

GLEN ARBOR TOWNSHIP

SPECIAL EVENT PROTOCOL

November 30, 2012

GENERAL:

With the increased exposure of Glen Arbor Township and Leelanau Peninsula, numerous organizations have developed interest in sponsoring Special Events within the area. The events which are well received by members of the targeted event audience have the potential of conflicting with routine activities normally occurring during the tourist season in the Glen Arbor area. The Township Board has elected to develop a means of reviewing / screening all such events for the purpose of maintaining balance between commercial interests with those of property owners within the area. Accordingly, the following protocol will be used to define the Township's approval process for such events. Failure to receive approval will result in the pursuit of a restraining order on behalf of the Township in order to protect the interests of its citizenry.

DEFINITION

A special event shall be defined as any event that involves closure, crossing or use of any public highway within the Township as part of the event. Not included are commercial activities such as Sidewalk sales coordinated within the community by the Chamber of Commerce.

APPROVAL PROCESS:

1. Each proposed event sponsor must make application through the Township Clerk at least 120 days in advance of the proposed event. An application fee of \$150.00 will be charged for all such events.
2. The Sponsor shall address all categories defined on the application prior to submission. Applications shall be considered on a first come, first served basis however preference will be given to previously successful events held within the Township, should a conflict in scheduling be evident.
3. Applications will be reviewed and a decision reached no later than 90 days prior to the requested date. Written notice of approval and related conditions will be sent by US Mail to the address specified on the application.

SCHEDULING:

1. To preserve the local tourism atmosphere, events will not be considered during the month July. A maximum of two events per month will be approved in the remaining months scheduled approximately two weeks apart.

2. Special consideration may be given to events historically sponsored by Township based charitable organizations in the month of July.

APPLICATION REQUIREMENTS:

1. Each application must address the following items:
 - a. Requested date and duration of the event to include preparation time, staging for event participant instructions, and cleanup.
 - b. Facility plans and requirements to include a Parking Plan, and Restroom placement plan. (Planned use of the Township Public Restrooms shall require an event Cleaning fee of \$ 75.00.)
 - c. Event route map / location. (Note any State Highway closing or installation of a banner over a State Highway will require an MDOT permit, filing fee of \$ 100.00 and an additional two weeks for processing.)
 - d. Manpower Plan to include:
 - i. Volunteer numbers, roles, and placement
 - ii. Security / road patrol support
 - iii. Medical treatment plan
 - e. Written communications from the Sheriff's office, Emergency Management Director, the Road Commission and Glen Arbor Fire Chief approving the event with conditions if indicated.
 - f. Proof of Insurance in the amount of \$ 1 million naming Glen Arbor Township as an additional insured during the event. Delivery of the applicable policy endorsement shall be required at least two weeks in advance of the approved event.
2. Endorsements from other interested local organizations such as the Chamber of Commerce, Lions Club, The Glen Lake Women's Club, Glen Arbor Women's Club, etc.
3. A contribution \$ 5.00 per participant to a Township sponsored activity such as the Glen Arbor Garden, the Glen Arbor Park Commission or other Township / Community Non-Profit organization sponsored project known to be under consideration at the time.

COORDINATION

The event sponsor will be required to meet with a select committee of the Township Board to review plans, and related questions concerning a special event, as well as to present written information supporting the application referenced above.