



Tim Kozal, Director of Public Safety
Police Department
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Manistee, MI 49660
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SPECIAL EVENT REQUEST

Please Print

NARRATIVE		
You are requested to submit a letter that details your Special Event		
Name Event:		
Person(s)/Organization(s) making request:		
<input type="checkbox"/> Non Profit	<input type="checkbox"/> For Profit	<input type="checkbox"/> Free to Attend
Contact Person:	Phone Number:	
Date(s) of Event:	Time of Event:	
EVENT LOCATION		
City Park(s):		
Parking Lot(s):		
City Street(s) Closure:		
NUMBER OF UNITS PARTICIPATING For Parades		
Marching/Walking:	Driven:	Other:
Assembly Starting Location:		
Destination/Finishing Point:		
Route that the special event will follow (attach map)		
INSURANCE		
<p>The City of Manistee has been advised by our insurance carrier that when an event is held on City Properties we need to require an insurance certificate naming the City of Manistee as co-insured. An insurance certificate must be on file prior to your event. The minimum amount that our insurance company will accept is \$1 million dollars of Liability Insurance. The Insurance Certificate should be sent to the attention of Kelly McColl. Ms. McColl can be reached at 231.723-2559 her fax # is 231.723.5410.</p> <p><i>Insurance Certificates must be received within 7 days of Council Approval or prior to event whichever comes first.</i></p>		
Signature: _____ Date: _____		
Office Use Only		
<input type="checkbox"/> Recommendation/Forward to City Council for Approval		
Notes:		
<input type="checkbox"/> Event does not utilize City Services/Property – Does not require Council Approval		
Notes:		
Signature: _____ Date: _____		

Example of Fees to To be determined by City Departments				OFFICE USE ONLY
Item	Unit Price		Quantity	Total Cost
Picnic Tables	\$4.00	Each		
90 Gal Tote	\$12.00	Each		
Trash Can	\$5.00	Each		
Garbage Bags (case)	\$62.00	Each		
Barricades, horses	\$4.00	Each		
Traffic Cones	\$3.00	Each		
HC Signs	\$1.00	Each		
No Parking Signs	\$1.00	Each		
Standard Cones	\$1.00	Each		
Fence, Plastic	\$70.00	Per 50 feet		
Fence, Wood	\$90.00	Per 50 feet		
Grand Stand	\$80.00	Each		
Plywood	\$3.00	Each		
Grill	\$15.00	Each		
Festival Street Banners	\$10.00	Each		
Hang Banner	\$60.00	Each		
Relocate Bleachers	\$60.00	Each		
Parades – Non-Profit (Exclude HC & Legal Expenditure Events)			\$100 Each	
Parades – For-Profit			Actual Cost	
Events – Non-Profit (Exclude Legal Expenditure Events)			\$100 Each	
Events – For-Profit			Actual Cost	
Staff Charges Hours will be logged and billed after event				OFFICE USE ONLY
DPW/Parks Department Services	Cost			
Restroom Cleaning	\$45.00	Per hour		
Restroom Cleaning (overtime rate)	\$60.00	Per hour		
Street Sweeping	\$25.00	Per Block		
Street Sweeping (overtime rate)	\$35.00	Per Block		
Safety Perimeter installation	\$10.00	Per 50 feet		
Beach Cleaning (overtime rate)	\$95.00	Per hour		
Other:	TBD			
Other:	TBD			
Police Department Services	Cost			
Per Officer	\$38.64	Per hour		
Per Officer (overtime rate)	\$50.61	Per hour		
Other:	TBD			
Fire Department Services	Cost			
Ambulance/Pumper	\$22.62	Per Hour		
Ambulance/Pumper (overtime rate)	\$29.07	Per Hour		
Other	TBD			
SUB TOTAL				
Apply Discount Rate				
	0%	25%	50%	100%
				X
				%
TOTAL				