

By: _____	Date: _____
Fee Rec: _____	Date: _____
Cash: _____	Check #: _____
Approved through City Council	
Yes/No: _____	Date: _____

## SPECIAL EVENT APPLICATION 2025

Submit your application to [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org) or drop it off at  
City of Jackson Downtown Development Authority: 161 W. Michigan Ave, 5th Floor, Jackson, MI

**Application must be submitted 60 days prior to event date**

### Application attachments

The application will not be submitted for approval until all attachments are attained.

Application Fee: Nonrefundable. Cash or check only. Please make checks out to **Downtown Development Authority**

Level 1: \$75 (0-1 city resources)

*Examples of city resources include, but are not limited to, requests for power, water or fire hydrants, traffic cones, and staging.*

Level 2: \$150 (No road closure, needs 2 city resources) \*Does not include closing Hayes Court

Level 3: \$225 (Road closure, police assistance, needs 3+ city resources)

*If you would like to apply for a non-profit/low resource fee waiver, see page 4.*

LATE FEE: +\$50 Late/Rush Fee submitted less than 60 days but greater than 30 days. No applications will be accepted less than 30 days from the date of the event.

Insurance documentation for sponsoring organization

Event Map –Please indicate the location of all items (see page 4 for detailed information needed & page 7 for a blank map)

Liquor License & Liquor Liability Insurance (if applicable) See page 5 for details on liquor and the Social District

Cannabis Consumption Area License and Liability insurance (if applicable)

Carnival Ride Permit (if applicable)

Insurance documentation for all vendors (if applicable)

Fireworks plan and all required approval documentation from the appropriate authorities (if applicable)

### Applicant Information

**EVENT NAME:** \_\_\_\_\_

Sponsoring Organization Legal Name : \_\_\_\_\_

Street Address : \_\_\_\_\_

Tax ID# : \_\_\_\_\_

Website : \_\_\_\_\_

Contact Name 1 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name 2 : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name/Phone# During Event: \_\_\_\_\_

### Event Details

Event Date(s): \_\_\_\_\_ Set up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

\_\_\_\_\_

Has this event occurred before?  Yes  No If yes, how many previous years? \_\_\_\_\_

What is the expected attendance? \_\_\_\_\_ Do you expect to do this event next year?  Yes  No

### Type of Event Please check all that apply

Festival  March/Parade  Walk/Run\*  Other \_\_\_\_\_

**\*Downtown 5K/10K's:** Even with City Council approval, the proposed route cannot be guaranteed due to ongoing construction, which may require adjustments to the course. We recommend considering Ella Sharp Park as an alternative to downtown streets.

■ **Description of Event** This description will be posted on the Special Events Calendar

[Empty text box for event description]

■ **Event Location** Please include the location on the map

Horace Blackman Park

Bucky Harris Park

MLK Equality Trail

TRUE City Square Stage

Grand River Farmers Market Pavilion

Ella Sharp Park  
*\*requires Ella Sharp Board approval*

Other Location

[Empty text box for other location]

■ **Requested Street Closure(s)** Please include all requested street closures on the map. **Note that street closures require an anticipated attendance of at least 3,000**

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

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Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

Street Name: [ ] Cross Street 1: [ ] Cross Street 2: [ ]  
Closure Start Date: [ ] Time: [ ] Closure End Date: [ ] Time: [ ]

■ **Bathroom Plan** Please include bathroom locations on the map

**Facilities:** How many restrooms/portable toilets will be provided, including ADA options? [ ]

**Service Provider:** Who will supply and service the restrooms (name/contact)? [ ]

**Placement:** Where will restrooms be located? *\*Please include locations on the map* [ ]

**Additional Notes:** [ ]

**Bucky Harris Park Bathrooms Use:** Request a key at City Hall, Parks & Rec, 161 W. Michigan Ave., 5th Floor with a \$75 refundable deposit and state ID. You must unlock and lock the bathroom doors before and after the event.

## Waste Management Plan Please include garbage locations on the map

\*If the area of your event is not cleaned up, you will be invoiced the cost of services.

**Collection:** How will garbage be managed during and after the event?

**Service Provider:** Who is responsible for waste removal (name/contact)?

**Reciprocals:** How many bins will be provided? *\*Please include locations on the map*  
*For large events, how many roll-offs?*

**Cleanup:** Who will handle post-event cleanup?

**Additional notes:**

## Other City Resource Requests \*Include all extra resources on map

**Electrical Power:** Do you need electrical power?  Yes  No **\*\*All electrical lines MUST be properly covered to minimize tripping hazards\*\***

**Will you have food trucks?**

*Please add food truck names and locations on the map.*

Yes  No If yes, how many food trucks do you anticipate?

Using generators?  Yes  No Do you need to rent power boxes for the food trucks?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Vendors/ Other food on site?**

Yes  No If yes, how many?

Using generators?  Yes  No Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Will you have Amusement/ Carnival Rides, other attractions (bounce house, foam machine, etc)?**

Yes  No If yes, what?

Using generators?  Yes  No Do you need to rent power boxes?  
\$25 per box rental cost (adapters included)

Yes  No

If yes, how many?

**Other electrical power needed?**  Yes  No If yes, what?

Wattage needed: Number of plug-ins needed:

**Water:** Do you need water?  Yes  No If yes, please indicate the needed requirement:

Location of where the water is needed:

**Fireworks:** Do you plan to do fireworks?  Yes  No *\*If yes, please attach your detailed fireworks plan along with all required approval documents from the appropriate local authorities.*

**Police Department:** Do you require police assistance?  Yes  No If yes, please explain:

**Alcohol Sales:**  Yes  No *\*If yes, attach liquor license and liquor liability insurance*

**Cannabis Consumption Area:**  Yes  No *\*If yes, attach Cannabis Consumption License and liability insurance*

**Other Requests:**

Traffic Cones How many? 15 foot Mobile Stage 25 foot Mobile Stage

Other

Other

# Required Attachments for Application Processing

## ■ Insurance *Please request the following documentation from your insurance carrier.*

Insurance Type	Requirements
Certificate of Liability Insurance (MUST also be provided by all vendors)	<ul style="list-style-type: none"> <li>Showing a liability coverage of at least \$1,000,000</li> <li>Identifying "City of Jackson" &amp; " Jackson Downtown Development Authority" as additional insured</li> </ul>
Liquor Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
Cannabis Liability Insurance (if needed)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>
XCU Fireworks Liability Insurance (if needed; required for all fireworks displays)	<ul style="list-style-type: none"> <li>Identifying "City of Jackson" &amp; "Jackson Downtown Development Authority" as additional insured</li> </ul>

■ I am a Level 1 Special Event (low resources), and would like to be considered for eligibility to enter a Hold Harmless Agreement with The City of Jackson in lieu of providing the above-required insurance documentation.

## ■ Event Map *Please include **all event details** and activities on the map for review and processing.*

Route plan	Emergency vehicle access	Requested street closures	Food Truck Locations
Vendor locations	Dispersal locations	Requested reserved parking	
Tent locations	Trash Receptacle locations	Requested electrical location	
Assembly locations	Bathroom locations	Alcohol/Cannabis sales locations	

*\*If these details change, a revised map must be provided seven days prior to event.  
Revised maps cannot include any additional street use, reserved parking, or additional space reservations.*

■ I am a representative of a non-profit organization and respectfully request that the application fee be waived or considered for reduction. **Justification for Fee Waiver** (Please briefly explain financial limitations and community benefits of this event):

**\*Note: We want to inform you that adjustments are being made to the City Special Event Application process to align with the demand for City resources and the overtime required to facilitate these events. As part of this process, we will gradually introduce limits and monetary requirements for utilizing city resources.**

## Special Event Application Policy

*Additional charges may incur if policies are broken.*

1. The applicant or representative of any business, group, or organization that seeks approval to conduct a special event must be 21 years of age or older.
2. No ground stakes are allowed on City property. Tents and inflatables must be weighted down.
3. Glitter and confetti are prohibited at all events.
4. No plugging into outlets without prior approval.
5. For events utilizing street space, all fixtures (tents, vehicles, trucks, etc.) must be placed near the curbs to allow for emergency vehicle access.
6. No alcoholic beverages allowed unless proper paperwork is provided along with City Council approval. Alcoholic beverages must be consumed within the area in which they are served. No containers, open or closed, may leave the event area unless approval is granted.
7. Social District: By following these steps and providing thorough documentation, you can effectively incorporate Social District rules into your Special License application, ensuring compliance with MLCC regulations and facilitating a successful event:
  - a. If a non-profit organization seeks a Special License for an event within a Social District's commons area, the local governing body must delineate the specific portions of the commons area to be used exclusively by the Special Licensee and those to be used by Social District permittees. This ensures clear boundaries and prevents overlap between the event and existing Social District activities. Please provide a clear and precise diagram that outlines the designated areas within the commons for both the Special Licensee and the Social District permittees.
  - b. Alcoholic beverages sold by the Special Licensee must be consumed within the area designated for the special event. Similarly, beverages from Social District permittees should remain within their designated zones. Areas must show visual barriers and provide staff to oversee the delineated area.
  - c. Review the MLCC's Special License Application form for any specific sections or questions related to events in Social Districts. Ensure that all relevant information is accurately provided, and any additional requirements are met. The application form can be found here: <https://www.michigan.gov/lara/bureau-list/lcc/faq/social-districts?utm>
8. Only a removable medium, such as chalk and/or tape, can be used to mark event area or routes. No paint of any kind is permitted. Tape must be removed once event is over.
9. One temporary sign/banner is permitted with your event, provided it measures no more than 12 ft and does not block any intersections, driveways, or right-of-ways.

## Special Event Application

*Certification and Signature*

1. I am the person with authority to act on behalf of the sponsoring organization.
2. I have submitted all required documents in support of the Special Event Application
3. A Special Event Application Fee is submitted along with this application.
4. Only the activities listed on the application will be permitted at the event. If additional activities are added, I will immediately contact the City of Jackson. I understand that the approval of my application may be withdrawn or additional action required.
5. All food vendors must be approved by the Jackson County Health Department and each food and other vendor must provide the City of Jackson with a Certificate of Insurance which names the City of Jackson and the Downtown Development Authority as additional insured parties on the policy.
6. Fire Department permit and approval is required for events including display fireworks. Extreme Close-Up (XCU) fireworks liability insurance is required for all fireworks display.
7. The approval of this special event may include additional requirements, limitations, or fees based on the City's review of the application.
8. If I, or my organization, fail to clean up and repair damages to the event area, my organization may be billed for City services, and that failure to clean up and repair damage will be considered for future applications.
9. As the duly authorized agent of the sponsoring organization applying for approval of the Special Event, I affirm the above understandings and agree that my sponsoring organization will comply with the terms of the written confirmation of approval and all City requirements, ordinances and other laws which apply to this Special Event.
10. By signing this Special Event Application, I declare I am 21 years of age or older.
11. If required to provide liability insurance, the sponsoring organization will add the City of Jackson and the Downtown Development Authority as additional insured parties on the sponsoring organization's liability policy.
12. On behalf of the sponsoring organization, I agree that the sponsoring organization will defend, indemnify, and hold harmless the City of Jackson, its officers, employees and agents from and against any claim, demand, suit, loss, cost or expense, or any damage, which may be asserted, claimed, or recovered against or from the City of Jackson, its officers, employees, and agent, by reason of any damage to property, bodily injury, or death, sustained by any person whomsoever, and which damage, injury, or death arises out of or is incident to or in any way connected with or related to this Special Event.
13. The City of Jackson reserves the right to waive any requirements of this policy in the interests of the health, safety, and welfare of the citizens of Jackson.

Signature:

Date:

**PLEASE READ AND BE FAMILIAR WITH YOUR RESPONSIBILITIES, BEST PRACTICES, AND GUIDELINES, FOR EVENTS DOWNTOWN JACKSON AND THE CITY OF JACKSON, MICHIGAN.**

## EVENT ORGANIZER RESPONSIBILITIES

- 01** Send out vendor guidelines. It is your responsibility to communicate these guidelines and adhere to them.
- 02** Keep fire hydrants and emergency lanes clear.
- 03** Inform downtown businesses of any street closures and times of closures.
- 04** If you need additional resources you will have to go through the application process again. The city can no longer accommodate changes to the application after approval. If you are adding to your event, please fill out another application within the timeline.
- 05** The event organizer is responsible for ensuring that adequate trash management (not city trash cans) and restroom facilities are provided, appropriate to the anticipated number of attendees.

**01** No stakes, yard signs, or anything that punctures the ground.

We have sprinkler systems in the parks and wood chipped gardens.

**02** Need electricity?

Ask your event coordinator in plenty of time before the event. We have some power throughout the city, but you will need to coordinate ahead of time to be able to use it. \*\*Plugs at the base of the trees CANNOT be used. Usage will blow a fuse.

**Tents and inflatables must be weighed down. No stakes, please!**

Downtown is often windy! Stakes are not allowed due to the sprinkler system.

**03**

**Please clean up after yourself.**

We take pride in our downtown but it takes the work of everyone to keep it looking nice. Please dispose of any trash and take what you brought.

**04**

**05** If you need to drive in the park, stay on the sidewalks.

Cars on the grass will damage our sprinkler system!

**06** Please set up and tear down within the parameters your event organizer has given you.

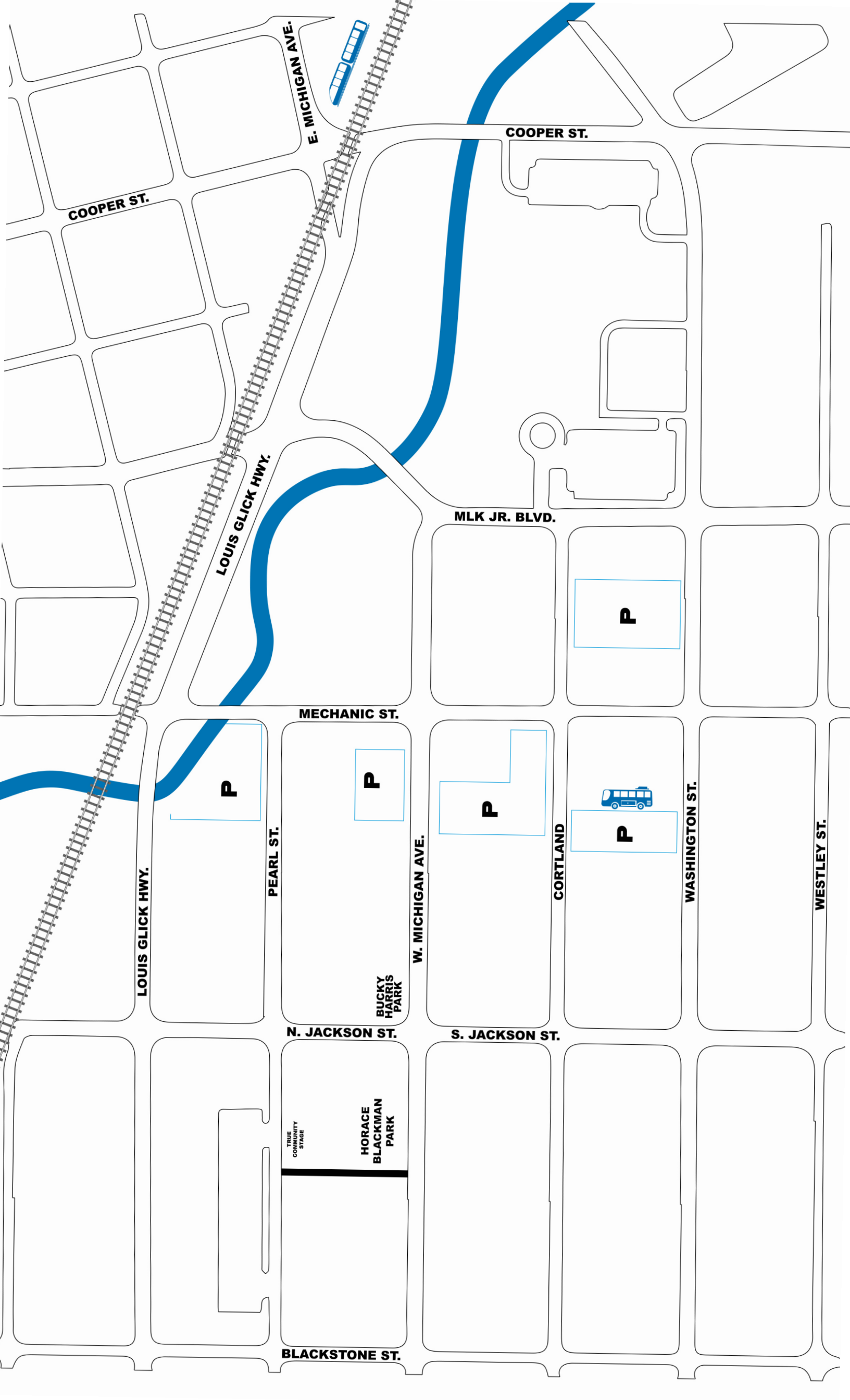
**07** Glitter and confetti are prohibited at all events.

### ADDITIONAL SAFETY NOTES AS APPLICABLE:

- Keep fire hydrants and emergency lanes clear
- Ear Muffs
- Safety Glasses
- Masker
- Respirator
- Face Shield
- Safety Harness
- Safety Belt
- Gloves
- Boots



Questions?  
Contact Melissa at [mevans@cityofjackson.org](mailto:mevans@cityofjackson.org)  
[jacksondda@cityofjackson.org](mailto:jacksondda@cityofjackson.org)



COOPER ST.

E. MICHIGAN AVE.

COOPER ST.

LOUIS GLICK HWY.

MLK JR. BLVD.

P

MECHANIC ST.

P

P

P

P

LOUIS GLICK HWY.

PEARL ST.

W. MICHIGAN AVE.

CORTLAND

WASHINGTON ST.

WESTLEY ST.

BUCKY HARRIS PARK

N. JACKSON ST.

S. JACKSON ST.

TRUE COMMUNITY STAGE

HORACE BLACKMAN PARK

BLACKSTONE ST.