

CLIO AMPHITHEATER
APPLICATION FOR FACILITY USE

Today's date: _____

Name of organization: _____
(If none, write "individual use")

Contact person: _____

Address: _____
(number) (street)

(city) (state) (zip)

Phone: _____ Cell: _____

E-mail: _____

Date requested for use of facility: _____

Time of use: from _____ AM PM to _____ AM PM

Description of proposed event: _____

It is hereby agreed by the organization/individual above that they will save and hold harmless Tacoma Productions, Inc., the City of Clio, Clio Area Schools and their agents, representatives and employees who shall not be held responsible for any injury or damage to any person allowed or invited on the premises during the rental period by the renter or to any equipment or possession of the renter or event attendees. Further, the renter has read and agrees to comply with the conditions of the "Clio Amphitheater Rental Guidelines".

Authorized signer _____
(Print) _____

THE CLIO AMPHITHEATER AND SURROUNDING GROUNDS AND FACILITIES ARE ALCOHOL FREE. SMOKING PERMITTED ONLY IN DESIGNATED AREAS.

For Amphitheater Use Only:

Rental fee: No Charge \$300 \$500 \$2,500 Other \$ _____

Paid: Date: _____ Check # _____ Received by _____

Security Deposit: \$100 \$250 \$1,000

Paid: Date: _____ Check # _____ Received by _____

Insurance certificate provided naming Tacoma Productions, Inc. the City of Clio and Clio Area Schools as second insured in the amount of \$1,000,000

Insurance company: _____
(Attach a copy of the binder)

If required, renter will provide (check if applicable, N/A if not):

_____ Permission from Clio Schools for use of parking lots

_____ Permission from Clio Schools for use of the Art Center

_____ Parking personnel

_____ Ushers

_____ Security/safety personnel (including stand-by EMT or equivalent)

_____ Police officers/other law enforcement on duty at event

_____ Advertising states non-affiliation with City of Clio and Clio Area Schools

_____ Other

This application is:

_____ APPROVED _____ NOT APPROVED

Chair, Clio Amphitheater Board of Directors

date

**CITY OF CLIO
SPECIAL EVENT APPLICATION**

Date Filed: _____

Sponsoring
Organizations

Legal Name _____

Phone _____

Organization Address _____ State _____ Zip Code _____

Organization's Agent _____

Agent's Title _____

Agent's Address _____ State _____ ZipCode _____

Contact Person _____ Phone _____

Is the City the Sponsor? Yes [] No [], Co-Sponsor? Yes [] No []
Or does this Event take place on City-Owned Property? Yes [] No []

Name of Event/ Location _____

*Use of Amphitheater subject to Amphitheater Use requirements

Full Schedule/Description of all Events to be covered (Brochure or Flyer Helpful) _____

Event Dates _____ Rain Date _____

Event Times _____

Describe Security Protection (Include Police, Fire, Ambulance on call and where) _____

Estimated Total Attendance Per Day _____

Number of Years that Event has been held _____

1. **TYPE OF EVENT:** This event is:

| | |
|---|---|
| <input type="checkbox"/> _____ Operated Event | <input type="checkbox"/> Co-Sponsored Event |
| <input type="checkbox"/> Other Non-Profit | <input type="checkbox"/> Other For-Profit Event |

2. **ANNUAL EVENT:** Is this event expected to occur next year? Yes No
 If yes, you may reserve a date for next year with this application. To Reserve dates for next year, please provide the following information;

Normal Event Schedule
 (e.g., third weekend in July): _____

Next Year's specific dates: _____

3. **AN EVENT MAP** attached. If your event will use streets and/or sidewalks (for a parade, run, etc.) or will use multiple locations, please attach a complete map showing the assembly and dispersal locations and the route plan. Also show streets or parking lots that you are requesting to be blocked off.

4. **VENDORS:** Food/Beverage Concessions/bounce houses, dunk tanks, etc?
 Yes No
 If yes, refer to the Ordinance for license and insurance requirements and fill out the attached Vendor List

5. **ALCOHOLIC BEVERAGES:** Will they be served? Yes No
 If yes, attach copy of liquor license with detailed site plan map. Will be subject to requirements of Michigan Liquor Control

6. **FIREWORKS:** Will there be any Fireworks? Yes No
 If yes, please complete a separate Fireworks Application. Will be subject to requirements of City Fireworks Ordinance #394

7. **CHARITABLE GAMING:** Will there be raffles, duck races, etc?
 Yes No
 If yes, attach copy of license. Will be subject to requirements of State Gaming Commission

8. **OTHER REQUEST:** _____

9. **CERTIFICATION AND SIGNATURE:** I understand and agree on behalf of the sponsoring organization that:
 - a. A certificate of insurance must be provided which names the City of Clio as an additional insured party on the policy. (See Ordinance for insurance requirements)
 - b. All food vendors must be approved by the Genesee County Health Department, and each food and/or other vendor must provide the City of Clio with a certificate of insurance in an amount approved by the City of Clio which names the City of Clio as an additional insured party on the Policy

- c. The approval of this special event may include additional requirements and/or limitations, based on the City of Clio's review of this application, in accordance with the City of Clio Special Events Ordinance. The event will be operated in conformance with the Written Confirmation of Approval
- d. If use of local police or department of public service employees/equipment, individual/organization will be billed for actual costs involved

As the authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event, affirm the above understandings, and agree that my sponsoring organization will comply with the City of Clio's Special Events Ordinance, the terms of the Written Confirmation of Approval, and all other City of Clio requirements, ordinances and other laws which may apply to this Special Event.

Date

Signature

Printed Name

RETURN THIS APPLICATION at least forty-five (45) days prior to the first day of the events

For Office Use Only

Approved Yes [] No [] _____
City Administrator

If not approved, reason _____

Approved Yes [] No [] _____
City Commission

If not approved, reason _____

CITY OF CLIO
SPECIAL EVENTS RULES AND REGULATIONS

A. **SPECIAL EVENT APPLICATION REQUIRED:**

Any person, group or organization wishing to sponsor or hold a Special Event in the City of Clio will be required to complete a Special Event Application.

The City of Clio may hold its own special events, it may contract with one or more organizations to perform special event services, or it may jointly sponsor a special event with one or more organizations. In such cases the Entity Administration and any participating organization(s) shall submit a special event application to the Entity Board which shall include details of the event and, if applicable, the co-sponsoring organization's participation.

The City of Clio will provide a complete review of any special event application, including consultation with the applicant as may be reasonably necessary to resolve problems.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighbors and be aware of the local ordinance provisions dealing with sound, noise and special events.

B. **SERVICES PROVIDED FOR SPECIAL EVENTS:**

The City of Clio will provide support to special events on the following basis:

1. **City of Clio Operated Events:** The City of Clio will operate certain special events directly
2. **Co-Sponsored Events:** The City of Clio may co-sponsor certain events with other organizations when the Entity Board determines that the event is of general interest to the public and advances public image. These events must meet the other requirements contained in these special event regulations.
3. **Other Non-Profit Events:** These events must meet the other requirements Contained in these special event regulations. Groups filing an application as other Non-Profit Events must be able to submit a current IRS 501C(3) identification and provide evidence of insurance for such event.
4. **Other For-Profit Events:** The City of Clio may allow other special events operated by for-profit sponsors that are beneficial to the entity and the public. In addition, these events must pay 100% of all costs related to the event. These events must meet the other requirements contained in these special events regulations.
5. **Rental Charge Facility Fee:** Special events which are exclusively sponsored by private, for-profit organizations shall be charged a rent/facility fee for use of public areas if deemed by local ordinance.

C. **PARKING FOR SPECIAL EVENTS:**

The term "parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits, metered parking or permit parking. There will be enforcement of the handicapped parking zones and fire lanes at all times. Parking shall only be granted if requested by the sponsor and approved by the City of Clio. There shall be a twenty-foot (20ft) Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event unless written authorization is obtained from the Fire Chief and Chief of Police.

D. **SPECIAL EVENT SIGNS:**

The Special Event Application shall include a description of the advertising signs which are proposed to be used for the event. The use of the signs shall conform to the description contained in the application, or as required by local ordinances. All signs are subject to the approval of the City of Clio.

E. **LIABILITY INSURANCE REQUIREMENTS:**

All sponsors of special events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$1,000,000 per occurrence, and \$1,000,000 aggregate. Except for Class 1 B Low Hazard events approved by the Special Event Review Committee as provided below. Sponsors of Class 1 – Low Hazard Special Events shall carry general liability insurance with coverage for bodily injury, death, and property damage of at least \$500,000 aggregate. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Clio as an additional insured prior to the event. The City of Clio may require higher levels of insurance based on risk factors.

F. **SPECIAL EVENT REVIEW COMMITTEE:**

The Special Event Review Committee shall consist of the City Administrator, Chief of Police and the Department of Public Service Superintendent and the City Clerk.

The Special Event Review Committee is intended to provide a risk control guide for the handling of the increased liability associated with special events. Special events are defined in the ordinance and generally consist of activities which are not directly related to the day-to-day operations of the City of Clio, but which occur on premises owned or controlled by the City of Clio. These would include, but not be limited to, the examples given below for the various hazard level classifications of special events.

The Special Event Committee may place additional requirements on any special event. These requirements may include specific staffing levels for Police, Fire, Paramedic, Municipal Services or other personnel. Expenses for these services will be billed to the sponsoring organization as provided for herein. The Special Event Review Committee will review each special event application received and assess the potential liability risk of the City of Clio, based on the following risk categories:

Class I Low Hazard involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to, meetings, seminars, social gathering, theatrical performances and auctions.

Class II Moderate Hazard involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to, amateur team sports, dances, animal shows, political rallies, flea markets, picnics and parades with no floats.

Class III High Hazard involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to, parades with floats, marathons or races and circus/carnivals.

Class IV Severe Hazard involves severe exposure to spectators and/or participants. Examples of events in this category include, but are not limited to, rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Committee the City of Clio may place special conditions on the event. A member of the Review Committee shall be available to meet with the event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their agent be on site during the event.

Any member of the Special Event Review Committee has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met. In addition, the members of the Special Event Review Committee and the City of Clio public safety officials have the authority to cancel or stop an event, or place additional restrictions on the event, if it is deemed that the public health, safety or welfare is being jeopardized and/or would be better served with additional restrictions.

G. **TRAFFIC CONTROL AND SAFETY REQUIREMENTS:**

The special event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City of Clio during the event. The requirements will be indicated in the permit or notice of approval, and additional requirements may be made by the City of Clio during the event as may be necessary for the safety of the public.

H. **PARTICIPANT WAIVER OF LIABILITY:**

The special event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City of Clio. Samples of the basic agreements are attached to these regulations.

The specific requirements for each event will be indicated in the City of Clio Written Confirmation of Approval.

I. **VENDOR INSURANCE AND LICENSE REQUIREMENTS:**

All food/beverage vendors must have Genesee County Health Department approval and complete the concession waiver of liability prior to opening of the vending operations.

All food/beverage vendors must supply a valid certificate of insurance, in an amount approved by the City of Clio, naming the City of Clio as an additional insured prior to opening of the food stand. All food vendors must post a valid temporary Food License as authorized by Genesee County Health Department. Food/beverage Vendors are responsible for any and all fees related to obtaining a food license. Food/beverage Vendors are required to comply with all Genesee County Health Department rules and regulations for Temporary Food License Facilities.

All food/beverage vendors are required to contact the Genesee County Health Department for the latest rules and regulations and to obtain a temporary food license. Food/beverage vendors are responsible for insuring compliance with all Health Department rules and regulations. Food/beverage vendors should contact the Health Department **WELL IN ADVANCE** of the event date. **The Temporary Food Services License application must be submitted to the Genesee County Health Department more than 3 days before the event to avoid an additional late fee.**

J. **TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:**

In the event that two or more Special Event Applications are received for the same date and time, the date and time that each application was received by the City of Clio shall determine the order of preference. Once a Special Event Permit has been granted further permits for the same date, time, and general location will not be allowed unless the City of Clio is convinced that the holding of the two special events would not cause any interference or confusion between them and that they would compliment each other.

In the event that two or more Special Event Applications are received at the same time for the same date and time the City of Clio Administration has authority to resolve date and time conflicts with the sponsors filing each application.

K. **RESERVATION OF ANNUAL EVENT DATES:**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application may include a reservation of the next year's proposed dates. However, it will not constitute approval of the next year's event, which must have its own timely application submitted for City of Clio approval. In general, the City of Clio will not approve Special Event dates more than one year in advance.

In all cases, preference for scheduling shall be given in the following order:

- a. City of Clio Sponsored Events
- b. City of Clio Co-Sponsored Events
- c. City of Clio Non-Profit Events
- d. _____ Non-Profit Organization Events
- e. _____ For-Profit Events

L. **WRITTEN CONFIRMATION OF CITY APPROVAL:**

Upon approval of the Special Event Application, a written confirmation as to the action of the City of Clio will be forwarded to the individual or organization requesting the event by the City of Clio. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Clio Special Event Application form must be completed for all special events that take place on property owned or controlled by the City of Clio.