



City of East Grand Rapids, Michigan

PARKS & RECREATION DEPARTMENT

Special Event Permit Guidelines

(Walking Events, Running Events and Events Using City Owned Property)

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 will allow eight Special Event Permits per year requiring road closures. Examples: Running and bike races.
8. Event may not start before 7:00 AM (set up for event can start earlier).
9. 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.
10. 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.
11. 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.
12. There will be no alcoholic beverages present or consumed while using City or School property.
13. 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.
14. The sponsor of the event shall receive a written confirmation once the Special Event Permit has been approved or denied by the Parks and Recreation Commission.
15. Events requiring additional assistance from City personnel will be charged for the services utilized (Public Safety, City Services or Parks and Recreation).
16. 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.
17. 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.

Partners with

MUNICIPAL OFFICES

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