



City of East Grand Rapids
Regular Parks & Recreation Commission Meeting
Agenda

February 8, 2016 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

1. Call to Order
2. Public Comment by persons in attendance.
3. Report of Commissioners.
4. Minutes of the regular meeting held December 14, 2015 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested).
 - a. Taste of East, August 18, 2016
 - b. Gobble Wobble, November 24, 2016
 - c. Resolution Run, December 31, 2016
7. Report of Director

* * *

The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City. Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.

**EAST GRAND RAPIDS
PARKS & RECREATION COMMISSION MEETING
EGR COMMUNITY CENTER
COMMISSION CHAMBERS
6:00 PM
MONDAY, DECEMBER 14, 2015**

The regular meeting of the Parks and Recreation Commission was held in the City Commission Chambers in the East Grand Rapids Community Center.

Stacey Wykoski called the meeting to order at 6:00 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Mark Hessler, Brian Miller, Rick Sprague, Pam Witting and Stacey Wykoski
ABSENT: Dirk Buth and Carol Campbell
STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Judith Baxter – Congratulated Director Fred Bunn on his World Championship win in the Men’s 50-54 Duathlon competition held in Adelaide, Australia; what a tremendous accomplishment. She said she was always proud to know him as the Director of Parks and Recreation Department but also is very proud to know him as a World Champion. She also thanked Commissioners and staff for another great year, really enjoys the comradery on this Commission and thinks the work this Commission and staff accomplish is tremendous. Kudos to Commissioners and staff for another great year.

Brian Miller – Congrats to Fred on his World Championship win. Merry Christmas and Happy New Year to all.

Rick Sprague - none

Brad Andrzejewski – Fantastic job Fred on the World Championship win. Christmas Tree Lighting event was great! Merry Christmas and Happy New Year to all.

Pam Witting – Congrats on being a great Director of Parks and Recreation and a great World Champion.

Mark Hessler – Congrats to Fred on World Championship win. Reported the Winter Sports season is underway for the EGR High School. The EGR track will be resurfaced this spring after the Huntington Reeds Lake Run.

Stacey Wykoski – Congrats to Fred on World Championship win. Thanked the City for the press releases on this. She confirmed date of June 4, 2015 for the Huntington Reeds Lake Run as school is not out yet. Thanked Commissioners for all their work this year and wished all a Happy Holiday Season.

Minutes for the September 14, 2015 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the September 14, 2015 Parks and Recreation Commission meeting.

MOTION: Judith Baxter

SUPPORT: Brian Miller

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

Director Fred Bunn reported on the Special Event Calendar for 2016. The Gaslight Criterium has been notified they cannot host their event in East Grand Rapids in 2016 due to road construction. Their spot will be held for 2017 if they choose to apply.

Special Event Permit Applications were submitted for approval for the following events:

- a. Reeds Lake Trailblazer, July 4, 2016
- b. Rhoades McKee Reeds Lake Triathlon/Duathlon, September 10, 2016
- c. Tree Lighting – November 25, 2016

Fred commented on the following:

- Reeds Lake Trailblazer, course may be changed due to road construction.
- Rhoades McKee Reeds Lake Triathlon/Duathlon, the route will be similar to the route used this year. The format for this event will now offer Sprint and Olympic distances which is standard for Triathlons and Duathlons.

A motion was made to approve the Special Event Permits for the following:

- a. Reeds Lake Trailblazer, July 4, 2016
- b. Rhoades McKee Reeds Lake, September 10, 2016
- c. Tree Lighting – November 25, 2016

MOTION: Judith Baxter

SUPPORT: Pam Witting

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

Director's Report

Fred Bunn, Director of Parks and Recreation reported on the following:

- Congratulated Brian Miller who won his City Commission seat for another term. He reported Mayor Seibold was re-elected for another term and newcomers to the City Commission are Chad Zagel and Karey Hamrick.
- Sabo Public Relations firm had previously assigned Amy Snow Buckner to work with the City but Amy has left her post to work with Grand Rapids Mayor Rosalynn Bliss. Brian Greenleaf has now been assigned by Sabo to work with the City. He will be working with different departments and will assist the Parks and Recreation staff with marketing and sponsorships.
- Recycling - City staff has been reviewing options for recycling in the City. Private contractors have been researched but staff has determined this will be quite expensive. The City has reached out to Kent County to partner on this. Staff is researching this option.
- The School District with their bond issue is working on entrances and security at all schools, with that all the key access points at all doors in the school district are being changed out. They are getting away from all crash bars so if a building needs to be locked down they can do so. All of this will be done electronically. Staff is working with staff from the schools to schedule open and close times for the pools and athletic events as well as special events.

Pam Witting thanked Susan, Diane, Betsy, Pam, Shannyn, Rachel, Phil, Chad, Ryan, Astrida and Cindy for all their hard work in the Department.

The meeting was adjourned @ 6:24 pm.

MOTION: Judith Baxter

SUPPORT: Rick Sprague

YES: Andrzejewski, Baxter, Hessler, Miller, Sprague, Witting and Wykoski (7)

NO: (0)

12/16/15

East Grand Rapids Parks and Recreation 2016 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure Ins.
2/13/16	GR Polar Plunge	8:00am-3:00pm	350	3/9/2015	
3/19/16	Spectrum Health Irish Jig 5k Race	9:00am-10:30am	4000	6/8/2015	x
	Aveda Walk for Water	11:00am-5:00pm	200		
	Walk & Remember-Hospice of MI	8:00am-11:00am	800		
6/4/16	Huntington Reeds Lake Run	8:00am-12:00pm	2400	8/10/2015	x
6/18/16	Reeds Lake Art Festival-GV Artists	5:00am-6:15pm	6000	7/13/2015	x
7/4/16	Reeds Lake Trailblazer	8:30am-10:00am	500	12/14/2015	x
Road Const.	Gaslight Criterium	8:00am-5:00pm	300		
8/18/16	Taste of East	3:00pm - 9:00pm	3000		x
	Reeds Lake SUP Race	6:00am - 10:00am	300		
9/10/16	Rhoades McKee RLT & Duathlon	7:10am-11:30am	1100	12/14/2015	x
	Kisscross Cyclocross	8:00am-3:00pm	200		
11/24/16	Gobble Wobble	8:00am - 11:00am	1500		
11/25/16	Tree Lighting Ceremony	5:00pm - 9:00pm	1000	12/14/2015	x
12/31/16	Resolution Run	3:30pm - 5:00pm	900		
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>		
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
	at	2:00pm - 4:00pm			
5/20-21/16	Relay for Life at HS Track				

East Grand Rapids Parks and Recreation 2015 Special Event Calendar

Date	Event	Time	Participants	Approval	Closure	Ins.
2/14/15	GR Polar Plunge- anceled	8:00am-3:00pm	350	5/12/2014		x
3/21/15	Spectrum Health Irish Jig 5k Race	9:00am-10:00am	4000	5/12/2014	x	x
4/26/15	Aveda Walk for Water	11:00am-5:00pm	200	3/9/2015		x
5/16/15	Walk & Remember-Hospice of MI	8:00am-11:00am	800	2/9/2015		x
6/6/15	Reeds Lake Run/Doggie Dash	8:00am-11:30am	2400	10/13/2014	x	
6/20/15	Reeds Lake Art Festival-GV Artists	9:00am-5:00pm	5000	8/11/2014	x	x
7/4/15	Reeds Lake Trailblazer	5:00am-10:30am	550	10/13/2014	x	x
7/17/15	Adaptive Ski by Kentwood	8:00am-4:30pm		4/2/2015		
8/7/15	Adaptive Ski by Kentwood	8:00am-4:30pm		4/3/2015		
8/16/15	Gaslight Criterium	8:00am-5:00pm	300	1/12/2015	x	x
8/20/15	Taste of East	5:00pm - 9:00pm	2000	10/13/2014	x	x
	Reeds Lake SUP Race	6:00am - 10:00am	300			
9/12/15	Rhoades McKee RLT & Duathlon	7:00am-11:00am	1000	10/13/2014	x	
10/10/15	MI Adventure Race:ArtPrize Edition	9:30am-1:30pm	400	8/10/2015		x
10/17/15	EGR Crew Team Regatta	7:00am-2:00pm		7/20/2015		
11/1/15	Kisscross Manhattan	8:00am - 3:30pm	150	9/14/2015		x
11/26/15	Gobble Wobble	6:30am - 11:00am	1500	2/9/2015	x	
11/27/15	Tree Lighting Ceremony	5:00pm - 9:00pm	1000	3/9/2015	x	x
12/31/15	Resolution Run	3:30pm - 5:30pm	900	8/10/2015	x	
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
6/18/15	at JCP - Super Hero	2:00pm - 4:00pm	8			
6/25/15	at JCP - Critter Barn	2:00pm - 4:00pm	4			
7/9/15	at JCP - Craft Sale	2:00pm - 4:00pm	8			
7/16/15	at JCP - Hooper Heroes	2:00pm - 4:00pm	2			
7/23/15	at JCP - Drop-in Craft	2:00pm - 4:00pm	8			
7/30/15	at JCP - Play outside	2:00pm - 4:00pm	2			
8/6/15	at JCP - Pet show	2:00pm - 4:00pm	4			
8/13/15	at JCP - Tom Plunkard	2:00pm - 4:00pm	2			

Print

Special Event Permit Application - Submission #4413

Date Submitted: 12/14/2015

Permit Fee

Applicant must call the Parks & Recreation Department at 616-949-1750 to pay the permit fee before the application will be processed. Your event date will not be secure until payment is received. We accept Visa, MasterCard and Discover. Office hours are M-F 8:00 am to 5:00 pm.

This permit must be completed and submitted at least 60 days before the scheduled event. The Parks and Recreation Commission will review permit applications and are responsible for final approval.

Name of Event*

Taste of East Grand Rapids

Date of Event*

8/18/2016

Organization Sponsoring Event*

Gaslight Village Busines Association - Helen Devos Childrens Hospital

Representative First Name*

Rob

Last Name*

Lutz

Address1*

254 Bel Air Dr. NE

City*

Grand Rapids

State*

MI

Zip*

49503

Daytime Phone*

616-828-8127

Cell Phone*

616-828-8127

Email Address*

lutzy922@yahoo.com

Alternative Representative First Name*

Tobi

Last Name*

Tungl

Daytime Phone*

6162950478

Cell Phone

616-295-0478

Event Start & End Time*

3:00 PM

9:00 PM

All runs or races MUST have emergency transportation onsite during the event

Name of ambulance or other company

Estimated Number of Participants*

100

Estimated Number of Spectators*

3000

Estimated Number of adult volunteers/workers on duty*

50

Purpose and description of the event*

Taste of East Grand Rapids has been a great event for the community to come out and support a great organization and also visit with local restaurants and retailers. In addition to food and shopping there will be plenty of kid activities and live music that are all free of charge for the community.

Event Location*

Wealthy Street from Chase Bank to Croswell

List the location of the event and/or start and finish area if it is a race.

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must submitted before the application will be considered for approval.

Highlight the course, route or location of the event on the map.

Copy of Map

[Special Event Permit Map](#)

2. All runs must have a lead and trail vehicle. Lead vehicle must have roof top signal with lights and a trail vehicle behind last participant.

3. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event.

The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.

3. Applicant must submit proof of insurance in the following amounts at least 10 days prior to the event:

Automobile public liability and property damage for owner and non-owner vehicles in the amount of (\$300,000) per occurrence for personal injury and (\$500,000) per occurrence for property damage. b. Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage: (\$1,000,000). c. All insurance must name the City of East Grand Rapids and East Grand Rapids Public Schools as an additional insured.

4. The permit holder shall agree to clean the route or event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the site or course, thus requiring City Staff to perform further clean up; additional charges will be billed to the permit holder for services.

5. If additional Public Safety or E-Unit personnel have to be called in to cover the event, charges will be billed to the permit holder for these services.

6. If additional equipment or services are requested from one of the City Departments, a separate charge will be billed to the organizer. Permit holder should contact the specific department for individual department charges.

Items may include barricades, road closed signs, cones, etc...

7. When filing a permit, a fee of \$250 payable to the City of East Grand Rapids, must accompany application. In the event this application is not approved the permit fee will be refunded.

8. A disclaimer statement is required on your registration/application form. Releasing the City of East Grand Rapids and East Grand Rapids Public Schools from all liability. Either by special reference to the City of East Grand Rapids and East Grand Rapids Public Schools or by a general disclaimer statement that would exclude the City as a host organization. A copy of your registration/application form, which contains the disclaimer statement, must be provided at least 10 days prior to your event.

Agreement*

Signature Box

I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

12/14/2015

Reviewed By

Fred Bunn

Date Reviewed

12/14/2015



Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

returning annual event hosted by the GVBA.

Copies sent to

- City Manager
- Public Safety

Items

- Permit Fee Paid
- Insurance Received
- Confirmation Letter Sent
- Map Submitted or Verified

Print

Special Event Permit Application - Submission #4471

Date Submitted: 1/21/2016

Permit Fee

Applicant must call the Parks & Recreation Department at 616-949-1750 to pay the permit fee before the application will be processed. Your event date will not be secure until payment is received. We accept Visa, MasterCard and Discover. Office hours are M-F 8:00 am to 5:00 pm.

This permit must be completed and submitted at least 60 days before the scheduled event. The Parks and Recreation Commission will review permit applications and are responsible for final approval.

Name of Event*

Gobble Wobble

Date of Event*

11/24/2016

Organization Sponsoring Event*

Gazelle Sports

Representative First Name*

Jenae

Last Name*

Schultheiss

Address1*

3930 28th St. SE

City*

Grand Rapids

State*

MI

Zip*

49512

Daytime Phone*

6169409888

Cell Phone*

9894504266

Email Address*

jschultheiss@gazellesports.com

Alternative Representative First Name*

Cara

Last Name*

Zerbel

Daytime Phone*

6169409888

Cell Phone

6169409888

Event Start & End Time*

8:00 AM

11:00 AM

All runs or races MUST have emergency transportation onsite during the event

Name of ambulance or other company

Event Website Address

www.gazellesports.com/gobblewobble

Estimated Number of Participants*

1500

Estimated Number of Spectators*

100

Estimated Number of adult volunteers/workers on duty*

60

Purpose and description of the event*

This is Gazelle Sports annual Gobble Wobble Thanksgiving Day Fun Run. The fun run is for all ages. We partner with Kids Food Basket and all of our earnings from the run go directly to the organization. In 2015 we were able to raise about \$14,000 which is incredible! This fun run has turned into a tradition for many people in the Grand Rapids area. It is a great way for family and friends to get together in an active and fun way before a big day of eating!

Event Location*

East Grand Rapids Middle School

List the location of the event and/or start and finish area if it is a race.

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must submitted before the application will be considered for approval.

Highlight the course, route or location of the event on the map.

Copy of Map

[Special Event Permit Map](#)

2. All runs must have a lead and trail vehicle. Lead vehicle must have roof top signal with lights and a trail vehicle behind last participant.

3. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event.

The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.

3. Applicant must submit proof of insurance in the following amounts at least 10 days prior to the event:

Automobile public liability and property damage for owner and non-owner vehicles in the amount of (\$300,000) per occurrence for personal injury and (\$500,000) per occurrence for property damage. b. Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage: (\$1,000,000). c. All insurance must name the City of East Grand Rapids and East Grand Rapids Public Schools as an additional insured.

4. The permit holder shall agree to clean the route or event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the site or course, thus requiring City Staff to perform further clean up; additional charges will be billed to the permit holder for services.

5. If additional Public Safety or E-Unit personnel have to be called in to cover the event, charges will be billed to the permit holder for these services.

6. If additional equipment or services are requested from one of the City Departments, a separate charge will be billed to the organizer. Permit holder should contact the specific department for individual department charges.

Items may include barricades, road closed signs, cones, etc...

7. When filing a permit, a fee of \$250 payable to the City of East Grand Rapids, must accompany application. In the event this application is not approved the permit fee will be refunded.

8. A disclaimer statement is required on your registration/application form. Releasing the City of East Grand Rapids and East Grand Rapids Public Schools from all liability. Either by special reference to the City of East Grand Rapids and East Grand Rapids Public Schools or by a general disclaimer statement that would exclude the City as a host organization. A copy of your registration/application form, which contains the disclaimer statement, must be provided at least 10 days prior to your event.

Agreement*

Signature Box

I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

1/21/2016

Reviewed By

Fred Bunn



Date Reviewed

1/21/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

Returning event.

Copies sent to

- City Manager
- Public Safety

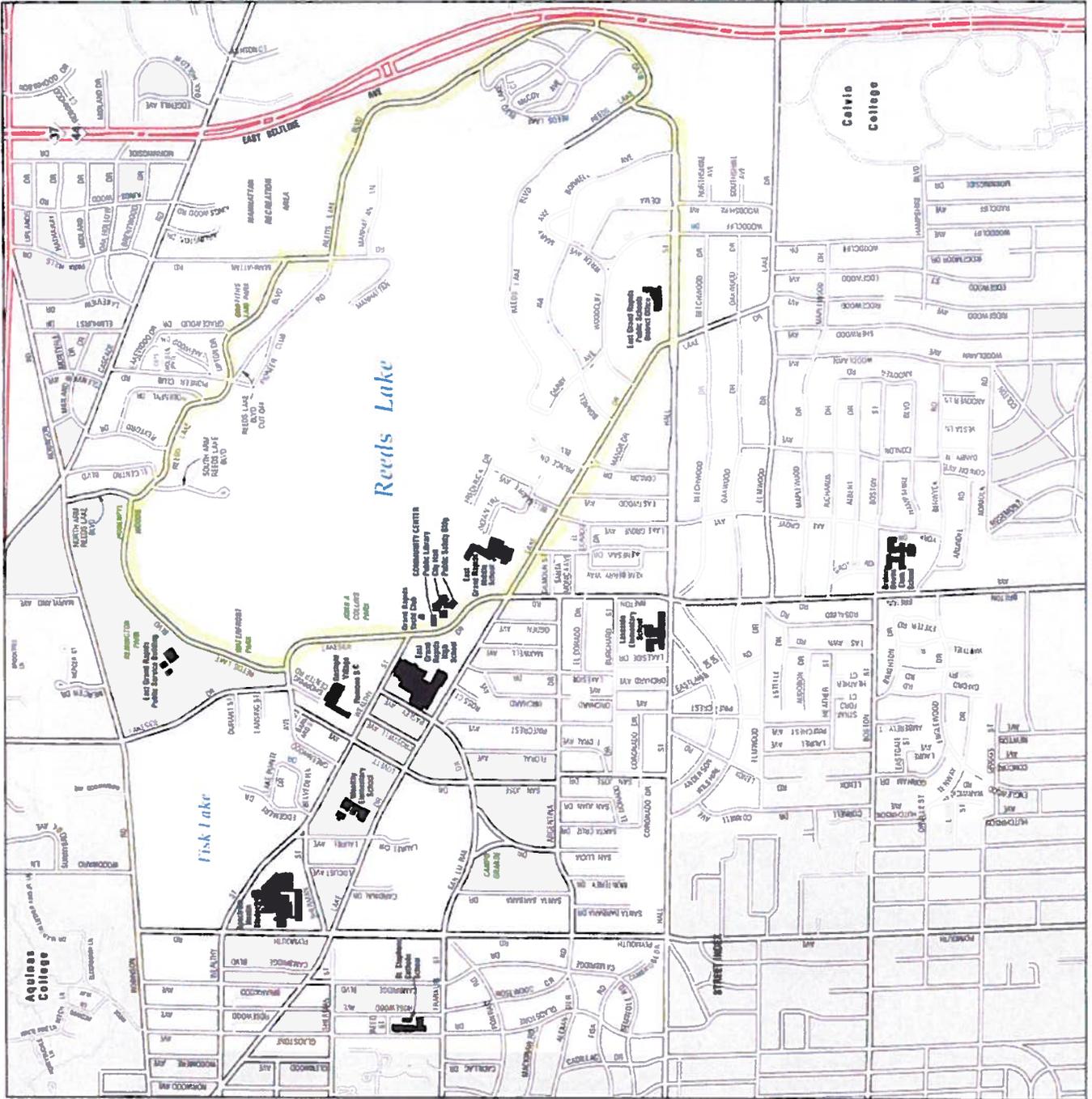
Items

- Permit Fee Paid
- Map Submitted or Verified
- Insurance Received
- Calendar Listing
- Confirmation Letter Sent



EGR PARKS & RECREATION DEPARTMENT

KEEPING OUR COMMUNITY CONNECTED
EXPLORE • CREATE • PARTICIPATE



Event: Gobble Wobble

Date: 11/24/16

Organization: Gazelle Sports

Address: 3930 28th St. SE

City: Grand Rapids

St: MI

Zip: 49512

Home Phone: _____

Business Phone: 616-940-9888

Cell Phone: 989-430-4266

Fax: _____

Email: j.schultness@gazelleSports.com



EGR PARKS & RECREATION DEPARTMENT

GLOBAL SALES RECEIPT

Receipt # **169214**
Payment Date: **01/21/16**
Household #: **30039**

East Grand Rapids
Parks & Recreation Department
750 Lakeside Drive, SE
East Grand Rapids MI 49506
Phone: (616)949-1750
www.eastgr.org

Gazelle GobbleWobble
Attn: Jenae Schultheiss
3930 28th St. SE
Grand Rapids MI 49512
jschultheiss@gazellesports.com

Hm Ph: (616)940-9888

Enrollment Details

The following item reflects a payment towards a previous receipt

	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Enrollee Name: Gazelle GobbleWobble	250.00	0.00	0.00	250.00	0.00
Activity Number: 28002-A Gobble Wobble					
Enrollment Date: 01/21/2016 (Enrolled)					

Class Location: **John Collins Park**
John Collins Park
650 Lakeside Dr. SE
East Grand Rapids, MI 49506
(616)949-1750
Skip Days **11/26/2015**

Class Dates: **11/24/2016 to 11/24/2016**
6:30A to 11:00A
Th
Scheduled Sessions: **1**

Processed on 01/21/16 @ 10:19:36 by FC

FEEES CHARGED ON NEW LINE ITEMS (+)	0.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00
HH DEPOSIT/VISIT CHARGED	0.00
TOTAL DUE	0.00
NEW FEES PAID ON THIS RECEIPT (-)	250.00
NEW DEPOSIT PAID (-)	0.00
TOTAL PAID	250.00

Payment of ==> 250.00 Made By ==> CRED CARD Auth: 901291 Card#: xxxxxxxxxxxx**23 With Reference ==>

Program Cancellations: must be made a minimum of 5 full business days prior to the start of the program and will incur a 20% administrative fee up to a maximum of \$15 for each program. Program cancellations made a minimum of 2 full business days prior to the start of the program will incur a 40% administrative fee up to a maximum of \$30 for each program. (See brochure for League Sports cancellation policy and Household Transfers). This policy does not apply to: Middle School Interscholastic or Club Sports, Reeds Lake Run / Triathlon or Sailing Lessons.

Periodically programs are cancelled due to low enrollment. We typically contact participants one week prior to the start of the program if we are considering the cancellation of a program.

Concussion Forms are required for all participants 18 years old or under. You will need to fill out the form and read the educational material on the City website at www.eastgr.org THE FORM NEEDS TO BE COMPLETED ONLY ONE TIME FOR EACH CHILD.

Register online at www.eastgr.org

Print

Special Event Permit Application - Submission #4477

Date Submitted: 1/22/2016

Permit Fee

Applicant must call the Parks & Recreation Department at 616-949-1750 to pay the permit fee before the application will be processed. Your event date will not be secure until payment is received. We accept Visa, MasterCard and Discover. Office hours are M-F 8:00 am to 5:00 pm.

This permit must be completed and submitted at least 60 days before the scheduled event. The Parks and Recreation Commission will review permit applications and are responsible for final approval.

Name of Event*

Wolverine Resolution Run

Date of Event*

12/31/2016

Organization Sponsoring Event*

Classic Race Mgt

Representative First Name*

joe

Last Name*

obrien

Address1*

6318 fulton st e

City*

ada

State*

mi

Zip*

49301

Daytime Phone*

6164587888

Cell Phone*

6162915571

Email Address*

joe@classicrace.com

Alternative Representative First Name*

jeff

Last Name*

peterson

Daytime Phone*

6164587888

Cell Phone

6162915605

Event Start & End Time*

3:30 PM

5:00 PM

All runs or races MUST have emergency transportation onsite during the event

Name of ambulance or other company

Event Website Address

classicrace.com

Estimated Number of Participants*

900

Estimated Number of Spectators*

300

Estimated Number of adult volunteers/workers on duty*

25

Purpose and description of the event*

Event to raise money for P.O.R.T at the Children's Hospital

Event Location*

Start Fire Station... Finish John Collins Park

List the location of the event and/or start and finish area if it is a race.

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must submitted before the application will be considered for approval.

Highlight the course, route or location of the event on the map.

Copy of Map

[Special Event Permit Map](#)

2. All runs must have a lead and trail vehicle. Lead vehicle must have roof top signal with lights and a trail vehicle behind last participant.

3. All events requiring road closures must alert residents along the route or race course at least one week in advance of the event.

The information can be conveyed by going door to door, mailer, postcard, flier etc... The information should include name of event, contact person, date, start and end time, location, course map and a short description of the event. A copy of the information must be submitted to the Parks & Recreation Department for our records.

3. Applicant must submit proof of insurance in the following amounts at least 10 days prior to the event:

Automobile public liability and property damage for owner and non-owner vehicles in the amount of (\$300,000) per occurrence for personal injury and (\$500,000) per occurrence for property damage. b. Public liability insurance with a minimum combined single limit of personal injury and property damage liability coverage: (\$1,000,000). c. All insurance must name the City of East Grand Rapids and East Grand Rapids Public Schools as an additional insured.

4. The permit holder shall agree to clean the route or event site of any litter and trash caused by the event. If the permit holder fails or refuses to properly clean the site or course, thus requiring City Staff to perform further clean up; additional charges will be billed to the permit holder for services.

5. If additional Public Safety or E-Unit personnel have to be called in to cover the event, charges will be billed to the permit holder for these services.

6. If additional equipment or services are requested from one of the City Departments, a separate charge will be billed to the organizer. Permit holder should contact the specific department for individual department charges.

Items may include barricades, road closed signs, cones, etc...

7. When filing a permit, a fee of \$250 payable to the City of East Grand Rapids, must accompany application. In the event this application is not approved the permit fee will be refunded.

8. A disclaimer statement is required on your registration/application form. Releasing the City of East Grand Rapids and East Grand Rapids Public Schools from all liability. Either by special reference to the City of East Grand Rapids and East Grand Rapids Public Schools or by a general disclaimer statement that would exclude the City as a host organization. A copy of your registration/application form, which contains the disclaimer statement, must be provided at least 10 days prior to your event.

Agreement*

Signature Box

I, as the permit applicant, have read and agree to the above regulations and the Special Event Permit Guidelines. I understand that all information submitted to the City of East Grand Rapids is considered public information and subject to disclosure under the Freedom of Information Act.

Date Application Received

1/22/2016

Reviewed By

Fred Bunn



Date Reviewed

1/22/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

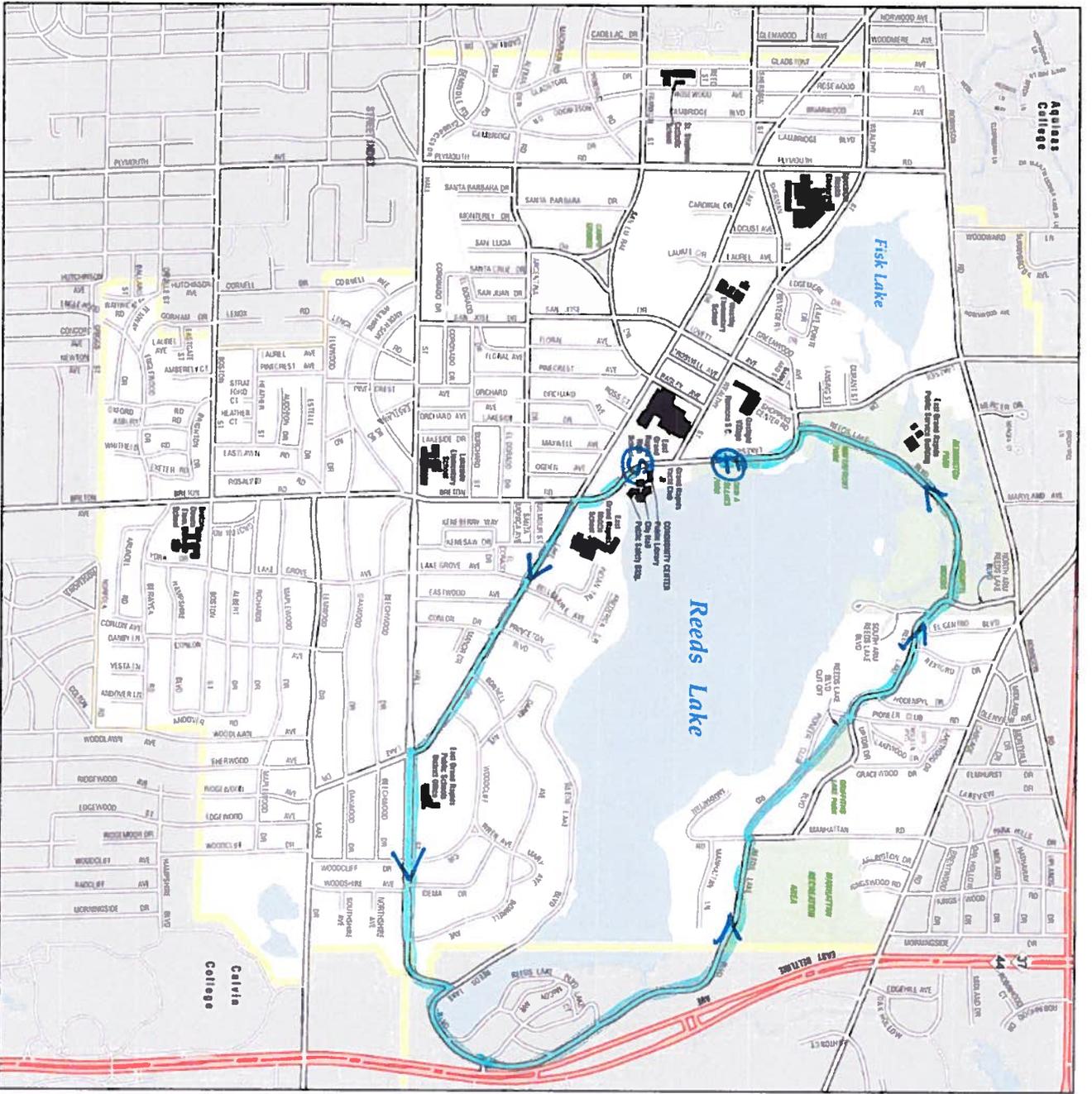
Returning event.

Copies sent to

- City Manager
- Public Safety

Items

- Permit Fee Paid
- Map Submitted or Verified
- Insurance Received
- Calendar Listing
- Confirmation Letter Sent



EGR PARKS & RECREATION DEPARTMENT
 MEMORIS OUR COMMUNITY CONNECTIO
 EXPLORE • CREATE • PARTICIPATE

Event: Wolverine Resolution Run

Date: 12/31/16

Organization: Classic Race Mgt.

Address: 6318 Fulton

City: Ada

St: MI

Zip: 49301

Home Phone: _____

Business Phone: _____

Cell Phone: 291-5571

Fax: _____

Email: joec@classicrace.com

ACTIVITY SALES RECEIPT

Receipt # 169320
Payment Date: 01/25/2016
Household #: 30032
Home Phone: (616)458-7888
Work Phone: (616) -



RESOLUTION RUN
JOE O'BRIEN
6318 FULTON ST. E
ADA MI 49301

East Grand Rapids
Parks & Recreation Department
750 Lakeside Drive, SE
East Grand Rapids MI 49506
Phone: (616)949-1750
www.eastgr.org

Enrollment Details

Enrollee Name:	Wolverine Resolution	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	38000-A Resolution Run	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	01/25/2016 (Enrolled)					

Class Location:	John Collins Park John Collins Park 650 Lakeside Dr. SE East Grand Rapids, MI 49506 (616)949-1750	Class Dates:	12/31/2016 to 12/31/2016 3:30P to 5:00P Sa
		Scheduled Sessions:	1

Processed on 01/25/16 @ 12:25:56 by DFR

FEES CHARGED ON NEW LINE ITEMS (+)	250.00
DISCOUNT APPLIED AGAINST THESE FEES (-)	0.00
TAX CHARGED ON NEW FEES (+)	0.00

TOTAL DUE	250.00
------------------	---------------

NEW FEES PAID ON THIS RECEIPT (-)	250.00
-----------------------------------	--------

TOTAL PAID	250.00
-------------------	---------------

Payment of ==> 250.00 Made By ==> CHECK With Reference ==> 17717

Program Cancellations: must be made a minimum of 5 full business days prior to the start of the program and will incur a 20% administrative fee up to a maximum of \$15 for each program. Program cancellations made a minimum of 2 full business days prior to the start of the program will incur a 40% administrative fee up to a maximum of \$30 for each program. (See brochure for League Sports cancellation policy and Household Transfers). This policy does not apply to: Middle School Interscholastic or Club Sports, Reeds Lake Run / Triathlon or Sailing Lessons.

Periodically programs are cancelled due to low enrollment. We typically contact participants one week prior to the start of the program if we are considering the cancellation of a program.

Concussion Forms are required for all participants 18 years old or under. You will need to fill out the form and read the educational material on the City website at www.eastgr.org THE FORM NEEDS TO BE COMPLETED ONLY ONE TIME FOR EACH CHILD.

Register online at www.eastgr.org