

**Village of Lawrence**  
**Special Events Support Policy**  
EFFECTIVE: September 15, 2010

## **I. PURPOSE**

Special events provide opportunities to promote community welfare and quality of life, help build a sense of community, showcase local and regional talent, enrich cultural opportunities, draw first-time visitors to Lawrence and contribute to the local economy.

The Village of Lawrence recognizes the benefits and opportunities made available through special events. Therefore, the Village seeks to facilitate, promote, coordinate and/or participate in special events that provide a benefit to the larger community and fit within the capacities of public parks, facilities and streets. This policy outlines a process for approval of events requiring special assistance from the Village of Lawrence. It further aids in identification of resources required and cost allocation for the provision of services during special events.

It is the policy of the Village of Lawrence that any approved special event should not result in the expenditure of excessive public resources and that the Village should be compensated by the event organizer for costs incurred by the Village of Lawrence. This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the Village of Lawrence.

## **II. DEFINITIONS**

**Community Programming Partners:** Any individual, group or organization which has a contractual agreement and a budgeted arrangement with the Village of Lawrence to offer special events. Support offered by the Village of Lawrence for special events will be limited to those terms and conditions outlined in the contract between the Village and the Community Programming Partner.

**Event Organizer:** Any individual, firm, or organization proposing a special event on public property controlled by the Village of Lawrence.

**Event Permit:** Upon approval and payment of fees, the Village Administrator's Office shall issue the event organizer a permit to conduct the special event.

**Public Property:** Refers to all Village-owned or maintained parks, buildings, facilities, athletic fields, public streets and the right-of-way of public streets.

**Special Event:** An event occurring on public property controlled by the Village of Lawrence. This includes, but is not limited to, road races, public gatherings, parades, competitions, concerts, festivals, neighborhood events, and entertainment/amusement events. This does not include events conducted by the Village of Lawrence or pre-existing arrangements with existing community programming partners. The Village reserves the right to require event organizers for events held on private property to make application pursuant to this policy if the nature and scope of the event dictate an impact on Village of Lawrence's manpower and resources.

**Special Event Application:** A form required by the Village of Lawrence whereby the event organizer applies to utilize public property and/or public resources for a special event. The application will be submitted to the Village Hall.

**Special Events Coordinator:** A Village staff member assigned by the Village Administrator's Office shall serve as liaison between the Village and the event organizer

during the application review process. This individual will seek input from the affected departments and any support organizations (Fire, EMS, Van Buren County, State of Michigan) as may be necessary. This individual is also responsible for ensuring that all deadlines and requirements of this policy are met.

**Support Services:** Services provided by the Village of Lawrence to ensure that a special event is conducted in such a way as to protect the safety, health, property and general security of the public and integrity of public property. Each Department Director or designee shall estimate the Village support service requirements and costs for each special event. This includes manpower, equipment, supplies, and consumables required to service the special event.

**Special Event description:**

A special event that meets either of the following criteria:

- a) May require 8 or more extra staff hours by Village employees, or
- b) Is expected to draw an approximate number of spectators and participants that is between 100 or more persons within a consecutive 24 hour time period.

Event applications must be submitted to the special events coordinator no later than 60 days prior to the event date.

**Exceptions to Deadlines:** Applications that fail to meet the deadlines outlined above may be accepted by the Village if, in the opinion of the special events coordinator, there is sufficient time to process and approve the application, identify any conditions of approval, and arrange resources to effectively service the event.

### III. SPECIAL EVENTS PERMIT PROCESS

1. **Application:** Any event organizer desiring to hold a special event on any public property in Lawrence must complete an application on the appropriate form and submit it to the special events coordinator no later than the time specified by the Event description phrase above. At the time of submission, the event organizer shall pay the application fee and submit the event layout if required. Applications for special events will be available on the Village of Lawrence web site at [www.lawrencemi.com](http://www.lawrencemi.com) or in the Village of Lawrence Village Hall.

2. **Department Review:** The Village of Lawrence Public Services Committee (PSC) will review the application and make specific recommendations concerning the following:

- a. Recommended changes to the proposed location, scope, date and time for the special event.
- b. The type, amount and anticipated charges for any village manpower or other resources needed for the special event. Costs will be identified pursuant to the current Village of Lawrence Fee Schedule adopted by the Village Council.

The PSC Chairman will insure the application is recommended for approval or disapproval at the following regular scheduled Village Council meeting.

3. **Payment of Fees:** If a fee is required per fee schedule or decision of the Village Council for the event, the event organizer shall remit to the Village of Lawrence no later than 10 days prior to the event date.

4. **Issuance of Event Permit:** No Special Event shall take place without a duly executed and issued permit pursuant to the guidelines outlined in this policy.

5. **Execution of Event:** Event is executed by the event organizer.

### III. CRITERIA FOR EVALUATION

The criteria for evaluating and scheduling community festivals and special events are as follows:

- Completeness of application and event layout.
- Impact and cost of the event on public health, welfare and safety.
- Impact and cost of the event on Village support services.
- Impact of the event on the environment.
- Frequency of the same or similar event(s) as well as potential conflicts with previously approved events.
- Impact on the surrounding businesses or residences.
- Ability for the park or public place to remain open to other users, unless a street closure permit has been issued.
- Perceived benefit of event for the Village of Lawrence community.
- Likelihood of participation by Village of Lawrence residents.
- Previous history of event organizer in facilitating special events.
- Ability of event organizer to achieve goals set forth for special events.

### IV. SPECIAL EVENT ESTIMATED COST MATRIX

**At this time the Village of Lawrence is waiving all fees regarding the Special Event application. The Village does reserve the right to charge a fee should it be found warranted. If it is warranted the fee shall be listed on the village's fee schedule already established.**

**Non-Refundable Fees Refundable Fees Insurance Requirements:** The application fee, facility usage fee, and staff charges fees are non-refundable. The sanitation deposit will be returned in full provided that the property is left in appropriate order and no damage is reported. Failure to return the Village facilities to their pre-event condition will result in loss of deposit, liability for repair and/or additional clean up fees as determined by the Village, as well as potential denial of future applications. The Village's decision on any loss of deposit shall be final. The Village reserves the right to obtain additional fees for other arising or unusual expenses as it deems necessary.

### V. EVENT CANCELLATION/REFUND OF FEES

If the special event is cancelled after the payment of fees because of conditions beyond the control of the event organizer, the Village may consider a partial to full refund of fees paid. The special events coordinator will assess any costs already incurred by the Village and coordinate with the affected Departments to ascertain the amount of refund.

### VI. Rules and Prohibitions

1. **Adherence to Village Ordinances and Rules** – All applicants must adhere to all Village ordinances and posted park/facility rules, with exception of any items extended by written permission only.

2. **Resource Estimates** – The Village of Lawrence reserves the right to be the final authority in estimates of attendance, need for additional staff hours, and/or assignment of manpower and equipment to special events.

3. **Sanitation** – A sanitation deposit shall be submitted to the Town as outlined herein. Said deposit is refundable within 30 days of the end of an event provided the facility is left in a satisfactory post event condition. The event organizer is responsible for making arrangements with the Village for additional trash receptacles. It is the event organizer's responsibility to deposit any trash into appropriate trash receptacles following the event in order to ensure return of the sanitation deposit. If the size of the event warrants additional receptacles, the Public Works department will review application and the organizer will be contacted. It will be the event organizer's responsibility to make all arrangements and pay any fees applicable for any additional equipment or services. Dumpster locations shall be approved or determined by the Village at time of permit issuance.

4. **Restroom Facilities:** If determined by village staff that existing village restroom facilities are not adequate for the event they may require additional temporary facilities be brought in at the event organizers expense.

The special events coordinator will assist the event organizer in determining the number of toilets needed, although a ratio of two toilets per 50 attendees can be used as a guide. An appropriate mix of male and female toilets must be provided. In compliance with the Americans with Disabilities Act, the event organizer must provide sufficient handicap accessible portable toilets. It is the event organizer's responsibility to make all arrangements (drop-off, pumping during the event, and pick-up) and pay any rental fees. *The Village will stock supplies for permanent restroom facilities prior to start of event.*

5. **Utilities** – Specific requirements for the use of electricity must be submitted with the application. Electricity is not available without permission from the Village. For projects that utilize large amounts of electricity, the Village withholds the right to require additional payment for electricity used at event based on electric meter readings taken prior to and following each event. If the special event requires the use of more than small amounts of water, the Village will assign costs for said water usage as a part of the permitting process.

6. **Sound System** – Sound system equipment is not provided. The special events coordinator must be notified in writing of any intended use of a sound system during the event. Sound System requirements should be provided on event application and all outdoor concerts must conclude by 11 pm.

7. **Alcohol** – Alcohol sales, consumption and possession are prohibited on Village property. With approval of the Council for the Village of Lawrence, alcohol consumption may be permitted in locations other than the Village Park. No alcoholic Beverages are allowed within the Village Park Grounds. Event organizers must also acquire all required permits from the State of Michigan Liquor Control Commission.

8. **Parking** - Participants must adhere to all parking regulations established by the Village of Lawrence Event organizers are prohibited from charging patrons for parking in public spaces. Event organizer must secure additional parking for larger events as well

as transportation/shuttle routes for off-site parking, both of which must be approved by the Village of Lawrence.

**9. Event Equipment and Layout** – Tables, chairs, stages, tents and other set-up equipment are permitted on public property with prior approval. A layout of the event area, including locations of all tables, chairs, tents, stages, vendor set-up, portable restrooms, road closures, parking plans, and other equipment must be submitted with the application. Approval will be given prior to the event. Tables and chairs will not be provided by the Village of Lawrence. A final layout must be submitted two weeks prior to the event.

**10. Food Sales** – Any intention to sell food must be indicated in the application. It is the responsibility of the event organizer to contact the Van Buren County Health Department and obtain any necessary permits.

**11. Alterations to Public Property and Parks** – Alterations to park facilities including the attachment or installation of decorations and displays are prohibited unless advance permission has been received from the Village. Construction and installation of special service facilities must be approved prior to the event. Damage to any structure or plant material will be billed to the event organizers at replacement cost plus labor. The Village withholds the right to regulate placement and method of placement of items or structures on any public property.

## **VII. INSURANCE**

A comprehensive liability insurance policy with at least one million dollars (\$1,000,000) coverage for events per occurrence for bodily injury and property damage with an endorsement naming the Village of Lawrence, specifically and separately, as an additional insured under the policy is required. Do not include any specific department or person. A certificate of insurance is to be provided to the Village Hall no less than 10 days prior to the scheduled event. If an event is approved, it will be approved pending receipt of the insurance certificate.

The insurance agency must be licensed to do business in the State of Michigan. The company providing insurance must provide at least thirty (30) days written notice of cancellation or termination, if such cancellation or termination of the policy is to occur prior to the indicated expiration date on the face of the certificate. In the event of any changes or cancellation in the policy, the Village of Lawrence must be notified immediately.

## **VIII. RELEASE AND INDEMNITY**

Each event organizer must execute a release and indemnity agreement. Event organizers must demonstrate that they are either personally or organizationally responsible for liability; will guarantee orderly behavior/will underwrite any damage due to use of the premises. Liability is assumed by the applicant in regard to any personal or property damage rising out of activities of the applicant. It is the responsibility of the event organizer to read the application form completely and understand fully his/her responsibilities.

## **IX. ASSIGNMENT**

The applicant/user shall be prohibited from assigning any rights under this agreement or use of the premises to any other party.

#### **X. DISCRIMINATION**

The applying organization, association, or entity shall not discriminate or advocate discrimination on account of race, color, religion, creed, national origin, age, gender, or disability.

#### **XI. REVOCATION OF PERMIT**

The Village shall have the authority to revoke any permit upon violation of the conditions set forth herein and/or where staging of the event would have an immediate and adverse effect on the welfare and safety of persons or property. The Village Police Deputy or Fire Chief or his or her designee shall have the authority to close any event immediately upon violation of conditions set forth herein or to preserve safety of persons or property.

#### **XII. MODIFICATION OF POLICIES**

The Council for the Village of Lawrence reserves the right to waive, modify, and/or amend said policies, partially or in its entirety, at any time solely at the Village's discretion.