

## AGENDA REPORT

TO: Mayor & City Commission  
FROM: Ken Hibl, City Manager  
DATE: June 16, 2016  
RE: Special Event Permit – Clare Musical Festival; Jammin’ BBQ & Street Party

For the Agenda of June 20, 2016

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*Background.* The Clare Area Chamber of Commerce is sponsoring and or partnering with other local entities to host multiple events (Garden Tour; Clare Music Festival; Jammin’ BBQ & Street Party; and 4<sup>th</sup> Street Market: Farm Fresh) in Clare the weekend of July 15<sup>th</sup> & 16<sup>th</sup>. A portion of East Fourth Street (the block east of McEwan) will be closed to host a number of the events, and the City has received an application (*copy att’d*) for a Special Events Permit to allow alcoholic beverages to be served within a closed area of E. Fourth Street. The City Commission is asked to approve the application. The City Staff recommends approval of the request.

*Issues & Questions Specified.* Should the City Commission approve a Special Event Permit for the Clare Music Festival and the Jammin’ BBQ and Street Party?

*Alternatives.*

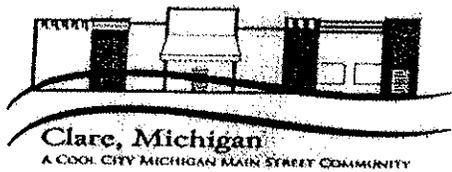
1. Approve the Permit.
2. Deny the Permit.
3. Defer decision regarding the matter to a subsequently scheduled meeting.

*Financial Impact.* There is no direct fiscal impact (other than the \$50 permit application fee, which will be paid by the Chamber of Commerce) related to this permit. The purpose of the event is to promote the City and its business community.

*Recommendation.* I recommend that the City Commission approve the Special Event Permit by adoption of Resolution 2016-067 (*copy att’d*).

*Attachments.*

1. Permit Application.
2. Resolution 2016-067.



**CITY OF CLARE**  
202 WEST FIFTH STREET  
CLARE, MI 48617  
989/386-7541 (Ext. 201 or 202)

### SPECIAL EVENT PERMIT APPLICATION

Together with any supplementary information as may be required by the City of Clare and fees as set forth by the City Commission, this form should be filed with the City Clerk's office, thirty (30) days prior to the event date but not less than (15) days, to ensure proper processing. For events involving alcohol, this form along with supplementary paperwork must be submitted to the City Manager not less than thirty (30) days prior to the event date to ensure proper processing. The permit shall not be issued until each affected department has signed off on the event:

**PLEASE TYPE OR PRINT ALL INFORMATION. THANK YOU.**

1. NAME OF EVENT: Clare Music Festival

Type of event/function (check all that apply):

Family Reunion	<input type="checkbox"/>	Class reunion	<input type="checkbox"/>	Other (please explain) <input checked="" type="checkbox"/>
Wedding	<input type="checkbox"/>	Birthday Party	<input type="checkbox"/>	<u>Street Party + BBQ</u>
Wedding Reception	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	
Anniversary Party	<input type="checkbox"/>	Training/seminar	<input type="checkbox"/>	

2. EVENT COORDINATOR: Clare Area Chamber of Commerce

Name: Pam O'Laughlin

Title: Exec. Director

Mailing Address: 202 W. Fifth St, Clare

Telephone Number: 989-386-2442

3. ORGANIZATION SPONSORING THE EVENT:

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Principal Contact: \_\_\_\_\_

Relationship of Applicant to Sponsor: \_\_\_\_\_

AS ABOVE

4. PERSON IN CHARGE THE DAY OF THE EVENT:

Name: Pam O'Laughlin

Title: Exec Dir

Mailing Address: 202 W 5th Street

Telephone Number: 989-386-2442 / 205-4560

5. EVENT DETAIL INFORMATION: (Tear down must be complete within 24 hours of the end time of the event).

\*\*SEE ADDITIONAL REQUIREMENTS NOTED IN SECTION 10

Event Date(s): 7/15 + 7/16 - 5-11pm

Setup Date & Time: 7/15 2:00 Start Time: 6:00p End Time: 8pm

Location/Streets Intended to be used: E + W 4th Street + 400/500 Blocks of McEwan

What portion of the streets traversed will be occupied by the event? as above

6. ESTIMATED NUMBER OF ATTENDEES: 2000

7. WILL ALCOHOL BE SERVED AT THIS EVENT: yes

\*\*SEE ADDITIONAL REQUIREMENTS NOTED IN SECTION 10.

Application for events involving alcohol must be approved by the City Manager.

8. WILL THERE BE MUSIC AT THIS EVENT: yes

8. ARRANGEMENTS FOR DISPOSAL OF COMBUSTIBLE MATERIAL: N/A

**9. VERIFICATION STATEMENT**

I verify that I am an authorized representative of the organization specified in Item #3 and that, as such, I have the power to execute this application on their behalf.\*\*\* All of the above statements are true to the best of my knowledge, information, and belief. All questions have been answered completely and, if any change in fact or method occurs subsequent to the date of this application, or the issuance of the event permit, the applicant will notify the City of Clare in writing within twenty-four (24) hours of said change.

Application Prepared By: Pam O'Laughlin Date: 6/16/16  
Signature: Pam O'Laughlin Phone: 989-386-2442  
Mailing Address: 202 W. Fifth St, Clare, MI 48617

**10. ATTACHMENTS:**

- YES  NO Proof of applicant's authority to act on behalf of the sponsor.
- YES  NO Written Permission for Assembly from property owner if on private property.
- YES  NO Signed Indemnification Agreement .
- YES  NO \*\*\*Proof of Insurance is required if the event is on public property. The applicant must obtain liquor liability (if applicable) and general commercial liability insurance coverage of at least \$1,000,000 which names the City (including its officers and employees) as an insured or additional insured and certificate holder. A Certificate of Insurance must be submitted to the City Clerk prior to the event.
- YES  NO \*\*\* Written Authorization from the person/organization the event is being held on behalf of a person or organization other than the organization specified in Item #3.

*In process* ←

**This Box for City Use Only**  
*Department representative should initial by their department and make a copy of any documentation they require.*

<input type="checkbox"/> POLICE	<input type="checkbox"/> FIRE	<input type="checkbox"/> DPW/TRAFFIC	<input type="checkbox"/> CITY MANAGER
<input type="checkbox"/> CITY CLERK	<input type="checkbox"/> PARKS & REC		

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Designee

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

Credit/Debit Card    Check    Cash   Receipt No. \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

City of Clare - Special Event Permit Form 6/21/2011 City of Clare Code of Ordinances Section 41

**RELEASE OF ALL CLAIMS**

KNOW ALL MEN BY THESE PRESENTS, that:

\_\_\_\_\_ of  
\_\_\_\_\_ (applicant)

\_\_\_\_\_ of  
\_\_\_\_\_ (sponsor)

\_\_\_\_\_ of  
\_\_\_\_\_ (event organizer)

hereinafter referred to as first party, and City of Clare, hereinafter referred to as second party, hereby agree as follows:

First party, by participation for themselves or minors, or their organizations, in the following special event:

\_\_\_\_\_  
\_\_\_\_\_

does for themselves, minor, myself, my heirs, executors, administrators, successors, and assigns, released, acquitted and discharged and by these presents do release, acquit and forever discharge second party, his, her, their, its heirs, executors, administrators, successors or assigns of and from any and all actions, causes of action, damages or demands of whatever name or nature in any manner arisen, arising or to grow out of any and all accidents or matters related to participation involving the above specified special event.

First party shall indemnify and hold second party harmless for any

injury or other damages or claims related to or caused by my participation, or minor's participation, in activities related to the above specified special event.

IN WITNESS WHEREOF, first party has hereunto set his/her/ hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Sponsor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Event Organizer

\_\_\_\_\_

**RESOLUTION 2016-067**

**A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING A SPECIAL EVENT PERMIT APPLICATION OF THE CLARE AREA CHAMBER OF COMMERCE.**

**WHEREAS**, the Clare Area Chamber of Commerce is sponsoring a Music Festival, and a Jammin' BBQ & Street Party in downtown Clare on July 15 and July 16, 2016; and

**WHEREAS**, the Chamber of Commerce has applied for a Special Event Permit for said event to allow the restricted/controlled serving of alcohol on City-owned property in conjunctions with said events ; and

**WHEREAS**, the City Staff has recommended approval of said Permit; and

**WHEREAS**, the City Commission has discussed and considered said Special Event Permit Application and the recommendations of the City Staff and deems it prudent and in the best interests of the City of Clare and its business community to approve said Permit.

**NOW THEREFORE BE IT RESOLVED THAT**, the Clare City Commission hereby approves a Special Event Permit for the Clare Area Chamber of Commerce for a Music Festival and a Jammin' BBQ & Street Party in downtown Clare for July 15, 2016 and July 16, 2016.

**ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.**

The Resolution was introduced by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_. The Resolution declared adopted by the following roll call vote:

**YEAS:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

Resolution approved for adoption on this 20<sup>th</sup> day of June 2016.

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Diane Lyon, Clare City Clerk