

## **SPECIAL EVENT PROTOCOL**

Adopted 11/30/2012  
Revised 5/21/2019

### **GENERAL INFORMATION:**

With the increased exposure of Glen Arbor Township and the Leelanau Peninsula, numerous organizations have expressed 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. Therefore, the Township Board has elected to develop a protocol for 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 prior to an event's occurrence, 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 roadway or Right-of-Way within the Township as part of the event.

### **APPROVAL PROCESS:**

1. Each proposed event sponsor must make application through the Township Clerk at least 120 days in advance of the proposed event. A non-refundable application fee of \$150.00 will be charged for all events.
2. The event sponsor shall address all items outlined on the application prior to submission. Applications shall be considered on a first come, first served basis with preference given to previously successful events and/or locally sponsored events, should a scheduling conflict arise.
3. The event sponsor is required to meet with members of the Township Board to review the event plans, to answer questions related to the event, and to present the written information supporting the application as described in the Application Requirements below.
4. Applications will be reviewed, and a decision reached no later than 90 days prior to the requested event date. Written notice of approval and any conditions of approval will be sent by US Mail or email to the address specified on the application

## **SCHEDULING:**

1. To preserve the local tourism atmosphere, events will not be considered during the month of July. A maximum of two events per month will be approved in the remaining months and these will be 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:
  - 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's Public Restrooms will require a restroom cleaning fee of \$150.00.)
  - c. An event route map depicting roads and facilities to be used is required. (A \$40.00 Leelanau County Road Permit is required when using any County Road. Closing any State Highway will require a \$150.00 MDOT permit and an additional two weeks for processing.)
  - d. A Manpower plan including a description of the following is required:
    - 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 Leelanau County Road Commission, and the Glen Arbor Fire Chief approving the event with conditions if indicated. Written communication from the National Park Service is required when the event enters their property.
  - f. Proof of Insurance in the amount of \$1 Million naming Glen Arbor Township as "Co-Insured" during the event is required. Delivery of the policy endorsement must be received in the Township Office at least two weeks in advance of the approved event.
  - g. Written communications from the National Park Service if using Park property.
2. The event sponsor will be required to meet with members of the Township Board to review the event plans, to answer questions related to the event, and to present the written information supporting the application as referenced above.
3. A contribution of \$3.00 per participant or 4% of the gross entry fee receipts less refunds issued, (whichever is less), will be donated to the Township to support Township sponsored activities (i.e. Glen Arbor Garden, Glen Arbor Park, etc.).