



Important:

We recommend submitting your application at least 60 days before your organization wishes to receive approval, to allow time to coordinate staff/resources and to allow for the possibility of City Commission approval.

3275 Central Blvd, Hudsonville Michigan 49426

Tel: (616) 669-0200

Fax: (616) 669-2330

Special Event Request Form

The purpose of this form is to provide notification of special events occurring on public or private property within city limits. The regulation of such events is important to the public health, safety, and welfare of the citizens of Hudsonville. The notification of special events assists the city in adequately addressing safety concerns and ensure events proceed smoothly. The event will not be considered for approval until the entire application and supporting documents are received.

Applicant Information		
Business Name (if applicable):		
Mailing/Billing Address:		
City/State/Zip:		
Contact Name:	Phone: ()	Email:
Alternate Contact:	Phone: ()	Email:

Event Information		
Event Name:		
Event Address:	Public (COI Required, at least \$100,00 coverage) Private	
Event Date:	Start Time:	End Time:
Anticipated Number of Attendees:		
Description of Event:		

Event Checklist	
1. Has the applicant included a detailed event map? If no, we may request one to review safety concerns.	Yes_____ No_____
2. Does the applicant have any special security or safety concerns? If yes, please list below:	Yes_____ No_____
3. Will there be open flames at the event?	Yes_____ No_____
4. Will speakers or music be used at the event?	Yes_____ No_____
5. Will signs be used to advertise the event? If yes, has the applicant submitted the sign permit application?	Yes_____ No_____ Yes_____ No_____
6. Will alcoholic beverages be served at the event? If yes, has the applicant provided the necessary liquor licenses?	Yes_____ No_____ Yes_____ No_____
7. Do you give the city approval to share your event on the online public calendar? If yes, please provide a graphic or photo with your application.	Yes_____ No_____
8. Has the applicant submitted a credit card form for use of city property or services?	Yes_____ No_____
9. Does the applicant have any other requests that are not listed on this form? If yes, please provide:	Yes_____ No_____

- It is understood that the applicant will be responsible for the cleanup and disposal of refuse, leaving the site in the same or better condition than found.
- Decorations must not hinder the other users of the surrounding areas and must be removed after the event. It is understood that the applicant is fully responsible for all decorations and items used on the site.
- The applicant must comply with the city noise ordinance of 9:00 p.m. – 7:00 a.m. during the event.
- No alcohol is allowed in city parks (exception allowed within Social District rules and boundaries).
- The use of the parks and other city areas is non-exclusive. There is potential for bystanders to view/attend the event in these areas.
- The city may bill the applicant for the required use of city services such as cones, barricades, emergency services, etc. A quote will be provided prior to the event if needed.

I hereby affirm that the information is true to the best of my knowledge and belief and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of Hudsonville, and that the event takes place in accordance with the application as approved by the City of Hudsonville Commission, including any conditions placed thereon.

Application Requirements
<p>Application must be submitted 60 days prior to the event. Incomplete forms will be returned. All questions are required.</p> <p>Application must be submitted with all the required attachments to: City of Hudsonville 3275 Central Blvd, Hudsonville 616-669-0200 Or emailed to Sarah Steffens at ssteffens@hudsonville.org.</p> <p>A staff member will contact you within 10 business days to approve or request changes to your application and provide a quote of fee items if applicable.</p>

Applicant signature: _____

Applicant printed name: _____ Date: _____