



Parks and Recreation

Special Event Policy

PURPOSE

Interested individuals, groups, companies, firms, or organizations can apply for a permit to use public spaces in East Grand Rapids for the purpose of hosting an event that utilizes City parkland, right-of-way or property. Each event requires the organizer to complete an application which goes through a City review process.

GUIDELINES

Special Event Permit Guidelines

1. The attached Special Event Permit form must be completed in full and **submitted at least 60 days prior to the event date.**
2. Walking events will not exceed **1,000 participants.**
3. Running events will not exceed **4,500 participants.**
4. Running and other competitive events **MUST** have medical personnel onsite during the event. City staff may require other events to provide medical personnel if deemed necessary.
5. Special Event Permit applications will be accepted for first time events no earlier than 10 months before the date of the event. Returning events may submit Special Event Permit applications one year in advance if the event is in the same month.
6. The City will allow **two** Special Event Permits per month.
7. The City 4th of July events, Tree Lighting Ceremony, school homecoming parade and school events sanctioned by the East Grand Rapids school administration will not count towards the two events per month.
8. The City will allow **eight** Special Event Permits per year for events that require road closures. Events contained to the Gaslight Village Business District that require a road closure do not count towards the eight road closure events per year limit. All events must be reviewed and approved by the Parks and Recreation Commission.
9. Event may not start before 7:00 AM (set up for event can start earlier).
10. Weekend walking and running events should conclude by 12:00 PM. All participants must be off the roads and/or sidewalks unless otherwise stated on the Special Event Permit.
11. City and school properties (school grounds, parks, streets, sidewalks, etc.) shall be returned to their original condition and open for public use within 90 minutes of the event approved end time unless given an exception which will be designated on your permit when approved.

12. Special Event Permit applications must be completed online and submitted. The permit fee must be paid before your date will be secured and your request placed on the Parks & Recreation Commission agenda.
13. There will be no alcoholic beverages present or consumed while using City parkland or School property except for events within the approved Social District boundaries. If an event is within the Social District boundaries, all Social District guidelines must be followed.
14. Copy of appropriate insurance coverage must be submitted no later than 10 days prior to the event date. If a copy of the appropriate insurance is not filed with our department as requested your Special Event Permit may be revoked.
15. The sponsor of the event shall receive a written confirmation once the Special Event Permit has been approved or denied by the Parks & Recreation Commission.
16. Events requiring additional assistance from City personnel will be charged for the services utilized (Public Safety, Public Works or Parks and Recreation).
17. The sponsoring organization must inform the Parks and Recreation Department of their set up procedures and layout of the event. No tent stakes will be allowed on park or school property unless given specific permission by City staff and stated on your permit. The sponsoring organization will be responsible for damages and repairs to any facilities.
18. The City of East Grand Rapids reserves the right to cancel Special Events due to weather, unforeseen conditions or other valid reasons. Permit holders would be notified promptly if issues arise concerning the event.

The City of East Grand Rapids reserves the right to change Special Event Policy without notice.

Adopted by the East Grand Rapids
City Commission

_____, 2023