

Special Events Permit Application Instructions

PLEASE TAKE THE TIME TO REVIEW THE SPECIAL EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

The City of DeWitt is proud to have its residents and visitors host a multitude of community and downtown events in order to improve the quality of life and contribute to the economic vitality of the City.

The following pages include the City of DeWitt's Special Events Permit Application, instructions and ordinance, which was developed to guide you through the Special Event permit process.

Any organization or individual proposing to conduct a special event within the City of DeWitt, which proposes to use any public space, is required to complete a Special Events Permit Application. Upon receiving an application, City staff will review the request to ensure that proper care is given to security, safety, welfare, traffic circulation, trash removal, street closing/detours, etc. Applicants requesting a road closure should submit the application materials no less than 90 days prior to the event, unless otherwise agreed to by the City Administrator.

Once the staff review of the application is complete, a pre-event meeting is required to be held between the event coordinators and City staff prior to submission to the DeWitt City Council. Any Special Event requiring a street closure requires City Council approval at least 30 days prior to any street closure. This meeting is to ensure that all requirements of the Special Event Application are met and to ensure that the City is adequately prepared to support the event. City staff will not submit an application for Council consideration until it is deemed to be complete.

The following instructions are established to assist applicants in completion of their application, prior to consideration by the DeWitt City Council. Once an application is determined to be complete the application shall be submitted at least two (2) weeks prior, for events that are not requesting a road closure, to a DeWitt City Council meeting in order to be placed on the agenda for action.

An application must include the following in order to be considered complete (**for all events**): application completed in its entirety along with all supporting documentation (maps, insurance, permits, licenses, etc.).

- The Special Event Permit Application must be completed in its entirety.
- Insurance Certificate naming the City of DeWitt as an Additional Insured
- Any required permits or licenses from outside agencies
- A detailed map showing the specific areas that are proposed to be utilized for the event must accompany the application.
- If an event is proposed with multiple sponsors on multiple days, the City will only accept one (1) application for the entire event itself.

- Any outdoor music and/or amplified sound must be specifically included as part of the application.
- Applications that include multiple days shall be accompanied by a detailed schedule.
- Any damage to public property outside of the normal wear and tear of an event will be the financial responsibility of the sponsoring organization (as determined by the City of DeWitt).
- The applicant must demonstrate to the satisfaction of the City that adequate volunteers are available to support the event.
- The permit holder shall agree to clean areas occupied of any trash or debris caused by event. If the permit holder fails or refuses to properly clean the site, additional charges will be made to the permit holder for services.
- Applicants requesting road closure(s) submit completed application 90 days prior to event
- City Council approval of road closure(s) 30 days prior to event
- Applicants that DO NOT need a road closure submit completed application 14 days prior to event

This process is put in place to ensure that the proper coordination is made with the event organizers and the City of DeWitt. Anyone having specific questions regarding a given event is asked to contact the City at 517-669-2441.