

CITY OF MARQUETTE, MICHIGAN

CITY COMMISSION POLICY

Policy Number: 2013-01	Revision Date:
Date Adopted: September 9, 2013	
Department: Parks & Recreation	

SUBJECT: GUIDELINES FOR REQUESTING MULTIPLE YEAR SPECIAL EVENT CONTRACTS FOR CITY PARK USE FOR HIGH IMPACT EVENTS

PURPOSE: To provide a process for groups, individuals and organizations to request multiple year special event contracts for City park use for high impact events.

POLICY:

Per action of the City Commission on September 9, 2013, the following was adopted:

The City of Marquette wishes to provide an orderly process that groups, individuals and organizations may utilize to reserve City of Marquette parks for multiple years for high impact events. A high impact event is defined as an event generally considered to be open to the public regardless of whether a fee for admission is charged with one or more of the following elements: where more than 250 people are expected to be in attendance; use of City personnel requested or required; commercial, non-profit or for-profit financial benefit; includes significant infrastructure such as setup of large tents, stages, amusements, concessions or sale of alcohol. Only groups, individuals and organizations that have proven history of successfully providing annual high impact events benefiting tourism, economic development, or other community development objectives and are in good financial standing with the City will be considered.

Due to event size, location and availability of facilities and services, the following City park sites are deemed to be most appropriate for holding high impact events: Ellwood Mattson Lower Harbor Park, Presque Isle Park, Shiras Park and Tourist Park.

In order to apply for use of any City park for a multiple year high impact event contract, the following process has been established to provide for an orderly and timely review.

1. Submission of a completed City Special Events Permit provided by the Community Services – Parks and Recreation Division along with a \$250 deposit – no less than 180 days prior to event. The application shall provide the times, dates and years the applicant desires the City park to be reserved. Fees are established annually by the City Commission and are subject to change through the life of a contract. Requests shall be limited to a maximum of five-year duration.
2. Review by all City departments within 10 days of completed written application. Comments, requirements, and approvals are to be made in writing in a format consistent over time.
3. Request is to then be placed on the next available City Commission agenda as new business. Any individual, group or organization that wishes to have input into the proposed high impact event should express themselves at this meeting.
4. If use of the park is approved, the applicant will work with Community Services – Parks and Recreation Division and City Attorney with securing dates and contract development.
5. Final contract document shall be forwarded for consideration at the next available City Commission agenda as unfinished business.
6. If contract document is approved, the event organizer and their representative shall be required to attend an annual pre-event meeting no less than 60 days prior to the event and site review walk through no less than seven days prior to opening the event to the public with City staff.