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**Subject: SPECIAL EVENTS****Policy No. 80.6****Date: November 18, 1996****Page: 1 of: 5**

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**PURPOSE:**

To establish a consistent City Special Events Procedure for: processing special event requests; assisting in implementing special event activities; and defining responsibilities of the City and Special Event organizers.

**SCOPE:**

The following policy applies to special events held on public property in the City of Kalamazoo. Public property includes, but is not limited to, streets, rights-of-way, leased property (such as the Arcadia Festival Site, the Kalamazoo Mall, and vacant lots). (Amended November 18, 1996).

**POLICY:**

The City of Kalamazoo recognizes special events as valuable to the community as they provide entertainment as well as cultural, recreational, and educational opportunities for our citizens. The size and number of these events has grown over the years resulting in an industry which is an economic generator and has a financial impact on City businesses.

The City's role in these special events may require both support and regulation. Although special events may be distinguished from continuing service functions of the City, the support and regulation of special events constitutes an integral component of the City's overall support service obligation. City departments are to operate in a consistent and coordinated manner when processing special event requests and when assisting in implementing special event activities.

The City fees charged to special event organizers will be calculated in such a way as to pass through to festival and special event organizers the real costs to the City. The intent of this policy is to avoid unintended subsidies by the City, and to at the same time, avoid unintended added costs to event organizers.

The role of special event organizers and sponsors requires effective planning and implementation. Event organizers will be expected to provide the City with: applications and requests for service in a timely fashion; evidence of permits, licenses, and insurance where necessary; and prompt payment of fees and charges. Event organizers are expected to conduct events with appropriate precautions for the health, safety and welfare of participants and spectators.

**A. IDEFINITION OF SPECIAL EVENTS:**

Special events are defined as events of a nonprofit, charitable, or entrepreneurial nature, encompassing but not limited to cultural, religious, ethnic, civic, educational and

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entertainment activities; of general public interest; of temporary duration; open to the public in a nondiscriminatory manner; having obtained required authorization from the City of Kalamazoo or its designated agent.

**B. FEES AND CHARGES:**

Special event organizers are required to reimburse the City for costs associated with services/assistance exceeding normal support obligations. City fees charged special event organizers will be calculated in such a way as to pass through to festivals and special events the real costs to the City.

**1. Determination of fees**

The City shall approve, by January 31st of each year, a schedule of fees for City services/assistance, an application fee, and a late application fee which will be charged to special event organizers. Notice of the availability of the fee schedule will be provided no later than February 15th of the special event year. (Amended November 18, 1996)

**2. Estimate of fees**

The City will provide organizers an estimate of fees for City services. Event organizers who submit applications within established time frames shall have an opportunity to review the estimates prior to the approval of the event. The final amount billed to the organizers will not exceed the estimated fees unless:

- a. There have been additional City costs due to cleanup of property or repairs to damaged property.
- b. Additional City services were provided as a result of a change in requirements as requested by event organizers. For example, an organization originally plans for 600 participants, and then realizes there will actually be 3,000 participants.

**3. Payment of fees**

The organizer must promptly pay all fees and charges required by the City, including those for licenses and permits. Billing and collections will be done in accordance with usual City practices.

**4. Waiver of fees:**

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Waiver of City fees and charges may be considered only for the following categories of special events.

- a. Events initiated and/or administered by Departments/Divisions of the City.
  - b. The Memorial Day Parade and the Holiday Parade.
5. Repealed November 18, 1996.
  6. The city shall not accept in-kind services in exchange for city services/assistance provided for a special event, except for the Do-Dah Parade, High on Kalamazoo, and Flowerfest.

### C. GENERAL REQUIREMENTS FOR CONDUCTING SPECIAL EVENTS

#### 1. Event Plans & Time Lines

The event organizers must provide the City with requested information regarding the proposed event within the time frames designated.

- a. Event requests must include a description and schedule of proposed activities, and specification of resources being requested of the City.
- b. Ample notification time is needed to process all permits and insurance, and to make arrangements for City services (street closing, parking arrangements, security, equipment, facilities, public information dissemination, and the like). Event requests must be submitted as far in advance as possible, but at least:
  - (1) Thirty (30) days in advance for small events.
  - (2) Ninety (90) days in advance for one day events, including but not limited to parade requests, events involving the use/sale of alcoholic beverages, or the use of City parks.
  - (3) One Hundred-Fifty (150) days in advance for multi-day events.

Applications submitted later than these deadlines may be processed by the City as the city determines to be reasonable. If an application submitted after the deadline is to be processed, a late fee shall be charged. With late requests, the City's obligation to provide notice as provided for in paragraph "c" below shall not be applicable.

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c. Event organizers who submit their application in compliance with the deadlines established above, will receive notice of the approval/denial of their request as follows:

- (1) Small events such as block parties: at least fourteen (14) days prior to the event.
  - (2) One day events: at least thirty (30) days prior to the event.
  - (3) Multi-day events: at least ninety (90) days prior to the event.
2. The applications for events taking place in city parks shall be reviewed by the Parks and Recreation Advisory Board (PRAB). PRAB's recommendation shall be submitted to the City Commission along with the staff's recommendation.
  3. The staff recommendation to the City Commission shall report complaints made to the Public Safety Department related to the special event and any previous violations of the city's noise ordinances.
  4. Event Cancellation:

Immediately prior to an event taking place, the City Manager (or his/her designee) may cancel an event due to the emergencies related to security, safety, or weather hazards affecting the health, safety or welfare of the public.

#### **D. RULES APPLICABLE TO SPECIAL EVENTS**

1. All events on public property shall comply with the city's noise ordinances. Event organizers shall submit a plan for playing amplified music and a plan to abate noise complaints.
2.
  - a. Special events on public property shall end by 11:30 p.m. Sunday through
  - b. Thursday. Special events beginning Friday evenings shall end by 12:30 a.m. Saturday; and special events beginning Saturday evenings shall end by 12:30 a.m. Sunday.
  - c. With the permission of the City Commission, special events may end one hour later than the restrictions in D2a. However, events celebrating national holidays and events which previously obtained City Commission approval for a sound

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curfew exemption may end one hour later than the restrictions in D2a., without seeking City Commission approval. (Events which previously obtained City Commission approval for a sound curfew exemption are: the Blues Festival, the Dionysus Greek Festival, Ribfest, Taste of Kalamazoo, and YASOU Greek Festival.)

3. The sale of alcohol shall end 1/2 hour before the special event ends.

**EFFECTIVE DATE:** November 18, 1996

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Barbara A. Larson, Mayor

**SEE ALSO:**

§ 19-12 and §19-13 of the City of Kalamazoo Code of Ordinances, related to special events on the Kalamazoo Mall.

Chapter 25, Article VI of the City of Kalamazoo Code of Ordinances, entitled "Special Events";

§ 33-5 of the City of Kalamazoo Code of Ordinances entitled "Permits for Parades or Gatherings";

§ 33-5.1 of the City of Kalamazoo Code of Ordinances, entitled "Block Parties"; and

§36-16 of the Code of Ordinances, entitled "Establishment of pedestrian, special event and play streets."

Resolution 07-24, adopted on April 30, 2007, which granted approval for a sixth late night event at the Arcadia Festival Site.

**HISTORY:**

The Special Events Policy was initially approved by the City Commission on September 14, 1992. The policy was amended on April 19, 1993, by adding Paragraph Five under Fees and Charges to establish a Special Events Fund and to create a Special Events Committee. On November 18, 1996, Paragraph 5 under Fees and Charges was repealed. At that time the policy was also amended to further define "public property;" address in-kind services; and establish Rules Applicable to Special Events.