



**CITY COUNCIL WORKSHOP AGENDA  
May 6, 2021 – 4: 00 pm**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
- 4. Mayor’s Comments**
- 5. City Manager’s Comments**
- 6. Agenda Changes** (Additions/Deletions)
- 7. Guest Speakers:**
- 8. Public Comment** (Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.
- 9. Consent Agenda:**
- 10. Request for Payment:**
- 11. Introduction of Ordinances:**
  - A. Business Licenses**
- 12. Public Hearings:** None
- 13. Unfinished Business:** None
- 14. New Business:**
  - A. Board Position Openings** – Board of Review, Planning Commission, and Zoning Board of Appeals
  - B. Special Event Permit** – SCA Farm Market
  - C. Special Event Permit** – Gustaitis Graduation Party
  - D. Special Event Permit** – Saugatuck Douglas Art Club Waterfront Art Fair
  - E. Special Event Permit** – Saugatuck Douglas Art Club Village Square Art Fair

**NOTICE:**  
This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:  
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
**(312) 626-6799 -or-  
(646) 518-9805**

Then enter “Meeting ID”:  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[ryan@saugatuckcity.com](mailto:ryan@saugatuckcity.com)

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at 269-857-2603 or [erin@saugatuckcity.com](mailto:erin@saugatuckcity.com) for further information.

**F. Special Event Permit** – Mini Music Makers Class

**G. Adding Township to Kalamazoo Lake Harbor Authority**

**15. Public Comments:** (Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press \*6 if you are calling in by phone to unmute your phone to speak.

**16. Communications:**

**17. Boards, Commissions & Committee Reports:**

**18. Council Comments:**

**19. Adjourn** (Roll Call)



## **City Managers Report - Highlights May 6, 2021**

### **Fireworks**

Allegan County Sheriffs Department is aware of the potential for 4<sup>th</sup> of July fireworks and will be developing an incident action plan which may have cost implications. Council will be receiving this information in the coming weeks.

### **Update from Michigan Department of Health and Human Services**

To date, 39.3% of Michigan residents 16 and older had been fully vaccinated for COVID-19 and 50.6% had received at least a first dose.

Updates to the Gatherings and Masks Order encourage outdoor events with larger capacities permitted for entertainment and recreational facilities and for sports stadiums and arenas that hold events outdoors. This includes:

Large outdoor events, including festivals, fairs, and golf tournaments will be able to exceed the current 1,000-person limit so long as they create and post a safety plan consistent with the MDHHS Large Outdoor Event Guidance, and no more than 20 persons per 1,000 square feet are gathered in any space available to patrons.

### **Social District and Pop-up Patios**

Social District Resolutions received from city at the following locations:

- 220 Culver - Butter and Whiskey
- 128 Hoffman - Wally's
- 40 Butler - Butler
- 449 Water - Wicks Park Bar & Grill
- 215 Butler - Phil's
- 147 Water - Marro's
- 528 Water - The Barge
- 302 Culver - Grow
- 201 Culver - New Holland
- 322 Culver - Loco Burrito

Number of pop-up patios applied for stands at (16) sixteen.

No issues provided to date.

### **City Clerk Erin Wilkinson Announces Resignation**

City Clerk, Erin Wilkinson, has announced her resignation. A note from Erin:

Dear Ryan,

I am writing to notify you I will be leaving my role as Clerk for the City of Saugatuck, effective two weeks from the date of this letter.

It has been an absolute pleasure to work with the staff of the City of Saugatuck. They are a truly exceptional team of dedicated and hard working public servants! It has been my privilege to serve alongside Kirk, Cindy, Peter, Dianna, Scott, Linda, Adam, Mike, Cody, you, and the other employees of the City of Saugatuck. Being entrusted to serve within this role by the citizens of Saugatuck was an incredible honor, for which I am very grateful.

I will work hard in the coming weeks to ensure a smooth transition with the projects and tasks I am responsible for and can assure you that moving forward, I will remain involved supporting the community and the City.

Sincerely,

Erin K. Wilkinson

### **Oval Beach**

Ms. Jacqueline Alvarez (new Beach Manager) and Linda Bultman have started beach management training. To date there are five (5) returning staff, three (3) new staff members and four (4) more that need to be hired. A very special thank you for Linda Bultman for ensuring that Oval Beach is managed well this summer; she is invested in seeing its success. Concessions will be open Memorial Weekend, Friday the 28<sup>th</sup>-Monday the 31<sup>st</sup>. Concessions will be closed Monday and Tuesday until Oval Beach crew is fully staffed. Recommended hours are the same as last year, 8 AM until 9 PM, or half hour before sunset, or whichever is later. Please be aware that some patrons take issue with paying the day pass fee shortly before sunset.

### **DPW Seasonal Staff**

Scott Herbert has secured two (2) seasonal employees and hopes to hire two (2) more.

### **I-96 Bridge Work and Draft Work Notice**

DRAFT Work Zone Notice:

Kalamazoo River boaters are notified that an active work zone exists on the Kalamazoo River channel under the I-196 bridge east of the Schultz Park boat launch. Michigan

Department of Transportation (MDOT) is reconstructing approximately 12.1 miles of the southbound lanes of Interstate I-196 between 130th Avenue and M-40 and includes bridge work over the Kalamazoo River. Construction of the first phase between 130th Avenue and Exit 41 began in April and is anticipated to be complete in July. Phase 2 will shift north of Exit 41.

Boaters in the Kalamazoo River channel are notified to treat the area approaching the bridge as a work zone, slow down, check clearance heights, and proceed with caution. Marked work plat forms are suspended below the bridge and workers may be present.

### **Blue Star Trail Update**

Kickoff meeting to be held Friday 5.7.21.

### **Floating Homes**

No update- following guidance provided by Council at their special meeting held in April.

### **Dune Ridge Updates**

No update- following guidance provided by Council at their special meeting held in April.

### **Road resurfacing (and utility) projects**

**North Park Street** – Please see updates provided here: <https://www.saugatuckcity.com/park-street-north.html> . There were failing catch basins discovered during milling and prep work which require repair. This has proven to be a challenging project given the amount of declining infrastructure and narrow road width.

**Park Street-** Discussions on the project will likely include adding waterline service replacement to the scope causing further delays on the project.

**Campbell Road** The city agreed to proceed a grant for the project. If the grant is not awarded, the project can be completed fall of '21. If the grant is awarded the project would become a spring '22 project. This is a shared project with Douglas.

**Mill Street-** To receive millings from the North Park Street project sometime after Memorial Weekend. DPW investigating the condition of the millings to ensure quality.

### **Master Project List & Strategic Planning**

Reminder date scheduled for May 20<sup>th</sup>. Staff working on venue and logistics. Please schedule your budget review with Peter.

### **Radar Signs**

Radar signs are in the process of being deployed beginning the week of May 10.

### **Milfoil update**

Staff continues to receive interest from lakefront owners after we expanded the outreach.

First treatment will be scheduled early June, and a second application mid-to-late July and a third mid-to-late August if needed. Have discussed splitting the EGLE permit fee with Douglas for treatment.

### **Meetings include but are not limited to:**

- Vine Street Tour "Million-dollar tour"
- Friends of Peterson Preserve meeting with the Outdoor Discovery Center
- Historical School House and Pump House tour
- Special Events Meetings



11A

**From:** Cindy Osman  
**Meeting Date:** May 6, 2021  
**Introduction:** May 10, 2021  
**Action Date:** May 24, 2021  
**Regarding:** Business Registration Ordinance

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**Description:** In approximately 2009 the City of Saugatuck discontinued issuing business licenses in part due to the Bolt decision regarding fees versus taxes. At that time, the cost for a business license was \$100.00. While this removed liability for an illegal tax, the City lost an important resource to contact business owners regarding happenings in the district. It is expected that maintenance of this information should be covered by a \$15.00 annual registration fee.

Reviewed by Municipal Attorney Jeff Sluggett.

CITY COUNCIL  
CITY OF SAUGATUCK  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_ - \_\_

AN ORDINANCE TO AMEND TITLE XI, CHAPTER 110 OF THE CODE OF THE CITY  
OF SAUGATUCK ENTITLED “BUSINESS REGULATIONS; GENERAL BUSINESS  
REGULATIONS”

The City of Saugatuck Ordains:

Section 1. Amendment of Title XI, Chapter 110, Sections 110.01 Through 110.99, Inclusive.  
That Title XI, Chapter 110, Sections 110.01 through 110.99, inclusive, is amended to read in its  
entirety as follows:

**110.01 GENERALLY**

The purpose of this chapter is to facilitate business registration and regulation by establishing a record of the current businesses in operation in the Commercial Zone Districts (CC City Central C-1, WSE Water Street East C-2, WSN Water Street North C-1, and WSS Water Street South) for the purpose of disseminating information, establishing regulations for business operations, and penalties for non-compliance with these requirements.

**110.02 DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

~~—**BICYCLE.** A device propelled exclusively by human power upon which a person may ride, having either two or three wheels arranged in a tandem or tricycle fashion.~~

**BUSINESS.** Any person, group, corporation, partnership or organization which engages in the manufacture, production, fabrication, development of, or sales, whether retail or wholesale, of goods or products ~~and is subject to ad valorem tax,~~ or is subject to personal property tax or provides a service for a fee ~~and is exempt from sales tax; and who own or rent within a structure permitted by the local zoning ordinance, and has obtained the necessary permits from the Health Department and other cognizant agencies. The **BUSINESS** is not classified as, or is required to have a sales tax license under state law. A **BUSINESS** does not include~~ a hawker or peddler defined in §§ 113.01 and 113.02 and does not include Short Term Rentals.

**CONSPICUOUS DISPLAY.** Any occurrence in which a vehicle is parked and identified by signage or other printed or graphic matter for the purpose of (i) advertising or offering the rental or sale of the vehicle (or other vehicles of a same or similar type offered for sale or rental of the same person or business), or (ii) advertising the person or business at which such vehicles can be rented or purchased, and in either case so located as likely to be seen by passing motorists, pedestrians or the general population.

**VEHICLE.** Any passenger car, truck, motorcycle, farm or garden implement or recreation vehicle, including travel trailers, motor homes, pick-up campers, off-road vehicles, boats and/or



boat trailers, mopeds, motorized bicycles, or bicycles, and any other vehicles for travel or transportation which are towed by another vehicle.

*VEHICLE VENDOR.* Any store, person or business entity of any type that offers vehicles for sale or rental, irrespective of whether such sale or rental activity is a principal or accessory part of the business activities of the store, person or business entity.

~~(Ord. passed 4-25-1994; Am. Ord. 090413-1, passed 4-27-2009; Am. Ord. 100412-1, passed 4-12-2010)~~

### **110.03 BUSINESS REGISTRATION REQUIREMENTS**

All businesses operating within a commercial district in the city shall register with the City Clerk. A business with more than one location is required to register each location that is within a commercial district in the city.

### **110.04 BUSINESS REGISTRATION PROCEDURE**

The following procedure shall apply to the registration of all businesses:

(A) All businesses shall register with the City Clerk within 15 days of commencing operations within the city.

(B) Registration shall be made on forms available with the City Clerk and supplied by the city. The forms shall include the name of business, emergency contact person and telephone number, email address, and any other relevant information as shall be deemed appropriate.

(C) All businesses shall complete the registration form as provided by the city and pay any necessary fees by April 30 of each year; provided, however, that for the 2021 license year all businesses shall complete the registration form and pay any necessary fees by June 1, 2021.

### **110.05 REVISION OF CITY'S SCHEDULE OF FEES.**

The fees provided for herein may be set and may be amended from time to time by resolution of the City Council, and any fee revisions shall be made a part of the regular fee schedule of the city.

### **§ 110.02-110.06 REGULATIONS.**

(A) ~~—(A)—~~The following regulations shall apply to businesses operating in the city:

(1) A business may not display any merchandise, signs, banners, racks or tables in a public right-of-way, park or easement without first receiving a license from the city.

==

~~(2) Vehicle vendors may not engage in the conspicuous display of a vehicle in any public right-of-way, park or public easement or other publicly-owned lands.~~

(3) A business that displays merchandise outside of its structure may only display merchandise that is part of the inventory of the business and can be verified by invoices of purchase from a supplier or wholesaler.

(4) A business may display merchandise outside its structure in an area not to exceed 20% of the floor space (square feet) on the ground floor of the structure or rented area dedicated to the sale of merchandise; provided, however that this division shall not apply to landscaping and similar businesses.

(B) An exemption to the prohibitions contained in this section may be granted by the City Council for an approved community event, sidewalk sale, or other similar function as determined by the City Council.

~~(Ord. 100412-1, passed 4-12-2010; Am. Ord. 140714-2, passed 7-14-2014; Am. Ord. 180611-1, passed 6-11-2018)~~

~~§-110.99 PENALTY.~~

(A) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this chapter shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.21 of this code and shall further be liable for the payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.

(B) Each day that a violation continues to exist shall constitute a distinct and separate offense, and shall make the violator liable for the imposition of fines for each day.

(C) The foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the State of Michigan for the abatement of a city ordinance designated as a municipal civil infraction.

Section 2. Effective Date. This ordinance shall become effective seven days after its publication unless otherwise provided by law.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ORDINANCE NO. \_\_\_\_ ADOPTED

I, Erin Wilkinson, the Clerk of the City of Saugatuck, certify that the foregoing is a true and accurate copy of an ordinance adopted at a regular meeting of the City Council of the City of Saugatuck, held on \_\_\_\_\_, 2021, and noticed in accordance with all legal requirements.

\_\_\_\_\_  
Erin Wilkinson, Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

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ALLEGAN COUNTY, MICHIGAN  
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(3) A business that displays merchandise outside of its structure may only display merchandise that is part of the inventory of the business and can be verified by invoices of purchase from a supplier or wholesaler.

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**110.99 PENALTY.**

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(B) Each day that a violation continues to exist shall constitute a distinct and separate offense and shall make the violator liable for the imposition of fines for each day.

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\_\_\_\_\_  
Erin Wilkinson, Clerk

Introduced: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_



- HOME
- ABOUT
- PARKS & RECREATION
- CALENDAR
- DEPARTMENTS
- FORMS
- LINKS
- NEWS
- CONTACT

Please fill out every field of information annually to ensure the City has your correct contact information for important notifications. There is a \$15 fee.

## Business License

*\* Indicates required field*

Business Name \*

Business Owner Name \*

First

Last

Business Owner Email \*

Business Owner Phone Number \*

Website

Emergency Contact Name

First

Last

Emergency Contact Phone Number



Emergency Contact Email

Business Physical Address

Line 1

Line 2

City

State

Zip Code

Country

Business Mailing Address

Line 1

Line 2

City

State

Zip Code

Country

Type of Business

Retail

Bar/Restaurant

Service Provider

Other

If other, please describe

Comments

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**Saugatuck City Hall**

102 Butler St.  
PO Box 86  
Saugatuck, MI 49453  
(269) 857-2603

**Hours**

Monday - Friday  
8:30 am - 5:00 pm

**Photography by**

Kim Zahnow  
Erin Wilkinson.

[Code of Ordinance](#)

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[Municipal Dashboard](#)

[Section VI - Non-Discrimination Plan](#)

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14A

**From:** Erin Wilkinson  
**Meeting Date:** May 6, 2021  
**Regarding:** Open Board Positions

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**Description:** Steffanie and Ken Vlasity have resigned their board positions, leaving several openings:

1. Board of Review - Ken
2. Zoning Board of Appeals - Steffanie
3. Planning Commission - Steffanie

As requested by Council in a previous meeting, the positions will be listed on the cork board in City Hall, on Facebook, and the website. Staff would like council to advise if they would like it posted in the newspaper or anywhere else.



14B

**From:** Erin Wilkinson  
**Meeting Date:** May 6, 2021  
**Regarding:** Special Event Permit - SCA Farm Market

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**Description:** The SCA has submitted a request to block off a small portion of the Culver Street parking lot, to host their Farm Market on May 28th from 9am-3pm, as a backup in the event their parking lot construction is not completed. They estimate about 800 attendees. They will not require assistance from the DPW or Police, but will require food truck inspections by the Fire Department. We expect the event will be approved by all three departments.



Council Action

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

### SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

#### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Center for the Arts TELEPHONE: 2698572399

MAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453

CONTACT NAME: Kristin Armstrong TELEPHONE: 2698572399

E-MAIL ADDRESS: kristin@sc4a.org CELL PHONE: 2698572399

#### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Susan Poolman TELEPHONE: 2698572399

E-MAIL ADDRESS: market@sc4a.org CELL PHONE: 2692273448

#### EVENT INFORMATION

NAME OF EVENT: The Market at SCA DATE(S) OF EVENT: 05/28/2021

PURPOSE OF EVENT: Farmer & Artisans Market RAIN DATE: none

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Saugatuck Center for the Arts EVENT HOURS: 9am-3pm

ESTIMATED NUMBER OF ATTENDEES: 800 guests

ESTIMATED NUMBER OF VOLUNTEERS: 4

ESTIMATE DATE / TIME FOR SET-UP: 05/28/2021 7:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 05/28/2021 3:00  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

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WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY \_\_\_\_\_  TENTS – QUANTITY max of 30 (10' x
- AWNINGS – QUANTITY \_\_\_\_\_  TABLES – QUANTITY \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Saugatuck Christian Reformed Church

Will the Interurban be utilized?  Yes  No Time(s) 7am-8:45am & 3pm-4:15pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:  Yes  No

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY \_\_\_\_\_

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING

WATER

ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: Culver City Parking Lot (partial closure - see attached map)

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: See attached note

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The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

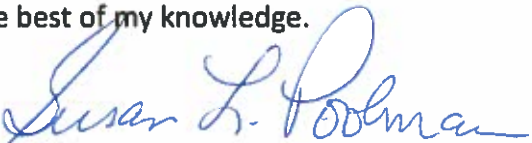
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to 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 City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

  
\_\_\_\_\_  
Applicant Signature

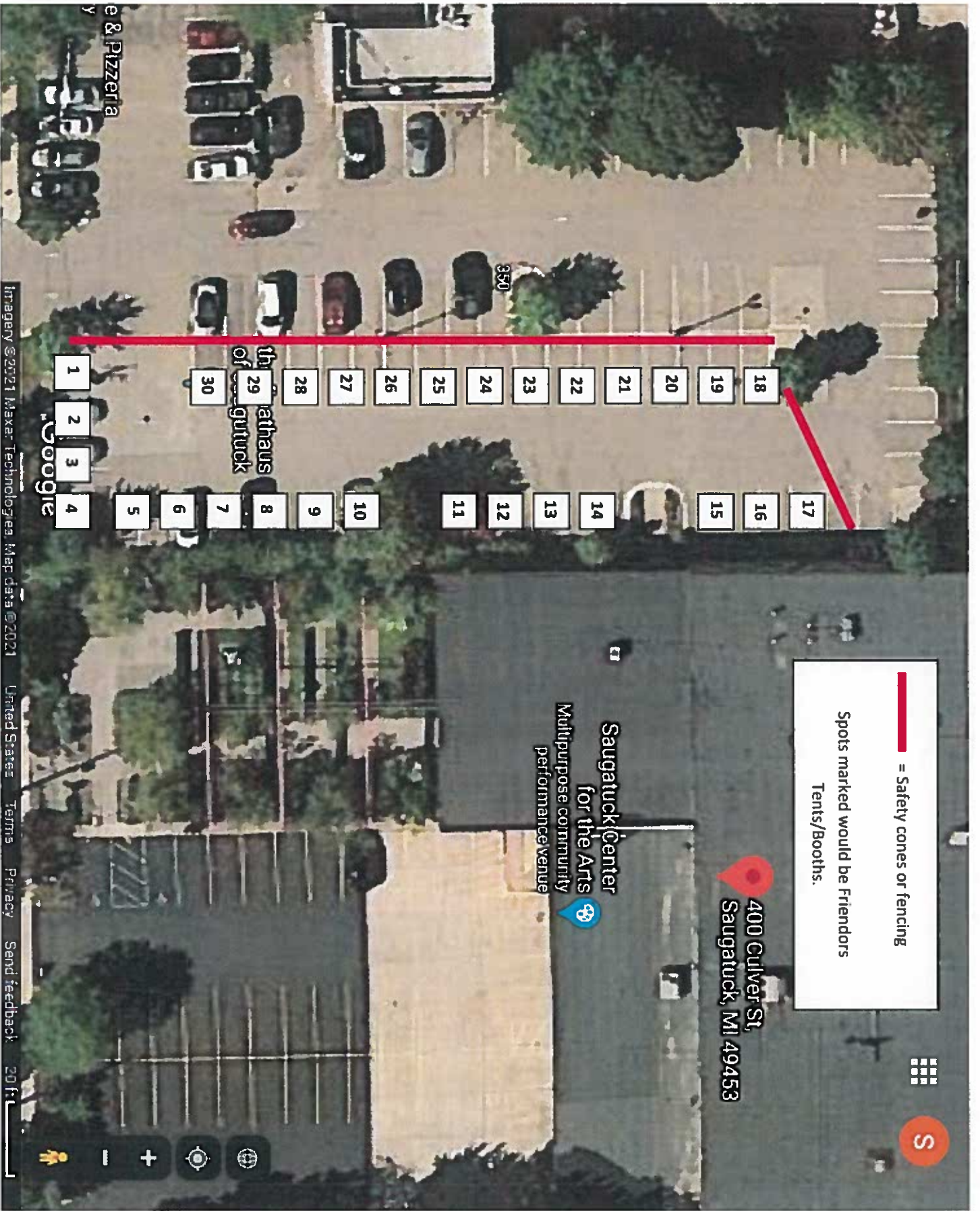
4-15-2021  
Date




The Saugatuck Center for the Arts parking lot is under construction and we are asking to have Friday, May 28th, 2021 as a backup plan for our farmers market.

Certificate of insurance will be supplied as needed.

All food truck vendors that we have will have their food license, insurance paperwork and MI Sales Tax ID just as they do for our market.



 = Safety cones or fencing  
Spots marked would be Friendors  
Tents/Booths.

400 Culver St,  
Saugatuck, MI 49453

Saugatuck Center  
for the Arts  
Multipurpose community  
performance venue

Imagery ©2021 Maxar Technologies Map data ©2021 United States Terms Privacy Send feedback 20 ft



14C

**From:** Erin Wilkinson

**Meeting Date:** May 6, 2021

**Regarding:** Special Event Permit - Gustaitis Graduation Party

---

**Description:** Michael Gustaitis has submitted a special event permit for a graduation party on June 20th from 4-8 pm. He would like to close a block of Main Street between Elizabeth and Grand streets for about 100 guests. He has rented the house across the street and has spoken with all his neighbors who would be affected, without objection. They will not require any support from Police or Fire, but will require several barricades from the DPW. We are still awaiting approval from all three entities.



<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: N/A TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: MICHAEL GUSTAITIS TELEPHONE: 269-455-5195

E-MAIL ADDRESS: winesellersofsaugatuck@gmail.com CELL PHONE: 630-816-5257

### EVENT INFORMATION

NAME OF EVENT: GRADUATION PARTY DATE(S) OF EVENT: 06/20/2021

PURPOSE OF EVENT: N/A RAIN DATE: N/A

- Non-Profit     
  For-Profit     
  City Operated/Sponsored     
  Co-Sponsored  
 Marathon/Race     
  Festival/Fair     
  Video/Film Production     
  Other \_\_\_\_\_

EVENT LOCATION: 561 MAIN STREET EVENT HOURS: 4:00-8:00 PM

ESTIMATED NUMBER OF ATTENDEES: 100

ESTIMATED NUMBER OF VOLUNTEERS: N/A

ESTIMATE DATE / TIME FOR SET-UP: 06/20/21 3:00  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 06/20/21 8:00  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 5:00 END: 7:00

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- "YARD" SIGNS - Number requested: \_\_\_\_ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- SIGNAGE AT EVENT SITE - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

- BOOTHS – QUANTITY \_\_\_\_\_  TENTS – QUANTITY \_\_\_\_\_
- AWNINGS – QUANTITY \_\_\_\_\_  TABLES – QUANTITY \_\_\_\_\_
- PORTABLE TOILETS – QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:       Yes       No

- TRASH RECEPTACLES – QUANTITY \_\_\_\_\_
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING       WATER       ELECTRIC       RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes       No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED       DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes       No (use attached map to outline proposed closures)

Street closure date/time: 06/20/21 4:00      \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: 06/20/21 8:00      \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes       No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes       No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## **APPLICATION CHECK LIST**

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to 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 City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

  
\_\_\_\_\_  
Applicant Signature

APRIL 27, 2021  
\_\_\_\_\_  
Date



14D/14E

**From:** Erin Wilkinson  
**Meeting Date:** May 6, 2021  
**Regarding:** Special Event Permits – Saugatuck Douglas Art Club

---

**Description:** The Saugatuck Douglas Art Club has submitted event permits for the Waterfront Invitational Art Fair on July 3rd and the Village Square Art Fair July 31st. Both fairs will be from 10 am to 5 pm and this year both will be in the Village Square (Waterfront is typically in Cook Park). They have requested a 6: 00 am setup, but have agreed to hold noisy setup until 7: 00 am, so as not to disturb sleeping guests nearby.

They are scaling the number of vendors back and are willing to implement whatever COVID restrictions will be required by the time of the event.

In previous years we have charged the Art Club \$5 for single booths and \$15 for double booths to help defray the cost of additional portable restrooms. With moving both fairs to the Village Square park, they will not require portable toilets and have asked the council consider waiving the fees as all their proceeds support local scholarships and art programs.

The police have signed off on the event. We are awaiting approval from the Fire Department and DPW, but do not anticipate a problem.



Dear City Council Members,

We, at the Saugatuck Douglas Art Club, are hopeful that we will be able to have one or both of our July art fairs. The summer art fairs are our only fundraising events to support our scholarships, aid to the local school system, and support of art endeavors in our community. Our open-air art fairs are not like a crowded parade, fireworks, or beer tent event. People are on the move in and then out of the fair area. They will not be congregating in large numbers. It will be similar to the regular movement of shoppers in and out of our downtown stores. The Waterfront and Village Square Art Fairs have become a tradition for the 4th of July and Venetian Festival weekends offering a "free admission" activity for locals and visitors.

We would like to use the Village Square for both fairs because it allows us to avoid congestion by spreading out the booths 12 feet apart for more social distancing of people, and the Village Square park eliminates the need to rent port-a-johns. We have fewer artists/vendors this year for both fairs which has eliminated all booths in the street on Main Street and opens all of the streets all day for traffic and parking. We will not need any barricades. We also plan to keep abreast of and have the current COVID 19 safety restrictions from the State Health Department in place. We will have signs and volunteer monitors asking everyone to wear masks. We can provide masks for visitors who may not have them. We can limit the number of people entering the fairs with ropes or plastic fencing around each quadrant of the fair, if that is necessary by July. We will not have food vendors this year to avoid our biggest amount of congestion in front of the food booth.

Please continue to consider the possibility of the art fairs until at least mid-May. By that time everyone may have a better idea of what the pandemic safety restrictions for July will need to be. The Waterfront Fine Art Fair is scheduled for Saturday, July 3. The Village Square Arts & Crafts Fair is Saturday, July 31. Both fairs run from 10 to 5 p.m. As before, we would arrange for our vendor parking at the Christian Reformed Church on Allegan Street.

Aron & Bonnie Lowe

Saugatuck Douglas Art Club fair organizers



Council Action

Approved

Denied

\_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT APPLICATION**

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: 616 255 2043  
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176  
 CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: 616 255 2043

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

**EVENT INFORMATION**

NAME OF EVENT: Waterfront Invitational Fine Art fair DATE(S) OF EVENT: July 3, 2021  
 PURPOSE OF EVENT: Art fair . Art sales RAIN DATE: \_\_\_\_\_

- Non-Profit       For-Profit       City Operated/Sponsored       Co-Sponsored
- Marathon/Race       Festival/Fair       Video/Film Production       Other \_\_\_\_\_

EVENT LOCATION: Village Square Park EVENT HOURS: 10am - 5pm

ESTIMATED NUMBER OF ATTENDEES: (5000 pre covid)

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/3/2021 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/3/2021 5-6:30  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED: <sup>N/A</sup>  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: <sup>N/A</sup> \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ~~Yes~~  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: N/A

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS - QUANTITY 40 approx.  TENTS - QUANTITY \_\_\_\_\_  
 AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_  
 PORTABLE TOILETS - QUANTITY \_\_\_\_\_

VENDOR PARKING: Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Christian Reformed church on Allegan

Will the Interurban be utilized?  Yes  No Time(s) 6:30-10am + 5-6:30pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY 4
- BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_
- PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 7/3/2021 main (water to Butler) and Butler (post office to Santa Fe) 6:00  A.M.  P.M.

Street re-open date/time: 7/3/2021 9:00  A.M.  P.M. AND 5:00 pm to 6:00 pm

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: vendors using shuttle + vendor parking

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ~~Fireworks Permit (if applicable)~~
- ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to 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 City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

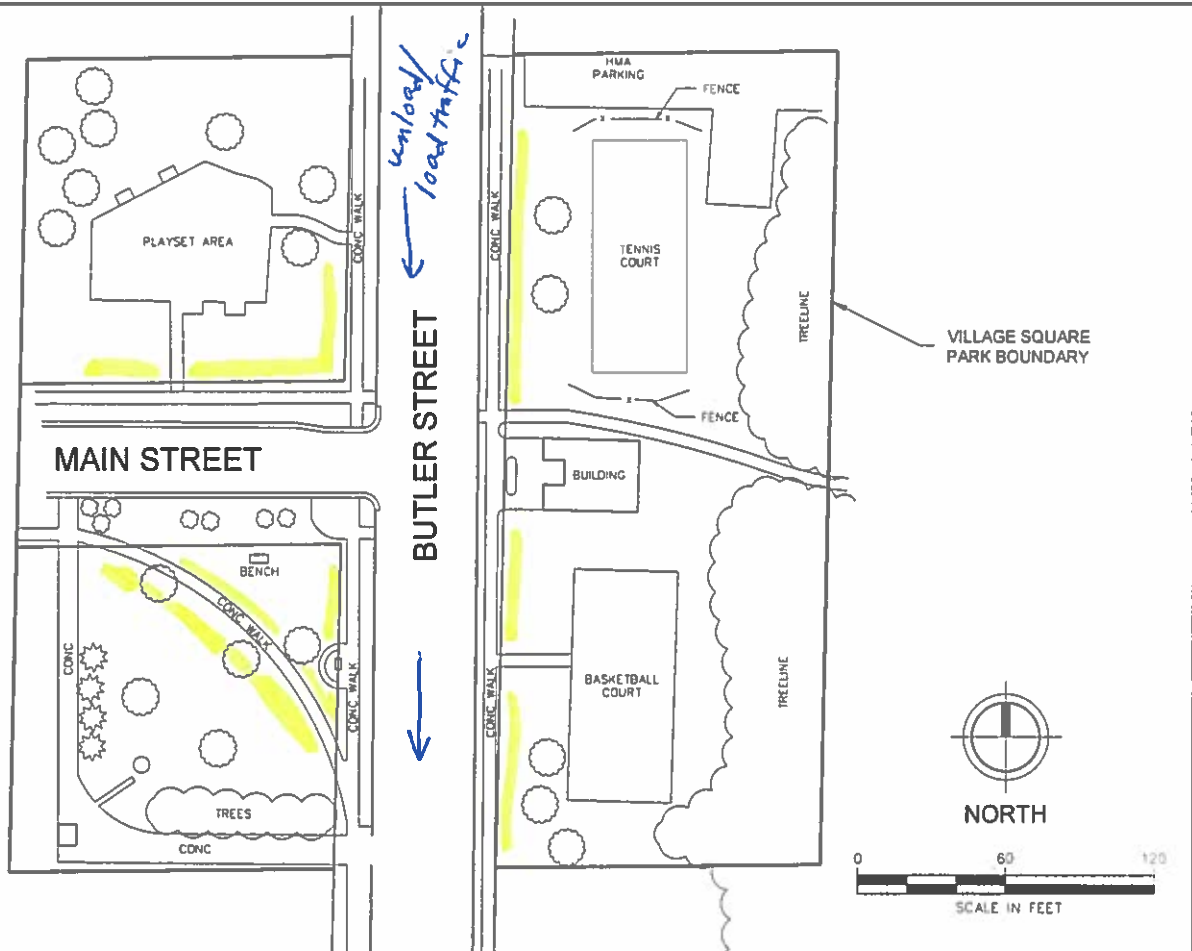
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



\_\_\_\_\_  
Applicant Signature



\_\_\_\_\_  
Date



APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTYS, ETC...

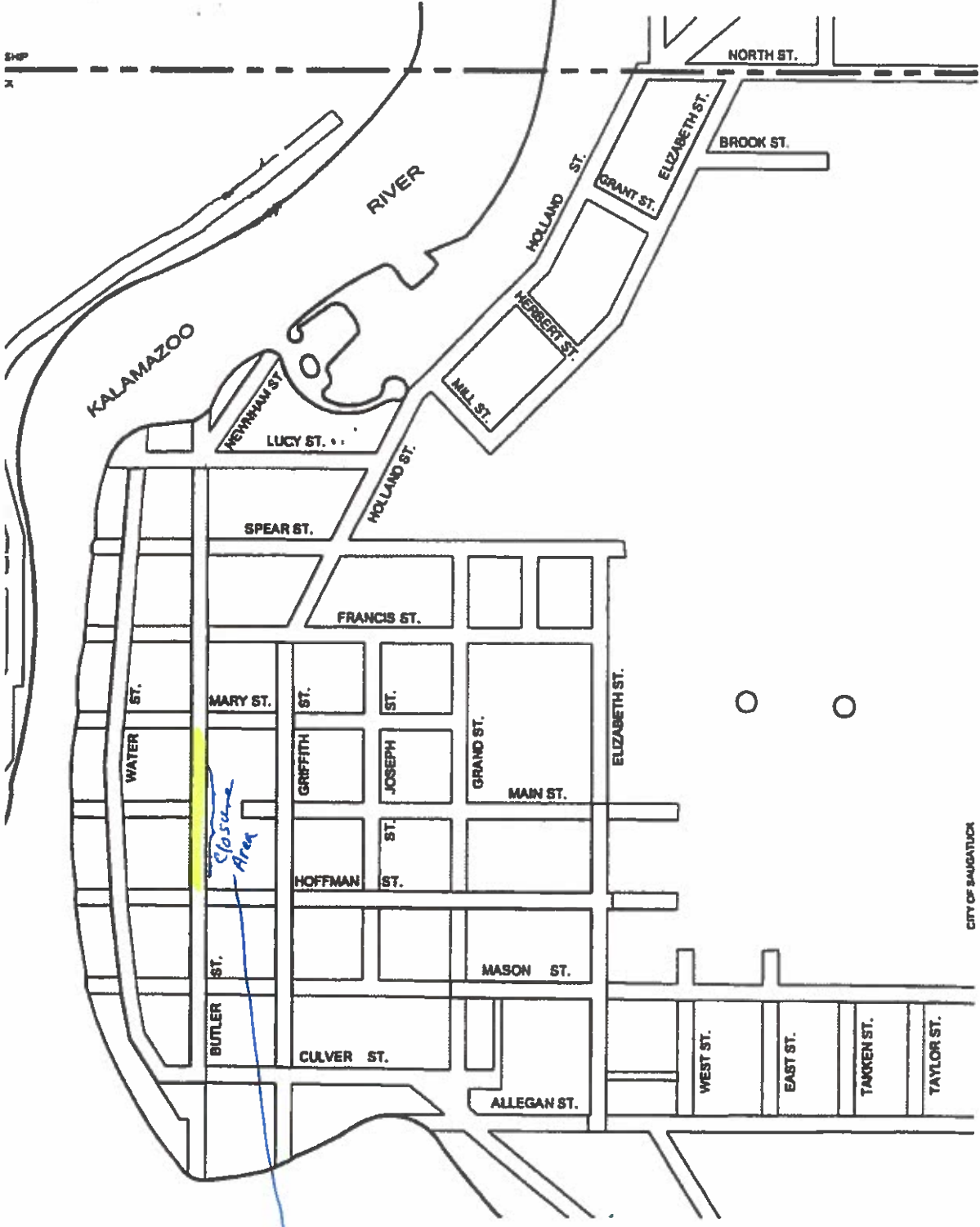
CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN

VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION 2011 3187

FLEIS & VANDENBRINK ENGINEERING, INC.

Booths

Downtown Street / Sidewalk Closure(s)  
 N/A



6-9am	9am-5pm	5pm-6pm	6pm-
closed	open	closed	open
(Artist unload)		(Artist reload)	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com	<b>FAX (A/C, No):</b> (269) 857-1838
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Auto-Owners Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
<b>INSURED</b> Saugatuck Douglas Art Club PO Box 176 Saugatuck MI 49453-0176		

**COVERAGES**      **CERTIFICATE NUMBER:** CL2142004115      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		16168565	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							Premises/Operations \$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Sponsored art fairs in City Square scheduled for July 3 & July 31, 2021.

City of Saugatuck is endorsed to general liability as an additional insured.

### CERTIFICATE HOLDER

### CANCELLATION

City of Saugatuck 102 Butler Street Saugatuck MI 49453	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Council Action  
 \_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied  
 \_\_\_\_\_ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

**SPECIAL EVENT APPLICATION**

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

**SPONSORING ORGANIZATION INFORMATION**

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: 616 255 2043  
 MAILING ADDRESS: P.O. Box 176, Saugatuck, MI 49453-0176  
 CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: sstartclub@gmail.com CELL PHONE: 616 255 2043

**CONTACT PERSON ON DAY OF EVENT**

CONTACT NAME: Aron Lowe TELEPHONE: 616 827 7366  
 E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043

**EVENT INFORMATION**

NAME OF EVENT: Village Square Arts + Crafts fair DATE(S) OF EVENT: July 31, 2021  
 PURPOSE OF EVENT: Art fair. Art sales RAIN DATE: —

- Non-Profit     For-Profit     City Operated/Sponsored     Co-Sponsored  
 Marathon/Race     Festival/Fair     Video/Film Production     Other \_\_\_\_\_

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: (5000 pre covid)

ESTIMATED NUMBER OF VOLUNTEERS: 30

ESTIMATE DATE / TIME FOR SET-UP: 7/31/2021 6-10  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/31/2021 5-7  A.M.  P.M.

**EVENT DETAILS**

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No  
 Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No  
 Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No  
 Provide Copy of Liability Insurance (listing the City as additionally insured)  
 Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: 8 (Maximum size is 2' x2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

BANNER UNDER SAUGATUCK PALETTE SIGN - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): \_\_\_\_\_  
Description of signs: \_\_\_\_\_  
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

BOOTHS - QUANTITY approx 60  TENTS - QUANTITY \_\_\_\_\_

AWNINGS - QUANTITY \_\_\_\_\_  TABLES - QUANTITY \_\_\_\_\_

PORTABLE TOILETS - QUANTITY \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? Christian Reformed church on Allegan

Will the Interurban be utilized?  Yes  No Time(s) 6:30-10am . 5-7pm

**DEPARTMENT OF PUBLIC WORKS**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:  Yes  No

- TRASH RECEPTACLES – QUANTITY 5  BARRICADES – QUANTITY \_\_\_\_\_
- TRAFFIC CONES – QUANTITY \_\_\_\_\_  PARKING SIGNS – QUANTITY \_\_\_\_\_
- FENCING  WATER  ELECTRIC  RESTROOM CLEANING
- OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED  DENIED

\_\_\_\_\_  
Authorized Personnel Signature

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: 7/31/21 main + Butler 6 am 5pm  A.M.  P.M.

Street re-open date/time: 7/31/21 9:30am 7pm  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, ~~porta potties~~, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ~~Fireworks Permit (if applicable)~~
- ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to 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 City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

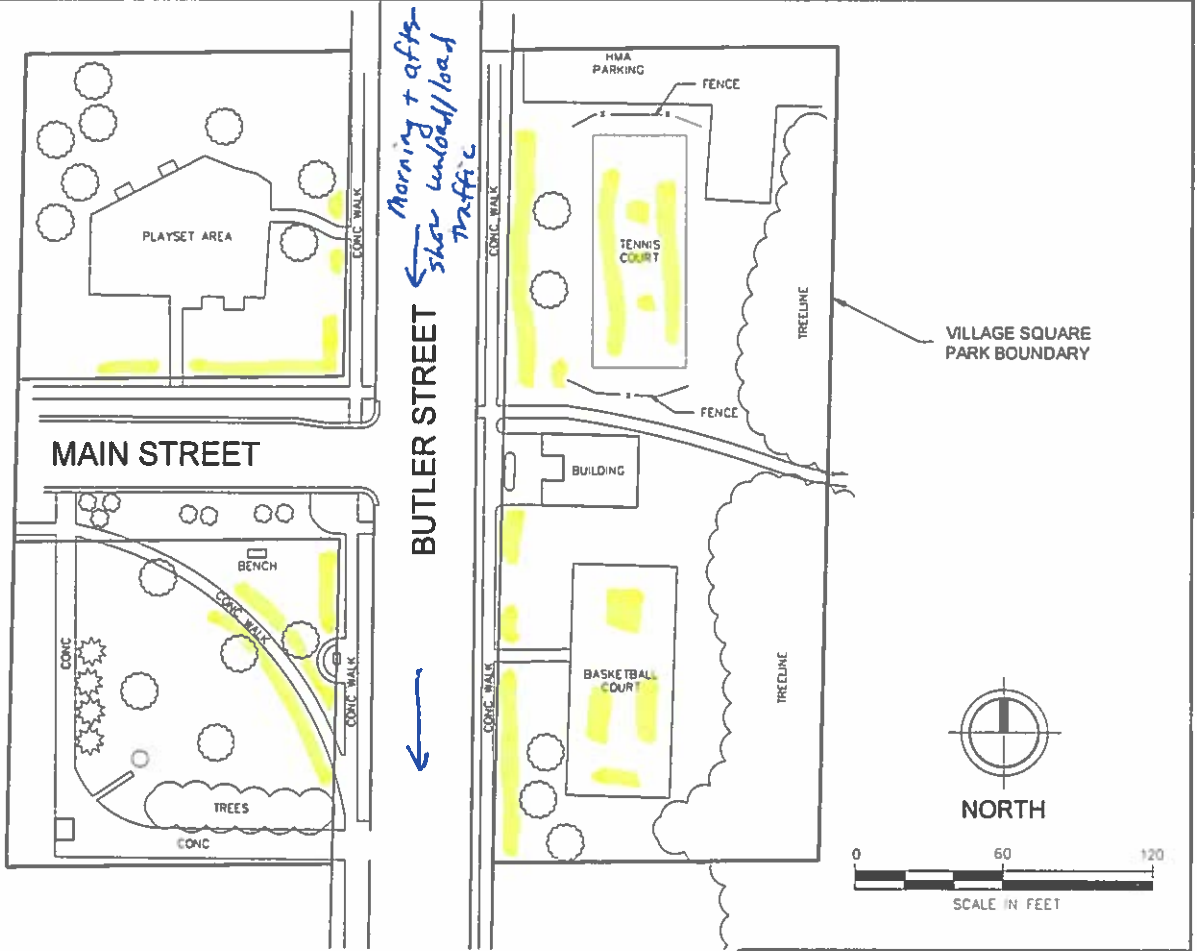
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature



Date



APPLICANT TO SKETCH LOCATION OF PROPOSED TEMPORARY STRUCTURES, TENTS, STAGES, EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

FLEIS & VANDENBRINK ENGINEERING, INC.

CITY OF SAUGATUCK ALLEGAN COUNTY, MICHIGAN	
VILLAGE SQUARE PARK PARK USE PERMIT APPLICATION	
2011	3187

Bath location  


# Downtown Street / Sidewalk Closure(s)



6<sup>a</sup>-9:30<sup>am</sup>  
 closed  
 (Artist  
 unload)

9:30<sup>a</sup>-5<sup>p</sup>  
 open

5-7  
 closed  
 (Artist  
 reload)

7<sup>p</sup>  
 open



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406		<b>CONTACT NAME:</b> Marlene Crippin <b>PHONE (A/C, No, Ext):</b> (269) 857-1751 <b>FAX (A/C, No):</b> (269) 857-1838 <b>E-MAIL ADDRESS:</b> marlenec@shinsurance.com	
<b>INSURED</b> Saugatuck Douglas Art Club PO Box 176 Saugatuck MI 49453-0176		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Auto-Owners Insurance <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18988	

**COVERAGES**

CERTIFICATE NUMBER: CL2142004115

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		16166565	06/01/2021	06/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Premises/Operations \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Sponsored art fairs in City Square scheduled for July 3 &amp; July 31, 2021.

City of Saugatuck is endorsed to general liability as an additional insured.

**CERTIFICATE HOLDER**

City of Saugatuck  
 102 Butler Street  
 Saugatuck MI 49453

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



14F

**From:** Erin Wilkinson  
**Meeting Date:** May 6, 2021  
**Regarding:** Special Event Permit - Mini Music Makers Class

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**Description:** Erin Hill-VanHorn has requested permission to teach a for profit Mini Music Makers Class in Coghlin Park on the dates of June 22, June 24, June 29 and July 1 from 9: 30 am to 12: 00 pm. There will be two classes per session with no more than 12 children under the age of 7 in attendance at each.

The event is a for profit event and not open to the general public. Staff was not sure if it should go through a Coghlin Park Private Event Rental Request, and require a \$500 deposit and \$500 payment, or if it should be considered a Special Event and no charge.





<b>Council Action</b>
_____ Approved
_____ Denied
_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453  
 Phone: 269-857-2603 • Website: [www.saugatuckcity.com](http://www.saugatuckcity.com)

## SPECIAL EVENT APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 30 days prior to scheduled event

### SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### EVENT INFORMATION

NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Non-Profit    | <input type="checkbox"/> For-Profit    | <input type="checkbox"/> City Operated/Sponsored | <input type="checkbox"/> Co-Sponsored |
| <input type="checkbox"/> Marathon/Race | <input type="checkbox"/> Festival/Fair | <input type="checkbox"/> Video/Film Production   | <input type="checkbox"/> Other _____  |

EVENT LOCATION: \_\_\_\_\_ EVENT HOURS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

ESTIMATED NUMBER OF VOLUNTEERS: \_\_\_\_\_

ESTIMATE DATE / TIME FOR SET-UP: \_\_\_\_\_  A.M.  P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: \_\_\_\_\_  A.M.  P.M.

## EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT:  Yes  No

TYPE OF MUSIC PROPOSED:  Live  Amplification  Recorded  Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department)  Yes  No

Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT:  Yes  No

Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)

Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: \_\_\_\_\_

WILL FIREWORKS BE APART OF EVENT:  Yes  No

Provide Copy of Liability Insurance (listing the City as additionally insured)

Provide Copy of Fireworks Permit

**EVENT SIGNAGE:** City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

**“YARD” SIGNS** - Number requested: \_\_\_\_ (Maximum size is 2’ x2’. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14’ x 4’). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

**SIGNAGE AT EVENT SITE** - Location(s): \_\_\_\_\_

Description of signs: \_\_\_\_\_

(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

**TENTS/CANOPIES/MISC:** The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under “Rental Service Stores” that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

**BOOTHS – QUANTITY** \_\_\_\_\_

**TENTS – QUANTITY** \_\_\_\_\_

**AWNINGS – QUANTITY** \_\_\_\_\_

**TABLES – QUANTITY** \_\_\_\_\_

**PORTABLE TOILETS – QUANTITY** \_\_\_\_\_

**VENDOR PARKING:** Have you made arrangement for vendor parking?  Yes  No

If yes, where do you propose your vendors park? \_\_\_\_\_

Will the Interurban be utilized?  Yes  No Time(s) \_\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

Will this event require the use of any of the following municipal equipment:  Yes  No

TRASH RECEPTACLES – QUANTITY \_\_\_\_\_

BARRICADES – QUANTITY \_\_\_\_\_

TRAFFIC CONES – QUANTITY \_\_\_\_\_

PARKING SIGNS – QUANTITY \_\_\_\_\_

FENCING  WATER  ELECTRIC

RESTROOM CLEANING

OTHER \_\_\_\_\_

**POLICE DEPARTMENT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

ADDITIONAL OFFICERS REQUIRED?  Yes  No

If yes please describe & include times \_\_\_\_\_

Other (describe): \_\_\_\_\_

**SAUGATUCK TOWNSHIP FIRE DISTRICT**

APPROVED

DENIED

\_\_\_\_\_  
*Authorized Personnel Signature*

STREET CLOSURES:  Yes  No (use attached map to outline proposed closures)

Street closure date/time: \_\_\_\_\_  A.M.  P.M.

Street re-open date/time: \_\_\_\_\_  A.M.  P.M.

SIDEWALK CLOSURES:  Yes  No (use attached map to outline proposed closures)

Describe Sidewalk Use: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

PARKING LOT CLOSURES:  Yes  No (use attached map to outline proposed closures)

Parking Lot Location: \_\_\_\_\_

Sidewalk closure date/time: \_\_\_\_\_  A.M.  P.M.

Sidewalk re-open date/time: \_\_\_\_\_  A.M.  P.M.

What parking arrangements are proposed to accommodate potential attendance: \_\_\_\_\_

## APPLICATION CHECK LIST

- Completed Application
- Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- Road/Sidewalk/Parking Lot Closure Map
- Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- Fireworks Permit (if applicable)
- Michigan Liquor Control Commission Special Event License (if applicable)
- Health Department Food Service License (if applicable)

If document is missing, please explain: \_\_\_\_\_

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to 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 City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

---

Applicant Signature

---

Date



14G

**From:** Ryan Heise  
**Meeting Date:** May 6, 2021  
**Regarding:** Adding Township to Kalamazoo Lake Harbor Authority

---

**Description:** Saugatuck Township has requested to be added to the Kalamazoo Lake Harbor Authority. The City of Douglas has accepted them into the Authority and this will be an action item on Monday's agenda.