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## Community Event Application

The City of Cedar Springs is pleased to support community events that improve the quality of life and contribute to the economic vitality of the Cedar Springs area. This application can benefit event organizers by allowing the use of City property, closing of streets, use of City water/electricity and easing of certain restrictions (noise, food-trucks, signs, temporary business permits etc.) There is no cost for this application but there may be costs associated with City provided services.

If the proposed event intends to use the Morley Park Pavilion or Heart of Cedar Springs amphitheater, those buildings must be rented separately from this application.

In order to be deemed a Community Event, the event must:

- be open to the public.
- demonstrate a benefit to the Cedar Springs community.
- have an estimated attendance of 50 + people.
- be non-discriminatory.
- be held within the City limits.

All new community events to be held on public property shall be presented to the City Council for approval. City Council approval may require 30-60 days for approval. Community events that have successfully been held in the past or are to be held entirely on private property may be administratively approved by City Staff. Community event organizers are encouraged to meet with the City Manager to discuss any questions or concerns about the event, application or approval process.

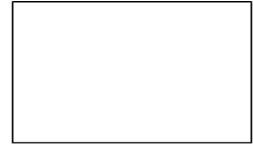
Community events which include potentially dangerous activities or dangerous road crossings may be required to provide for additional police or ambulance services as part of their application approval.

Submission of this application does not guarantee approval of the community event. Submission of an incomplete application may cause delay or denial of the event.

**Approval of a community event is contingent upon submission to the City of a \$200 escrow fee and a public liability insurance certificate naming the City as additionally insured with a minimum single limit of personal injury and property damage of \$1,000,000.00**

You may submit this form to staff at City Hall located at **66 S. Main St., Cedar Springs, MI 49319**, Monday thru Thursday 7:30 am to 5:30 pm. or mail to **City Hall, P.O. Box 310, 66 S. Main St., Cedar Springs, MI 49319**.

**Individuals wishing to receive assistance in completing this application are asked to contact City Hall at 616.696.1330 or by e-mail at [manager@cityofcedarsprings.org](mailto:manager@cityofcedarsprings.org)**



Office Use

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## Community Event Application

Event Organizer: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Business/Group Name: \_\_\_\_\_

Event Organizer Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Event Organizer E-mail: \_\_\_\_\_

Event Organizer Mailing Address: \_\_\_\_\_

On-site event contact if different (name and phone): \_\_\_\_\_

1. Event name/type of event: \_\_\_\_\_

2. Event start/end: Setup and event start *date and time*: \_\_\_\_\_

End date and teardown *date and time*: \_\_\_\_\_

3. Event location: \_\_\_\_\_

4. Event Description: \_\_\_\_\_

\_\_\_\_\_

5. Anticipated event attendance: \_\_\_\_\_ 6. Admission Fee: \_\_\_\_\_  
(if any)

### Temporary Road Closures

Proposed temporary road closures must specifically name the street to be closed from cross street to cross street or location to location. Precise closure and reopening times must be provided and a **map of proposed road closures shall be submitted along with this application**. If you are requesting more than one road to be closed you need to attach an additional sheet listing each road using the following format along with your map.

Road name to be closed (include cross streets): \_\_\_\_\_

Proposed closure start date and time: \_\_\_\_\_

Proposed road reopening date and time: \_\_\_\_\_

## Event Specifics

1. Will there be music or amplified speakers used at your event?  Yes  No What hours? \_\_\_\_\_  
(outdoor amplified music not permitted before 11:30am or after 7:30pm without community event status)
2. Would you like to have alcohol served or sold as part of this event?  Yes  No  
(alcohol is not permitted in City Parks without Council approval)
3. Will you have event staff or volunteers for safety, security and maintenance?  Yes  No  
(please provide a description of how many staff or volunteers you will have for your event)
4. Will food/drink or merchandise be sold at this event?  Yes  No  
(food and drink vendors are required to follow the requirements of Mobile Food Vending Ordinance or receive a Kent County temporary food establishment license )
5. Will you be constructing or placing any structures as part of your event?  
(please indicate all of the below on your event map)

Tables, Booths or Tents?  Yes  No

Portable Toilets?  Yes  No

Amusement Rides?  Yes  No

Fencing?  Yes  No

Temporary Signage?  Yes  No,

(all temporary signage must comply with Sec. 40-547 of the sign ordinance which permits one sign less than 6 feet tall and up to 50 square feet, the City will allow one sign to be erected up to 7 days prior to the event, you must receive permission to place the sign at a location different from the location of the event)

Other structures? \_\_\_\_\_

6. Will you require any of the following from the City?

Trash Containers?  Yes  No, if yes, how many? \_\_\_\_\_

Barricade/traffic cones?  Yes  No, if yes, how many? \_\_\_\_\_

Electrical?  Yes  No, if yes, where do you need electricity? \_\_\_\_\_

Water?  Yes  No, if yes, where do you need water? \_\_\_\_\_

### City Publication/Promotion

The City of Cedar Springs will gladly share and promote all Community Events that have been approved of by the City. The City is pleased to offer the following free advertising for all approved community events, please indicate which methods you would like the City to advertise your event.

- City Website Calendar- Information from the community event application will be used to upload the event to the City Calendar
- City Facebook Page- Please provide the Event Page Link or  
E-mail any images or info graphics to [clerk@cityofcedarsprings.org](mailto:clerk@cityofcedarsprings.org)
- City Twitter account-please provide images or infographics to [clerk@cityofcedarsprings.org](mailto:clerk@cityofcedarsprings.org)
- Communications- Would you like your event application included in the City Council monthly packet prior to your event?

- Flyer- Do you have a flyer you would like posted at city hall? If so please attach it to your community event application.

**Other Publication/Promotion**

Cedar Springs Post- The Cedar Springs Newspaper provides free publication of Community Events. Email your short description to *happenings@cedarspringspost.com* by noon the Monday prior to publication. The Cedar Springs Post is published every Thursday.

Cedar Springs Chamber of Commerce- The Chamber works to promote business in the City of Cedar Springs and seeks to promote events that bring people into the City for events. You can contact them at *csacopresident@gmail.com*

**Event Map Required**

Every event application must include a **detailed map** of the proposed event. This event map should include the entire event area and should include, at minimum, all existing streets, parking lots and buildings in the event area and the items proposed for the event in sections 4 and 5 above. Applicants event map must also show all proposed road closures. Applicants may use the included sketch page or they may attach separate sheets of paper. Applicants may find it helpful to use an aerial printout from a service such as Google maps.

**Applicant's Signature:** \_\_\_\_\_

**BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I INTEND TO ABIDE BY THE REQUIREMENTS OF THIS COMMUNITY EVENT APPLICATION. I UNDERSTAND THAT THIS PERMIT MAY BE REVOKED IF I FAIL TO FOLLOW THE COMMUNITY EVENT REQUIREMENTS, I FURTHER AGREE AND AGREE ON BEHALF OF MY BUSINESS OR GROUP TO INDEMNIFY THE CITY AND ALL OF ITS EMPLOYEES, AGENTS AND OFFICERS FOR ANY CLAIMS ARISING OUT OF THIS EVENT**

Community Event Approval:  **Yes**                       **No**                      Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

City Manager Signature: \_\_\_\_\_

**City of Cedar Springs Community Event - Sketch**

- a. A complete and accurate drawing is required for all Community Events**
- b. Applicant may attach their own separate aerial, map or use the scale below.**

Location/Address: \_\_\_\_\_

**Please show:**

- All existing streets, parking lots and buildings in the event area and the items proposed for the event from sections 4 and 5 above.
- All temporary signage locations, indicating sign height and total size.
- All proposed road closures.

