

Village of Calumet Special Event Street Closure

Special Events may be community, non-profit, private, or commercial events including but not limited to street fairs, athletic events, or other events held on a public street.

- Applications must be received no later than **the Wednesday before a regularly scheduled Village Council meeting.**
 - **For example, if the regularly scheduled Village Council meeting is the third Tuesday of the month, the application is due on the second Wednesday of that month.**
- Applications may include multiple blocks and intersections, in residential and non-residential areas.
- Village employee labor and cost recovery, including wages, and equipment cost may apply.
- Applicant may sell goods and services at the event.
- Application fee is due at the time of application. However, if you are denied closure, your fee will be refunded. If you withdraw your closure application 14 days ahead of your scheduled event your fee will be refunded.
- Other Requirements:
 - A written description and comprehensive site plan are required as part of your application.
 - Most events will be required to submit insurance. See our insurance requirements below for more details.
 - Your event may require additional permits or services.

Plan ahead! The earlier you apply, the smaller the application fee. The Village reserves the right to waive fees for non-profit groups, with proof of non-profit status.

There is an application fee for street closure requests. The fee is found in the Calumet Fee Schedule which may be amended from time to time and can be found online at villageofcalumet.com. Payment may be made via check or cash, or on the Village website via credit/debit card.

Applications may be submitted via postmarked mail, email or in person. Applications may be emailed to manager@villageofcalumet.com. A PDF application form is **also available**. Checks should be made payable to Village of Calumet.

DESCRIPTION OF EVENT

- Describe event purpose, activities, and estimated number of attendees. Include a timeline for your set-up, event hours, and break-down plans.

SITE PLAN

- Provide a map showing desired street closures.

- Indicate on the map where barricades will be placed and what type of barricade will be used.
 - Barricades are available from the Village Public Works Department and are typically distributed to street corners close to requested closures a few days prior to the event.
 - The Village of Calumet can supply up to 20 barricades.

NEIGHBORHOOD OUTREACH

- Explain how you will notify neighboring businesses and residents of the planned closure in advance of the event. Please work with neighbors and businesses to address any concerns regarding the impact of street closure.
- A Neighbor Support Form provided by the Village must be completed. It is recommended that the applicant also distribute a flyer that includes:
 - Event information
 - Event producer’s contact information
 - Village contact information

WASTE MANAGEMENT

- Explain how you will manage trash, recycling, compost and street clean-up for the event. You may hire the Village Public Works Department to clean the street post-event, or you may clean it with your own event staff or hired contractor.
- The Village of Calumet Public Works Department can handle any volume of trash pickup; however, following the event all trash must be bagged for pickup by the Public Works Department. If trash is not bagged, the Village will charge a fee of \$20 for each bag required by the Village to complete pickup.

SAFETY AND SECURITY

- Describe what your plans are to keep the event safe and secure. State who will be responsible for monitoring barricades. If applicable, list security personnel who will be present, and where they will be located during the event. If necessary, describe how you will manage pedestrian and/or traffic flow.
- If security is needed for the event, we recommend contacting the Houghton County Sheriff Department or the Michigan State Police.
- The Houghton County Sheriff Department may be contacted at 906-482-0055.
- The Michigan State Police may be contacted at 906-337-5145

SET-UP ASSISTANCE

- If you need to enlist the assistance of the Calumet Public Works Department in the set-up for your street closure/event, a fee equal to the hourly costs of street department staff and equipment rental will be charged. Fees for street department employees are \$22.00 per hour for the department superintendent and \$18.00 per hour for other street department personnel. In addition, if Village equipment is required for set-up, rental fees for equipment will apply.

ALCOHOL/LARA

- If alcohol is to be served it is your responsibility to acquire all necessary licenses to be in compliance with the laws, rules and regulations of the State of Michigan and to provide them to the Village Administrator/Manager prior to your event.

INSURANCE REQUIREMENTS

- Please provide the Village Manager with a copy of your proof of liability insurance in the amount of no less than \$100,000; however, this amount may increase following review by our insurer. This proof of insurance should also list the Village of Calumet as an additional insured.

PERMIT REVOCATION

- After you submit your plan and application, if you receive permission to close the street(s), you are required to follow the plan that you submitted. In the event you do not, your permit will be revoked, and the street closure will be cancelled.

APPLICATION AND PLAN REVIEW

- Submitting an application for a street closure does not guarantee approval. Applications are reviewed by the Village of Calumet Council at a regular meeting prior to consideration of other Village business. If the Village Council has any questions or if it requests additional information, the applicant will be required to respond and possibly to revise the applicant's plans for the event.

CONTACT INFORMATION FOR APPLICANT

- Name: _____
- Address: _____
- Phone: _____
- Email: _____
- Preferred Mode of Contact: _____
- Organization or Business Name: _____

Office Use

Date Received: _____

Received By: _____

Approved _____ Denied _____