of failure to comply with the terms of this Agreement.
27. **Amendment and Assignment.** This Agreement may not be amended or assigned without the prior written consent of both parties hereto.
28. **Indemnification & Hold Harmless.** The User shall agree to, sign and submit the Indemnification & Hold Harmless Agreement section of the attached application.