

CITY OF ST CLAIR
Requirements for the Issuance
of Special Events Permits

1. A permit application must be completed and returned to the City Clerk not later than **90 days prior to the beginning of the event**. The Chief of Police has the right to accept or reject any applications received after that date.
2. Complete application in full according to the requirements of Section 6-135 of the City Code of Ordinances. **The application review process cannot begin until all materials have been submitted.**
3. Submit the required non-refundable fee of \$40.00 with your application. These fees are subject to change from time to time by Resolution of the City Council. Checks should be made payable to the City of St Clair.
4. Provide a certificate of liability insurance naming the City as an additional insured. Minimum amounts of coverage are \$1,000,000 per occurrence and \$2,000,000 aggregate.
5. All vendors participating in a special event shall comply with the provisions of Chapter 18, Article IV of the City Code of Ordinances. If the permit involves food or beverage sales, St Clair County Health Department approval must be obtained. City of St. Clair Special Events Permits are void without Health Department approval for all participating vendors.
6. The exact route or location of the special event must be included with the permit application.
7. If a permit is approved by the Chief of Police and City Clerk, the applicant will be issued a Special Events Permit.
8. City Council reserves the right to request applicants to reimburse the city for the costs of city employees and for all other expenses incurred by the city in preparing for and administering the special event at rates to be periodically set by the city council (Chapter 6, Section 6-134, City Code of Ordinances, *Ordinance 2015-04*).
9. Applicants shall provide for the collection and removal of all trash and litter resulting from the special event. Failure to do so will result in the collection and removal by city employees for which the applicant shall reimburse the city as set forth in Section 6-134 of the City Code of Ordinances.
10. The Police Department has the right to revoke any permit for improper conduct, improper activities, failure to obtain required City or other governmental agency approvals, or failure to submit valid proof of insurance.
11. Return completed application to: City of St. Clair, 547 N. Carney Drive, St. Clair, Michigan 48079.

City Code of Ordinances, Chapter 6, Article V, Sec. 6-135. Application for Permit

An application for a permit for the holding of a special event shall be made upon a form provided by the chief of police and shall contain all of the following information:

- (1) The name, residence and business address and phone number of each person and organization sponsoring the special event. If an organization, the application shall contain the name, residence and business addresses of the president or chairman or individual who is in charge of the event thereof;
- (2) Description of the activity, event or use and proposed locations;
- (3) The dates and starting and ending times of the activity, event or use including time required for set-up and clean-up;
- (4) Whether parking is requested to be restricted or prohibited during the special event and if so, in what areas;
- (5) Proposed plans to provide necessary parking, security, crowd control, traffic control, refuse disposal, utility service, sanitation facilities, private property protection and restoration, noise control, staging areas, and other areas, personnel and equipment which is or may reasonably be necessary;
- (6) The type, nature and amount of any rate, fee, charge to be paid or donation made by anyone participating in or attending the activity, event or use;
- (7) Copies of insurance policies naming the city and any property owners abutting the affected street(s), road(s) or public rights-of-way as named or additional insureds in amounts of coverage to be determined from time to time by resolution of the city council and insuring the city and abutting property owners against any and all liability for damage to property and insuring the city against any and all liability for personal injury or death as a result of the activity, event or use, as a result of participation in or attendance at the activity, event or use. The city council may, at its discretion, waive these insurance requirements.
- (8) A certification, acceptable to the city that the applicant will indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the activity, event or use;
- (9) The signature of an authorized person on behalf of the applicant;
- (10) A statement of the benefit of the activity, event or use to the general public and the non-profit organization applicant and of the reasons for the activity, event or use;
- (11) Such other information as the chief of police deems reasonably necessary in order to carry out his duties under this article.



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