

CHARTER TOWNSHIP OF NORTHVILLE SPECIAL EVENTS POLICY

I. Statement of Policy

The Charter Township of Northville (hereafter “Township”) wishes to establish a policy for the regulation of special events held on property owned/controlled by the Township, and/or within public roads and right-of-ways. This policy shall apply to all special events and commercial filming of locations within the Township. Any organization wishing to sponsor or hold a special event in the Township will be required to complete the Township Special Event Application.

II. Application Procedures

Applications are available from the [Department of Public Services](#) or on the Township website at www.twp.northville.mi.us. Applications shall be submitted to the [Department of Public Services](#) no later than twenty-one (21) days prior to the actual first day of the event.

The Township may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*), or for commercial video or film production events.

Township administration will provide a complete review of all special event applications at no charge to event sponsors. Review may include consultation with the applicant if necessary. Special Event Applications will be approved administratively, unless a waiver from the policy is requested. Requests for policy waivers may only be approved by the Township Board of Trustees.

During review of the Special Events Application, the Township may place special conditions on the event. The appropriate member of the Township administration shall be available to meet with event organizers to review the special conditions and ensure that all conditions, including insurance coverage, are met before the event begins. Some events may require that an appropriate member of the Township administration or their agent be on site during the event.

The Township Manager, or their designee, has the authority to cancel or stop an event if the conditions required for approval, including insurance coverage, of the event are not being met. In addition, the Township Manager or designee shall have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

Use of Township park facilities must also be reserved with the Parks and Recreation Department at (248) 349-0203 or recreation@twp.northville.mi.us

III. Definition

“Special Event” means any transient amusement enterprise, outdoor temporary (3 days or less) gathering, and any similar event, including, but not limited to parades, arts and crafts shows/fairs, weddings, festivals, photographic/promotional activities, commercial video or filming, block parties, theatrical exhibitions, sporting events/tournaments, musical performances, public shows, entertainment, amusement or other exhibitions.

IV. Township Services Support

The Township will provide support to special events on the following basis:

- A. **Township Operated/Sponsored Events:** The Township may operate certain special events directly. The Township may provide financial support to these events as determined in the annual budget appropriation.
- B. **Co-Sponsored Events:** The Township may co-sponsor certain events with other organizations, when it is determined that the event is of general interest to the public and advances the promotion of the community. The Township may provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event policy, and must reimburse the appropriate Township department for 100% of costs in excess of the support level authorized by the budget appropriation.
- C. **Non-Profit Events:** The Township may provide a portion of the actual Township labor costs, equipment rental charges, purchased or rented materials as well as Park/Facility Rental Fees to assist special events operated by non-profit organizations. These events must meet the other requirements of the Special Event policy, and must reimburse the appropriate Township department for 100% of costs in excess of the support level authorized. Groups filing an application for a Non-Profit Event must submit a current IRS 501C Statement.
- D. **For Profit Events:** The Township may allow special events operated by for-profit groups that are beneficial to the Township and the community. These events must reimburse the appropriate Township department for 100% of costs related to the event.
- E. **Block Parties:** **The Township does not provide barricades for street closures.** Block parties requests must be noted on the Special Event Application and must meet the other requirements contained in the special event regulations.
- F. **Political or Ballot Issue Events:** The Township does not allow political or ballot issue events in Township municipal buildings. Political or ballot issue events held at other Township owned properties must reimburse the appropriate Township department for 100% of costs related to the event.

- G. Weddings:** Wedding ceremonies that can be classified as a Class I – Low Risk Event, and that are held within Township municipal buildings will not be required to file a Special Event Application, but any applicable facility use fee shall be paid. Weddings held at other Township owned properties must reimburse the appropriate Township department for 100% of costs related to the event.
- H. Video or Film Production:** All commercial video or film productions must reimburse the appropriate Township department for 100% of costs related to the event.

V. Fees for Special Events

Fees shall be charged for Township services provided to special events as follows:

- A. Employees:** An hourly rate shall be charged for any Township employee working on a special event as established by the Township administration. The hourly rate shall include expenses related to the employee including fringe benefits, or as established by the Township.
- B. Equipment Use:** Township equipment required for an event shall be charged to the event by an hourly cost that includes the operation of equipment using Township personnel.

Estimated expenses for Township personnel and services shall be paid in advance of the event. If the final event expenses exceed the initial estimate, an invoice shall be submitted to the applicant for payment.

VI. Special Event Signs

The Special Event Application shall include a description of any promotional/advertising signs proposed to be used for the event. The use of such signs shall conform to the description contained in the application or as approved during the review process. All signs must conform to all current Township ordinances, however, one temporary event sign may be located on-site at each entrance and off-site signs may be approved by the Township Board of Trustees with approval of the property owner.

VII. Liability Insurance Requirements

The Township shall require that all sponsors of special events provide liability insurance. After reviewing the description of the event and potential risk factors, the Township will notify the sponsor of what insurance coverage is needed. An event sponsor shall be required to provide a valid certificate of insurance in the minimum amount of \$1M general liability naming the **Charter Township of Northville** as an additional insured prior to the event. The Township may require the sponsor and/or vendor to provide higher levels of insurance coverage and policies as deemed necessary based on specific event risk factors and review by the Township's insurer.

The Township may place additional requirements on any event. These requirements may include specific staffing levels for police, fire, paramedic, water/sewer, maintenance, parks and recreation or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

Township administration will review each special event application received and assess the potential liability risk of the Township, based on the following categories. Events may fall into one or more categories:

Class I – Low Risk involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, block parties and picnics, wedding ceremonies of less than 20 people.

Class II – Moderate Risk involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, and concerts.

Class III – High Risk involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades, festivals, craft shows, marathons or races and circus/carnivals, food vendors, inflatable games, amusement rides, animal shows, sidewalk sales, political rallies and flea markets.

Class IV – Maximum Risk involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

VIII. Traffic Control and Safety Requirements:

The event sponsor shall submit a traffic control and safety plan. The event sponsor shall be responsible for complying with all traffic control and safety procedures required by the Township during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the Township during the event as may be necessary for the safety of the public.

It should be noted that the Township does not allow canvassing or solicitations without permission of the Board of Trustees. All solicitors must act in accordance with the laws of the State of Michigan and ordinances of the Township.

All solicitors shall only solicit in areas that are not restricted from soliciting by sign. All roadside sales (for personal profit or receiving donations for a charity) shall be made in accordance with the Michigan Uniform Traffic Code for Cities Townships and Villages, as follows:

CI R 28.1713 Section 7.13 Pedestrians; soliciting ride, employment or business in roadway prohibited; violation as civil infraction.

- (1) A person shall not stand in a roadway for the purpose of soliciting a ride, employment or business from the occupant of any vehicle.
- (2) A person who violates this section is responsible for a civil infraction

IX. Participant Waiver of Liability:

The event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the Township. Samples of the basic agreements are attached to these regulations. The specific requirements for each event will be indicated in the written confirmation of approval.

X. Vendor License Requirements

All food/beverage vendors must have Wayne County Health Department approval and must post a valid Wayne County Food Handler's License at their site. Food/beverage vendors are responsible for any and all fees related to obtaining a Wayne County Food Handler's License.

Food/beverage vendors should contact the Wayne County Health Department at 734-727-7400 **WELL IN ADVANCE** of the event date.

XI. Two or More Applications for the Same Event Date

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the Township shall determine the order of preference. Once a special event approval has been granted, it shall be the policy of the Township to not award further permits for the same date, time and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, Township administration has authority to resolve date and time conflicts with the sponsors filing each application.

XII. Reservation of Annual Event Dates.

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, the reservation will not constitute approval of the next year's event, which must have its own timely

application submitted for Township approval. In general, the Township will not approve Special Event Applications for more than one year in advance.

XIII. Written Confirmation of Township Approval

Upon approval of the Special Event Application, a written confirmation as to the action of the Township will be forwarded to the individual or organization requesting the event. This confirmation will outline any special conditions that must be met if the event is to be held.

XIV. Effective Date

Upon adoption (May 21, 2009), this policy is effective immediately. Events requested after the adoption date are subject to this policy.

**Sample
Indemnification Agreement**

The _____, for the _____ Event being held on _____ agree(s) to defend, indemnify, and hold harmless the Charter Township of Northville, Michigan, from any claim, demand, suit, loss, cost of expense, or any damage which may be asserted, claimed or recovered against or from the _____ by reason of any damage to the property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense is caused in whole or in part by the negligence of the Charter Township of Northville or by third parties, or by the agents, servants, employees or factors of any of them.

Signature: _____ Date: _____
Witness: _____ Date: _____