

SPECIAL EVENTS & FESTIVALS POLICY

To use city parks, beaches, streets, parking lots or other public facilities for special events or festivals, a City of South Haven Special Events & Festivals Application must be completed and sent along with a non-refundable application fee of \$150 to the Special Events Coordinator. The application and check (made out to: City of South Haven) can be mailed to: Special Events Coordinator City of South Haven, 1199 8th Ave, South Haven, Michigan, 49090 or emailed to: parks@south-haven.com. This form is available at the Department of Public Works, and on the city's website: www.south-haven.com. It is important that the organization complete the form with as much detail as possible regarding specific requests and the event. This pamphlet provides you with information regarding city services, requirements, regulations and policies. A complete copy of city ordinances can also be found on the city's website (under Code of Ordinances). Prior to submitting your request, please read this pamphlet thoroughly. This pamphlet was developed to help you organize a successful event in South Haven.

SPECIAL EVENTS & FESTIVALS APPROVAL PROCEDURE

Before the City will accept your application, you must submit a non-refundable application fee of \$150. Once this is done and you submit the Special Events & Festivals Application to the Special Events Coordinator, the form is distributed to the appropriate city departments for initial review, recommendations, and approval. If your event or festival is expecting less than 500 participants, does not require a variance to the Municipal Code, and does not exceed 10:00 P.M. the requests can be submitted to the City Manager for approval. If your event or festival is expected to have 500 people or more in attendance, a request has been made for a variance of the Municipal Code, or the event exceeds 10:00 P.M. then the requests must be submitted to City Council for approval. You will receive notification from the Special Event Coordinator of the date and time your special event will go in front of City Council and whether it is approved or denied. The city recommends a representative from the sponsoring organization attend the designated City Council meeting to address any questions or concerns from the City Council members.

Completed applications must be turned into the Special Event Coordinator's office at least 21 business days prior to the start of the event. It is recommended that requests be made at least 90 days in advance. For larger events and festivals attracting over 500 people, we recommend submitting your requests at least 120 days in advance to assure proper approval. Any changes or additions to your special event & festival app after being approved, must be submitted in writing and may require an edited application.

PLEASE READ IF YOU WANT TO USE A BANNER LOCATION:

The City of South Haven has two (2) banner locations available (one location requires special approval by MDOT). These locations are available on a **first come first served** basis. Reservations **must be made in advance** with the Special Events Coordinator to guarantee an available spot. No special treatment will be given to past events, etc. Please review the banner policy below for further guidelines:

STREET BANNER POLICY Street banners will be hung between the dates of May 15 to October 15, at locations approved by the City Electric Distribution Department, with overriding authority reserved by the City Council. All banners must be printed on perforated material or on an open mesh fabric as approved by the City. Each banner must not be greater than thirty (30) feet in length and have at least 200 feet of rope on the top and bottom. Grommets should be placed throughout the edges and the corners should be reinforced. Banners will be hung two (2) weeks prior to the event and returned within one (1) week after the event. The City of South Haven will not be responsible for any damage that occurs to the banner while it is hung. The city will not store any banners.

CITY OF SOUTH HAVEN POLICIES & REGULATIONS REGARDING SPECIAL EVENTS

The City of South Haven recognizes the importance of special events within the community. These special events are acknowledged as providing additional economic impact to the area's businesses and helping to develop community pride, commitment, and involvement. The primary concern during an event is public safety. In the event of inclement weather the City of South Haven or its designees have the right to cancel or postpone any special event. While the City of South Haven is supportive of these special

events, certain guidelines must be enforced to insure that the festival or special event runs as smooth as possible:

- The city may request that dates or times of special events be changed to facilitate coordination of city services. If changes are required, the sponsoring organization will be notified well in advance.
- Whenever possible, organizations will be encouraged to hold special events in city parks rather than on streets to minimize the need for additional public safety support to assist with traffic control. When the use of streets is required, every effort will be made to schedule events in such a manner so as to avoid the need for additional public safety support.
- Event organizers will be encouraged to use volunteers whenever possible to assist with logistics so as to reduce the need for additional city personnel.
- If there are extraordinary costs incurred by the city, or if the sponsoring organization does not clean up and/or severely damages city property they may be required to reimburse the city for the expenses that may incur as a result.
- POLICE AND FIRE PROTECTION: The Police and Fire Department need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held. They also need the anticipated number of people expected for the event, and any special requirements needed. Additional costs to the city will be the organizer's responsibility.
- INSURANCE COVERAGE: The city requires proof of insurance (\$1,000,000) naming the City of South Haven as "additionally insured". The City reserves the right to increase insurance coverage, depending on the event.
- NOISE: If your event has amplified noise you will need to indicate the date and time this noise will be made on the special events & festivals form. **All noise must stay within the city's noise ordinance. Noise Ordinance Sec. 30-28. City Noise Ordinance will be enforced.** If you have any questions about the noise ordinance, please contact the local police department at (269)-637-5151. Noise must end by 10 pm.
- AMPLIFIED AUDIO DEVICES: the use of sound amplification devices in all parks from 10 pm on Saturday evenings until 12:00 p.m. on Sundays are prohibited.
- Long Standing/Established events: The following special event locations and days are reserved:
 - River Front Park
Blue Berry Festival-5 days
Riverfront Concert Series-15 days
Harborfest-5 days
 - South Beach
Fireworks-1 day
- Amplified Events: The max number of days which amplified audio devices can be used is now restricted at the following Parks:

Riverfront Park-28 days

South Beach-1 day

- **PORTABLE TOILET FACILITIES:** Restroom facilities are required by the city for events expecting over 500 attendants. ***Huron Street Pavilion/Dykman Park requires portable toilet facilities for events expecting over 150 attendants. *** Should any additional facilities be required, city personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the cost and arrangement of the portable toilet facilities.

STREET CLOSINGS: If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for festivals/special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the city. Maps are available at the Department of Public Works and on the city's website at: www.south-haven.com. The sponsoring organization is responsible for the closing and opening of the streets and monitoring of the barricades. Major streets may require police or street department personnel to close and reopen the streets. If Business Route I-196 needs to be closed for a parade you will need to contact the Department of Public Works at 269-637-0737 to obtain a permit from MDOT for road closure. At least one month should be reserved for this application process. *If Van Buren County roads are being used for any reason – you MUST get permission from the Van Buren County Road Commission.

- **ALCOHOLIC BEVERAGES:** Provisions must be made for any “beer tent” or other event at which alcoholic beverages are planned. Special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting located on both private and public property.

Consumption of alcoholic beverages within any public park, beach, or street is prohibited unless the appropriate licensing has been obtained. The sale and consumption of alcoholic beverages may occur on publicly-owned property located within the approved area, as shown here: [Downtown South Haven Special Event Area](#). Guidelines for a special event liquor license is available here: [Special Event & Festivals Alcohol Policy](#). These policies require that an application be filed with the City of South Haven and the Michigan Liquor Control Commission. These applications can be found here:

[City of South Haven Liquor License Application](#)
[Michigan Liquor Control Commission Website](#)

Liquor license application must be submitted before the city will process this special event application.

- **STREET MARKING:** Marking on roads and sidewalks should be held to a minimum. Only spray marking chalk (as seen [HERE](#)), specifically designed to wear away in a short period of time, will be approved by the city. Please contact the Special Events Coordinator for Questions regarding street marking.
- **SIGNAGE:** Before the event a list of all signage (example: sandwich boards, banners, etc.), including size and placement of the signage, needs to be turned in to the city's Special Events Coordinator. Upon submission the signage requests will be reviewed by the Special Events Coordinator; City Council may require additional approval.

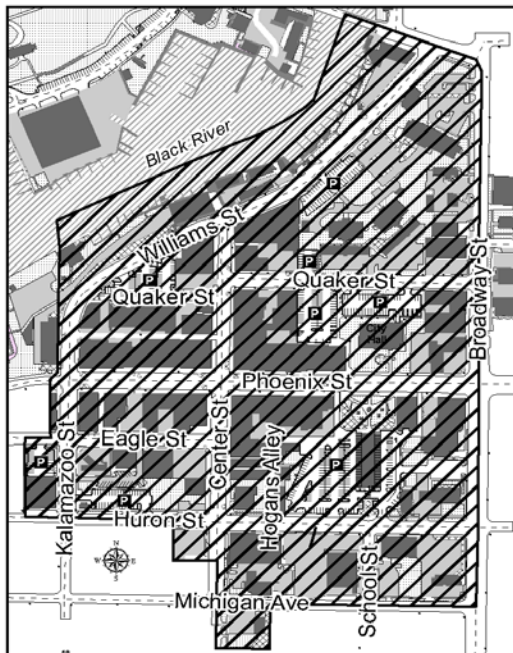
***Due to limited space for banners, they will be placed on a first come first served basis*. Please refer to the Special Events & Festivals Information Pamphlet for further details regarding banners.**

- PARADE: Candy or other items shall not be thrown from any moving object, vehicle or float.
- VEHICLES IN THE PARKS: Vehicles are allowed only on public access roads within city parks.
- FLOWERBEDS: When planning the locations of concessions, booths, and eating areas, every effort must be made to avoid placement near flowerbeds.
- VENDORS/CONCESSIONS: Any concession stand must meet the State and County Health Department requirements.

Festival Vendor: Operator of a removable stand or mobile vending cart licensed for a limited, specific period in association with a festival blanket vendor license. The removable stand or mobile vending cart may be left on the site for the duration of the license, and may be located on private property. The festival vendor shall be licensed by the festival organization which has been approved by the City Council to organize a special event with a blanket vendor license.

Festival/Event Blanket Vendor License Location: Vendor sites in an area approved under a Festival Blanket Vendor License are for a specified period of time. The City Council shall approve the special event and festival blanket vendor license by resolution. The festival organization approves vendors based upon their own criteria.

Vendors and General Merchandise Concessions will not be allowed in the Central Business District (CBD). The crossed out area on the following map gives the approximate area of the CBD.



- CLEAN-UP AND TRASH RECEPTACLES: All special events organizers are responsible for the removal of trash and debris caused by or related to their special event. Clean-up requirements include the replacement of all trash receptacle liners, renting extra trash receptacles, and the removing all debris/trash from the premises. For events attracting a large number of people, it is recommended that renting dumpsters and/or bins, and trash removal services be contracted with a private vendor.

- **ELECTRICAL/WATER SYSTEMS:** If you anticipate needing electric or water services for your event, you must contact Public Works concerning your needs in advance of your special event. Public Works needs this information in order to insure proper utility extensions are made, if necessary. Four (4) month's advance notice is recommended for all events. The City's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$10.00 per vendor will be billed to the sponsoring organization following the event. A manual of what the Electric Inspector will be looking for is available to you. Staff recommends distributing the manual to vendors participating in your event.
- **TENTS AND STRUCTURES:** Be sure to specify any tents or structures that will be used for the special event. No stakes can be placed in the ground without the specific approval of the city to avoid damaging underground utilities, road and parking lot surfaces, or other infrastructure. Most damage done to the parks or roads during special events is due to staking of tents, etc. The sponsoring organization will be responsible for any damage done to the parks or streets during your special event. It's important that the sponsoring organization have volunteers to monitor the event to insure damage is kept to a minimum.
- **LIGHTING:** Any additional lighting for an event must be approved by City Council. If approved the event holder must ensure that the lighting will not shine in neighboring areas.
- **EVENT CANCELLATION:** The city reserves the right to cancel any event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with city requirements.

CITY OF SOUTH HAVEN PARK AND BEACH RULES

The following are some of the rules which are adopted pursuant to the City of South Haven's Code of Ordinances. Violations of these rules is a misdemeanor and punishable by a fine of not exceeding \$500.00 (plus cost of prosecution), or imprisonment not exceeding 90 days, or both, unless a specific penalty is otherwise provided for the violation by this Code or any ordinance. City Code Section 1-13 (b)

1. Beach and park hours will be enforced. Curfew will be enforced.
2. No open intoxicants allowed except within an approved and licensed area.
3. Motor vehicles permitted on paved roads, or designated areas only. No motor vehicles allowed on beach.
4. Noise ordinance will be enforced.No damaging public property.
5. No dogs allowed on the beaches. No person shall permit any animal to run at large within the public parks, nor allow any dog therein except when led by a leash.
6. No littering on any public property, nor private property without the owner's consent.
7. No overnight camping on public property.
8. No glass on any beaches.
9. Swim at your own risk.
10. Entering Lake Michigan from pier is prohibited. Swimming within 50 feet of pier is prohibited.
11. No open fires on beaches - including any outdoor cooking apparatus that uses wood, gas or charcoal as a source of heat.
12. No disturbing the peace with loud, boisterous, or vulgar condu