Please Contact 517.483.4276 or 517.483.6034 If you are not positive your event will require a SEPA form

SEPA SPECIAL EVENT PERMIT APPLICATION

1 APPLICANT (BINDING PARTY)

Name

Title

Company/organization/group

Organization type (Please check)
☐ Profit ☐ Non-profit ☐ Other (Please specify)

Address

2 EVENT COORDINATOR(S)

Name (☐Check here if same as above)

Address

Address (☐ Same as above)

( ) - ( ) -

Daytime phone Cell phone

( ) - ( ) -

Fax Pager

Email

Secondary Event Coordinator's Name and Telephone Number

3 EVENT DAY CONTACT INFORMATION

Name (☐ Same as above)

Address

Address (☐ Same as above)

( ) - ( ) -

Daytime phone Cell phone

( ) - ( ) -

Fax Pager

Email

Secondary Event Day Contact Name and Telephone Number

4 EVENT INFORMATION

Event Name

Event Route: (Choose one of the three approved City street routes or check other)
☐ Parade Route ☐ Run/Walk Route
☐ Rivertrail ☐ Other: (please fill out Event Location.)
☐ Neighborhood Block Party: (please fill out Event Location.)

Type of event (Please check all that applies)
☐ Walk/Run: City streets/sidewalk ☐ Walk/run: Rivertrail
☐ March/parade: City streets/sidwalk ☐ Festival: City owned Parks
☐ Festival: City Streets/sidewalk ☐ Other: Specify Below

Other Event Type (Please Specify: Picnic, Wedding Reception, Concert, Play, etc.)

Event Description and Purpose

Event Location (Attach map or Walk / Route)

Will you have vendors or alcohol? (If yes, Please specify below)
ALCOHOL? ◯ YES ◯ NO VENDORS? ◯ YES ◯ NO

City of Lansing Liquor Application
State of Michigan – Michigan Liquor Control Commission Website
Certificate of Liability Insurance

Will your event have fireworks? ◯ YES ◯ NO
Will your event have a recreational fire? ◯ YES ◯ NO
Will your event produce elevated noise levels? ◯ YES ◯ NO
Will have tent or Temporary structure? ◯ YES ◯ NO

Fireworks Display License Application
SEPA Recreational Burn Permit application
Local Street/Block Closure/Noise Waiver
Building Permit

Event Set-up date Event Set-up time

Event Tear-down date Event Tear-down time

Event Start date Event End date

Event Start time Event End time

Anticipated daily attendance Has event occured in Lansing before? ◯ YES ◯ NO

If yes, where

☐ **PARADE** (if checked, please complete the following questions)

Animals involved? ◯ YES ◯ NO **Vehicles involved?** ◯ YES ◯ NO

☐ **Major streets involved?**)

If yes, where on this street?

SEPA

5 CITY SERVICES REQUIRED/ REQUESTED

Fill in all information applicable to your event.

☐ **METERS CAPPED** Parking Meter Maps 2007

(if checked, complete the following: Contact 517-483-4240 for help)

Street _____ Block (ie:100 S) _____ Side _____

Meter Numbers _____

Street _____ Block (ie 100 E.) _____ Side _____

Meter Numbers _____

Street _____ Block (ie 100 E.) _____ Side _____

Meter Numbers _____

Street _____ Block (ie 100 E.) _____ Side _____

Meter Numbers _____

Street _____ Block (ie 100 E.) _____ Side _____

Meter Numbers _____

If you would like to rent the City of Lansing **Showmobile (mobile stage)** complete information below. If questions call(517)483-4276

☐ Request for showmobile

Location _____

Delivery Date _____ Pick Up Date _____

Showmobile P.A. System ☐ YES ☐ NO

☐ Resident ☐ Non Resident

Stage Extension ☐ YES ☐ NO

Deliver to address or location

CITY SERVICES CONTINUED

ADDITIONAL CITY SERVICES (electricity, water, restrooms, trashcans)

(Please check all services desired: Schedule of Costs on next page

☐ TRASH CANS (40gal) QUANTITY NEEDED _____

☐ 20 YD DUMPSTER QUANTITY NEEDED _____

☐ 40 YD DUMPSTER QUANTITY NEEDED _____

☐ USE OF PARKING LOT LOT # OR NAME _____

☐ USE OF CITY PARK CITY PARK NAME _____

☐ STREET / LOT SWEEPING

☐ FENCE INSTALLATION

☐ RECYCLING RACKS

☐ SITE IMPROVEMENT (Pothole filling, sidewalk wedging, etc)

☐ POWER WASHING / CLEANING PRIOR TO EVENT

☐ MATERIAL HANDLING (Fork Lift, etc.)

☐ GENERATOR RENTAL

☐ TRAFFIC CONTROL (BARRICADING)

☐ ACCESS TO ELECTRIC

☐ BANNERS (installation only)

☐ CITY WATER HOOKUP

☐ GRAY WATER TANK

☐ INFLATABLE OBSTACLE COURSE
Link to Form
Link to Photos

☐ INFLATABLE CLIMBING WALL
Link to Form
Link to Photos

☐ INFLATABLE MOON WALK
Link to Form
Link to Photos

OTHER (specify) _____

USE OF PARKING LOTS

There are a few City parking lots that are available for rental for the setup of the event on the lot.

☐ Lot 56 / Cesar Chavez

Other City owned / operated lots are available. Contact 517-483-7821 for more information.

Event Map full lot Model

6 SCHEDULE OF COSTS (Office Use Only)

☐ Special Event Application Fee	$100, $200 or $400
☐ ROW Permit Fee	$120
☐ Building Safety Inspection Fee	
☐ Parade Route	$1500
☐ Run / Walk Route	$1500

Note: Cost of approved routes includes the traffic control plan fee and ROW permit fee. Traffic control for Non approved Routes will be charged based on plan and barricading costs listed below.

Traffic Control Plan Fee	
☐ Traffic Control Plan (City Provided)	$95.00
☐ Traffic Control Plan (Applicant Provided)	$35.00

Barricading Rental	Furnish/Operate	Operate
☐ Type III Barricades	$20.00	$15.00
☐ Type II Barricades / Barrels	$5.75	$4.00
☐ Traffic Cones 18" or 28"	$2.75	$2.00
☐ Traffic Cones 42"	$5.00	$3.75
☐ Pedestal Mounted Signs	$10.00	$7.50
☐ Arrow / Message Board	$50.00	$37.50
☐ Portable Water Wall	$190.00	$145.00

Material / Equipment Rental	Unit	Unit Cost
☐ Trash Cans (40 gal)	Each	Text
☐ Dumpster (20 yd)	Each	Text
☐ Dumpster (40 yd)	Each	Text
☐ Recycling Racks	Each	Text
☐ Fence Installation (lft)	lft	Text
☐ Street / Lot Sweeping (hr)	/hr	Text
☐ Site Improvement (hr)	/hr	Text
☐ Power Washing (hr)	/hr	Text
☐ Material Handling (hr)	/hr	Text
☐ Leisure Services Set-up (hr)	/hr	Text
☐ Access to Electric	??	Text
☐ Banners (small) (each)	Each	$40.00
☐ Banners (large) (each)	Each	$100.00

☐ Parking meter capping (City installed)

_____ @ Each..... _____

_____ @ _____ Each..... _____

_____ @ _____ Each..... _____

☐ Parking meter capping (Applicant installed)

_____ Paper cap(s)@ _____ Each..... _____

Parks: Rental and Fees	Quantity	
☐ Parks and Recreation Permit Fee		$50.00
☐ Park Rental Fee - $150 - (enter days)	_____	_____
☐ Parks Damage Deposit (Refundable) - $500		$500.00
☐ River Trail $75 day (enter days)	_____	_____
☐ Inflatable Obstacle Course		_____
☐ Inflatable Climbing Wall		_____
☐ Inflatable Moon Walk		_____

Showmobile		
☐ Basic Set-up	from $300.00 to $350.00	_____
☐ Full Stage Set-up	from $700.00 to $750.00	_____
☐ Sound System		$100.00
☐ Generator Rental - $350.00		$350.00
☐ City Water Hookup		_____
☐ Gray Water Tank		_____

☐ Tables and Chairs

Qty Cost

_____ @ _____ Each..... _____

_____ @ _____ Each..... _____

_____ @ _____ Each..... _____

☐ Lansing Police Department	_____
☐ Fire Marshall Inspection Fee	_____
☐ Lansing Fire Department Burn Permit	_____
☐ Lansing Fire Department	_____
☐ Property Management	_____

If you need to use additional paper to provide information please do so.

continued on back

6 ATTACHMENTS

Please attach items that are checked off

A ☐ **Site plan**

B ☐ **Event set-up plan**

C ☐ **Detailed security plan** (including name of security company)

D ☐ Organizational document

E ☐ **Liability Insurance Certificate** - see section 7 of this form
(listing the "City of Lansing" as an additional insured/certificate holder)

F ☐ Trash removal plan"

G ☐ "Rest room/port-a-john" compliance plan

H ☐ **Copy of Liquor License**

I ☐ **Attach MLCC and City of Lansing Approval of Beer/Wine Sales**
and/or Parks Beer/Wine **application**

J ☐ Release and indemnity agreement

K ☐ Ingham County Health Certificate

L ☐ Michigan sales tax license

M ☐ "Doing Business As" certificate

N ☐ **Fireworks Display permit**

0 ☐ **Show License**

P ☐ Sketch or photo of equipment

Q ☐ Evidence of charitable status from the I.R.S.

R ☐ **Community Use Fund application**

S ☐ **Waiver of Noise Ordinance** (temp)

T ☐ **Street closure petition**

U ☐ **Burn Permit**

7 INSURANCE/BONDING

Complete below and attach a copy of your certificate of insurance and/or bond

Insurance carrier

Policy #

Date issued | Expiration date

Bonded by

Bond #

Effective Date | Expiration date

STREET CLOSURE PETITION (to be signed by property owner or property agent)

We, the undersigned, do hereby request that _____
street names

between _____ and _____ be

closed on _____ - _____ from _____ to _____
date(s) start time end time

Name	Address	Telephone	Date

SEPA

9 SIGNATURE

Must be signed by person with fiduciary authority to bind organization.

By submitting this form, you understand that your information will be sent to the City of Lansing. Only employees of the City of Lansing will use your information, and it will only be used for the purpose of filing and taking action against this form. Your information will not be distributed to any third parties.

Applicant

Title

Organization

Date

Print Form

Submit

(OFFICE USE ONLY)

APPROVAL (please sign above your title)

1. Chief of Police — Date
2. Chief of LFD / Fire Marshal — Date
3. Transportation Engineer — Date
4. Public Service Director — Date
5. Parks and Recreation Director — Date
6. Planning & Neighborhood Development Director — Date
7. Emergency Management (if applicable) — Date

NOTIFICATION (if applicable)

Mayor — Date

City Clerk — Date

Finance Director — Date

City Attorney — Date

Building Safety Manager — Date

Lansing Entertainment and Public Facilities Authority — Date

Downtown Lansing, Inc. — Date

CATA — Date

Other — Date

Date/time application received

Received by

Permit #

Date issued

CONTACT INFORMATION

Office of the Mayor
(517) 483-4141

Lansing City Council
(517) 483-4177

City Clerk's Office
(517) 483-4131

Lansing Police Department
(517) 483-4600

Lansing Fire Department
(517) 483-4200

Building Safety Office
(517) 483-4355

Public Service Department
(517) 483-4455

Public Service Department - Transportation Engineer
(517) 483-4240

Parks and Recreation Department
(517) 483-4277

Lansing Entertainment and Public Facilities Authority
(517) 483-7400

Downtown Lansing Inc.
(517) 487-3322

CATA
(517) 394-1100

Parking Services Office
(517) 483-4240

Planning & Neighborhood Development
(517) 483-4060

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OPS
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