



**CITY OF SAULT STE. MARIE, MICHIGAN  
ENGINEERING DEPARTMENT**

225 E Portage Ave.  
Sault Ste. Marie, MI 49783  
(906) 632-5730 [EngineeringPermits@saultcity.com](mailto:EngineeringPermits@saultcity.com)

## Special Event Application

*A Special Event permit is required for all special events that occur within the public right of way impeding traffic of any kind and to include: parades, marches, runs (walks, biking, skiing, etc.), block parties and/or festivals of any kind. Applicant may also need a temporary street closure permit if applicable.*

*This application should be submitted between 1 year and 60 days prior to the event start date to allow for processing.*

Official Name of Event:		
Start Date:	End Date:	
Set Up Time:	Start Time:	
End time:	Cleanup Time:	
Location of Event:		
Type of Event:		
Brief Description/Purpose of the Event: _____ _____ _____ _____		
Organization Sponsor:		
Primary Contact Name:		Phone:
Email:		
Address:		
City:	State:	Zip:

### Services Requested/Required:

How many volunteers do you expect to assist with the event? \_\_\_\_\_

List Times and services below

Police Department: _____ _____	
Are you requesting a full or partial street closure requiring police presence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Department: _____	
Will fire, candles, fireworks, LP (propane) tanks, or pyrotechnics be used? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Will vendors be deep frying food? <input type="checkbox"/> Yes <input type="checkbox"/> No _____	
Public Works/Other: _____	
Are you requesting a full or partial street closure? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Other, state department:</i> _____	
Will Food be Prepared and Served? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be a need to utilize city electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List any other required/requested services: _____	

The applicant is advised of the following conditions placed upon the granting of this Special Event permit. **Failure to comply may result in an After-the-Fact Fee to be levied and cancelation of permit.**

- That the activities are carried out within the prescribed area.
- That participants respect the property, comfort and noise concerns of their neighbors.
- That the police are notified at once if problems concerning control develop.
- The police or fire department may order the activity to cease and, in effect, declare this permit null and void.
- That the applicant shall ensure that any litter generated as a result of the event is picked up.
- That it is the responsibility of the applicant to provide details of the event to businesses, churches and any other institution or organization that may be impacted by the event a minimum of ten (10) days in advance of the event to minimize any inconvenience the event may cause.
- That the applicant ensures that an approved event starts on time. The applicant is responsible for any additional policing costs incurred as a result of the delay unless it is delayed for reason beyond the applicant's control.
- City Services may be requested and provided when available. The city maintains the authority to deny services for any event due to the scope or available staff.
- That the applicant is solely responsible for the safety of an event, even when police presence is utilized.
- That some or all costs associated with the city resources/staff required to safely secure the event may be charged to the applicant.
- That there be a minimum of 5 feet of clear sidewalk space maintained at all times without a closure permit.
- That no tables or barricades shall be permitted within \_\_\_\_ Ft of an intersection.
- Additional State and/or County permits as may be required shall be the responsibility of the applicant.
- The event organizer will be solely responsible for all incidents at the event. This responsibility of the organizer to the City includes but is not limited to the actions of the event organizer, its officers, employees, agents, and volunteers, along with event vendors, contractors, subcontractors, participants, and visitors.
- Additional Requirements: \_\_\_\_\_

☐ I would like to receive training information on traffic regulations.

☐ I have enclosed other information that I believe is necessary or helpful to describe the planned event.

☐ I have read and agree to the above conditions.

Issuance of a Special Event Permit is contingent upon agreement to abide by all requirements. Provision of Applicant's signature below signifies that the Applicant has read and understands the requirements of this application and agrees to abide by all requirements and directives of this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----For City Staff Only-----

**Approval:**

Engineering Department: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Police Department: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Fire Department: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Public Works: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

Clerk's Office: \_\_\_\_\_

Signature

\_\_\_\_\_  
Date

**FEE:**

☐ Street Closure Permit

☐ \$20

☐ \$150 – After the Fact