



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

March 14, 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 February 8, 2016 (enclosed – approval requested).
5. Special Event Calendar (enclosed – information only).
6. Consider request to approve Special Event Permits (enclosed – action requested).
 - a. Aveda Walk for Water, May 15, 2016
 - b. Inaugural Tutu Trot-ALS Benefit, July 30, 2016
 - c. Kisscross Events Race, October 30, 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, FEBRUARY 8, 2016**

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 6:03 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Carol Campbell, Mark Hessler, Brian Miller, Rick Sprague, Pam Witting and Stacey Wykoski

ABSENT: Dirk Buth

STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Carol Campbell - none

Judith Baxter – none

Brian Miller – none

Rick Sprague - none

Brad Andrzejewski – Great job with the Daddy Daughter Dance.

Pam Witting – none

Mark Hessler – none

Stacey Wykoski – none

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

MOTION: Judith Baxter

SUPPORT: Brad Andrzejewski

YES: Andrzejewski, Baxter, Campbell, Hessler, Miller, Sprague, Witting and Wykoski (8)

NO: (0)

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

- a. Taste of East, August 18, 2016
- b. Gobble Wobble, November 24, 2016
- c. Resolution Run, December 31, 2016

Fred Bunn reported the Gobble Wobble event will be using the route approved for their event last year which will have participants going around Reeds Lake. Even though this route was approved last year it was not used but will be this year.

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

- a. Taste of East, August 18, 2016
- b. Gobble Wobble, November 24, 2016
- c. Resolution Run, December 31, 2016

MOTION: Judith Baxter

SUPPORT: Rick Sprague

YES: Andrzejewski, Baxter, Campbell, Hessler, Miller, Sprague, Witting and Wykoski (8)

NO: (0)

Regarding the Special Event Calendar for 2016, Fred Bunn reported the organizers for the Walk & Remember Special Event have decided not to hold their event this year in East Grand Rapids. The organizers for the Aveda Walk are looking at changing their date to a date in May 2016.

Director's Report

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

- The Daddy Daughter Dance was held this last weekend and had 300 couples and an extra 80 single participants.
- The Polar Plunge Special Event will be held on Saturday, February 13, 2016.
- Staff is working on our Summer 2016 Program Guide which will be mailed out to the Community in April.

Stacey Wykoski inquired about the following:

- Has the Ice Hockey Tournament moved in another direction? Fred reported this event is now held at Richmond Park.
- Are Standup Paddleboard rentals returning? Fred reported he had met with the owners of Coastal Cruisin' Threads and renewed their agreement for this year.
-

Brad Andrzejewski inquired about Peter Dimitriou who came to the September 14, 2015 Parks and Recreation Commission meeting to discuss Climate issues. Fred reported he has come to the City Commission and spoke, he provided a link to a webinar which Fred will forward to the Commission

Fred Bunn reported road construction will be done on Lake Dr. from Conlon to Bagley this summer. Construction will start approximately June 13th and will be completed in September. This construction will impact the July 4th Parade and staff are reviewing parade route options.

The meeting was adjourned @ 6:18 pm.

MOTION: Judith Baxter

SUPPORT: Brian Miller

YES: Andrzejewski, Baxter, Campbell, Hessler, Miller, Sprague, Witting and Wykoski (8)

NO: (0)

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		x
3/19/16	Spectrum Health Irish Jig 5k Race	9:00am-10:30am	4000	6/8/2015	x	
5/15/16	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	
7/30/16	Inaugural Tutu Trot-ALS benefit	7:00am-11:00am	300			
Road Const.	Gaslight Criterium	8:00am-5:00pm	300			
8/18/16	Taste of East	3:00pm - 9:00pm	3000	2/8/2016	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	
10/30/16	Kisscross Cyclocross	8:00am-3:00pm	150			
11/24/16	Gobble Wobble	8:00am - 11:00am	1500	2/8/2016		
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	2/8/2016		
	<u>KDL Parties in the Park</u>	<u>TIME</u>	<u>TABLES</u>			
6/16/16	at JCP	1:00pm - 5:00pm				
6/23/16	at "	1:00pm - 5:00pm				
6/30/16	at "	1:00pm - 5:00pm				
7/14/16	at "	1:00pm - 5:00pm				
7/21/16	at "	1:00pm - 5:00pm				
7/28/16	at "	1:00pm - 5:00pm				
8/4/16	at "	1:00pm - 5:00pm				
8/11/16	at JCP	1:00pm - 5:00pm				
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 #4537

Date Submitted: 2/18/2016

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*

Aveda Walk for Water

Date of Event*

5/15/2016

Organization Sponsoring Event*

Aveda

Event Start & End Time*

11:00 AM

—

5:00 PM

Event Website Address

Purpose and description of the event to be placed on City website.*

Aveda Walk for Water helps to raise awareness and money for The Alliance for the Great Lakes (Aveda's Earth Month Partner). Salon Professionals from the Aveda Network take pledges for the event and walk to show their support for the water crisis that is happening all around the globe and right in our backyard.

Event Contact Email Address

tbrooks@aveda.com

Representative First Name*

Tracy

Last Name*

Brooks

Address1*

1416 Philadelphia Ave SE

City*

Grand Rapids

State*

MI

Zip*

49507

Daytime Phone*

616-970-3184

Cell Phone*

616-970-3184

Email Address*

tbrooks@aveda.com

Alternative Representative First Name*

Megan

Last Name*

Scarlett

Daytime Phone*

269-599-2400

Cell Phone

269-599-2400

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

Name of ambulance or other company

Estimated Number of Participants*

200

Estimated Number of Spectators*

0

Estimated Number of adult volunteers/workers on duty*

6

Event Location*

John Collins Park and walk around reeds lake

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

Does this event require road closures?

- Yes
- No

Will you require Public Safety Officer involvement for your event?

- Yes
- No

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must be 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

2/18/2016

Reviewed By

Fred Bunn



Date Reviewed

2/18/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

This is a returning event typically held in April. Moving to May with the hopes of warmer weather. The time requested is from 11am to 5pm which is much later in the day than our guidelines dictate. Talking with the organizer the walk will be completed no later than 2:00pm.

Copies sent to

- City Manager
- Public Safety

Items

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



EGR PARKS & RECREATION DEPARTMENT

KEEPING OUR COMMUNITY CONNECTED
EXPLORE • CREATE • PARTICIPATE

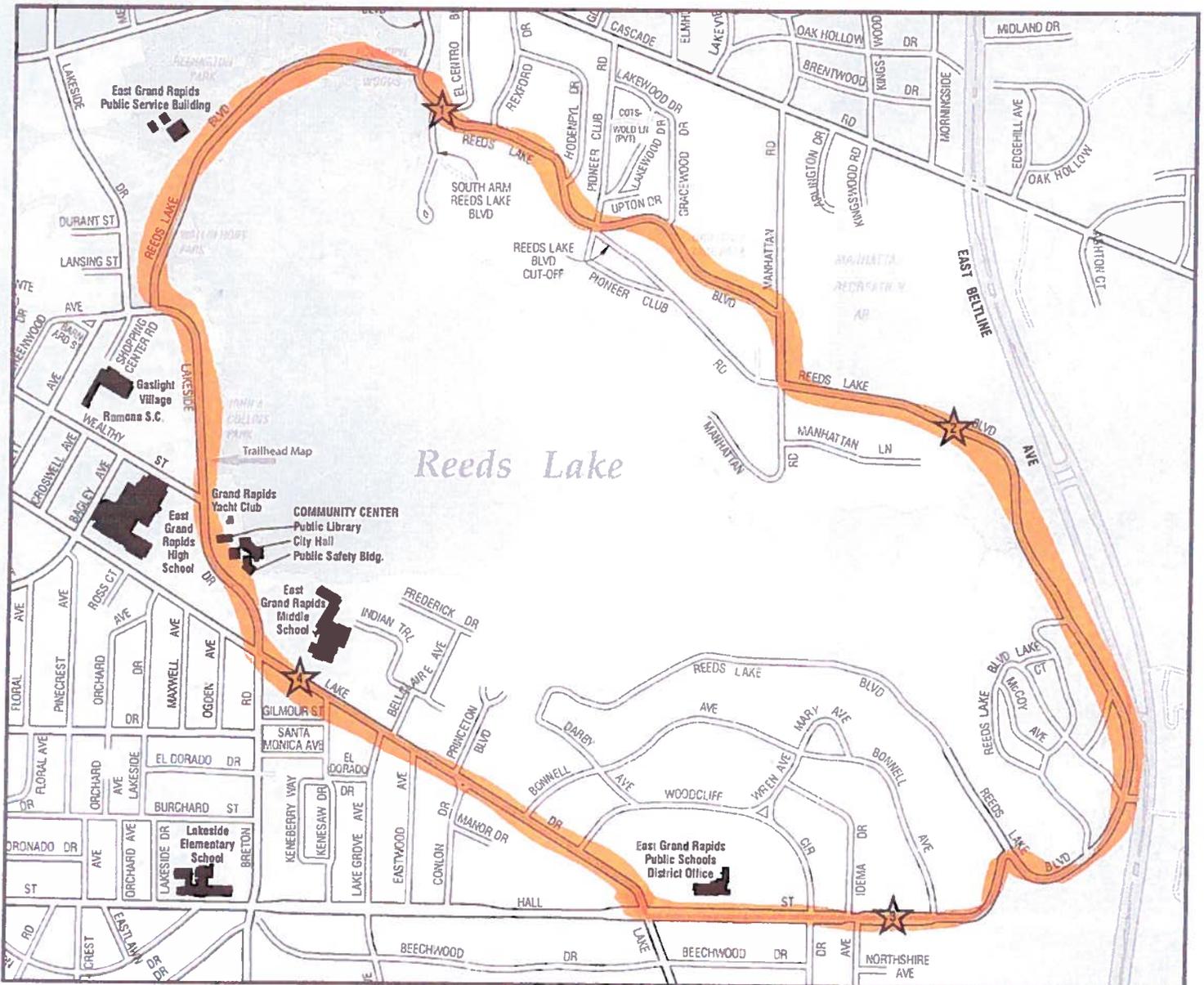
East Grand Rapids Parks & Recreation Department

Community Center
750 Lakeside Drive SE
East Grand Rapids, MI 49506

Phone: 616.949.1750
Fax: 616.831.6144
recadmin@eastgr.org
www.eastgr.org

Reeds Lake Trail Map

The **Reeds Lake Trail** (4.2 miles) is a combination of paved trails, boardwalks and sidewalks. There are wooden post 1/2 mile and mile markers along the route. You may also enjoy the 0.9 mile walk through Hodenpyl Woods (near the top left of the map). **By law, dogs must remain on a leash at all times while on the Reeds Lake Trail. You are held responsible for cleaning up after your dog.**



Mile Markers

Print

Special Event Permit Application - Submission #4510

Date Submitted: 2/10/2016

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*

Date of Event*

Inaugural Tutu Trot: Community Walk to Benefit the ALS Association of West Michigan

Organization Sponsoring Event*

EAU Dance

Event Start & End Time*

—

Event Website Address

TBD

Purpose and description of the event to be placed on City website.*

TUTU TROT

Proceeds benefit the ALS Association of West Michigan

Event Date: Saturday, July 30, 2016

Event Director: Emily Underwood, Founder & Director of EAU Dance

emily@eaudanceco.com

616-450-6301

Location: East Grand Rapids, Michigan

Route: The 4.3 mile walk route travels around Reeds Lake. Beginning in John Collins Park, the TUTU TROT follows the Reeds Lake boardwalk, Waterfront Park trail, and residential sidewalks on Reeds Lake Blvd, Hall Street, Lake Drive, and Lakeside Drive. Walkers will gather for start and finish in John Collins Park.

Event Schedule:

Friday, July 29, 2016

TUTU TROT Swag Bag Pick-up & Last Minute Registration

4-8pm Location TBD - Private Business Address

(DOES NOT APPLY TO CITY OF EGR PERMIT - Supplying details for general information)

Saturday, July 30, 2016 (PERMIT APPLICATION DATE)

7:00 - 7:30am Swag Bag Pick-up (John Collins Park)

No event day registration allowed

7:45am Presentation by ALS Association & EAU Dance

7:55am National Anthem

8:00am TUTU TROT WALK START (John Collins Park)

9:00am - 11:00am FINISH GATHERING - Acoustic Concert

Expected Number of Participants: 300

Expected Number of Spectators: n/a

Expected Number of Volunteers: 20

Purpose & Description of Event:

The Inaugural EAU Dance TUTU TROT is a 4.3 mile brisk walk around Reeds Lake to encourage physical fitness, build community awareness and raise funds for the ALS Association of West Michigan. The TUTU TROT welcomes walkers of all ages, strollers, and furry friends.

After losing her grandmother to ALS (Lou Gehrig's disease) in July 2015, EAU Dance Director, Emily Underwood was motivated to organize an event that would inspire people of all ages to raise awareness and funds for ALS, while promoting health and wellness within the community. The family-friendly TUTU TROT captures Grandma Mary's zest for life and her love of the lakeshore in a way that brings people and families together ... in tutus.

EAU Dance is committed to supporting community organizations in the health, wellness, and medical research related fields.

EAU Dance is hosting this event:

- To raise money for the ALS Association of West Michigan
- To encourage physical fitness and healthy living
- To build relationships
- To enhance existing partnerships within our community
- To promote the art and joy of dance
- To HAVE FUN!

Registration + Rules:

Individual Walker Registration

Event Contact Email Address

emily@eaudanceco.com

Representative First Name*

Emily

Last Name*

Underwood

Address1*

2116 Coronado Drive SE

City*

East Grand Rapids

State*

MI

Zip*

49506

Daytime Phone*

6164506301

Cell Phone*

6164506301

Email Address*

emily@eaudanceco.com

Alternative Representative First Name*

Kyle

Last Name*

Underwood

Daytime Phone*

6162924215

Cell Phone

6162924215

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

Name of ambulance or other company

Estimated Number of Participants*

300

Estimated Number of Spectators*

n/a

Estimated Number of adult volunteers/workers on duty*

20

Event Location*

Walk route follows Reeds Lake boardwalk, Waterfront Park trail, and residential sidewalks along Reeds Lake Blvd, Hall Street, Lake Drive and Lakeside Drive. Walkers will gather for start and finish in John Collins Park.

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

Does this event require road closures?

- Yes
- No

Will you require Public Safety Officer involvement for your event?

- Yes
- No

Special Event Permit Guidelines

[Click Here](#)

1. Map or layout of the event must be 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

2/11/2016

Reviewed By

Fred Bunn



Date Reviewed

2/12/2016

Permit Approval

- Approved
- Denied
- Pending

Approved By

Date Action Taken

mm/dd/yyyy

Reason

Comments

I spoke with Emily Underwood and based on our conversation we concluded the event is better suited to be held at Manhattan Park. Manhattan provides pavilion coverage, parking, picnic tables and playground.

Copies sent to

- City Manager
- Public Safety

Items

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

ACTIVITY SALES RECEIPT

Receipt # 169944
Payment Date: 02/12/2016
Household #: 32287
Home Phone: (616)292-4215



TUTU TROT
EMILY UNDERWOOD ALS ASSOC OF WM
2116 CORONADO DR. SE
GRAND RAPIDS MI 49506

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:	Tutu Trot	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	18004-A Tutu Trot Comm. Walk	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	02/12/2016 (Enrolled)					

Class Location:	John Collins Park	Class Dates:	07/30/2016 to 07/30/2016
	John Collins Park		7:00A to 11:00A
	650 Lakeside Dr. SE		Sa
	East Grand Rapids, MI 49506	Scheduled Sessions:	1
	(616)949-1750		

Processed on 02/12/16 @ 10:24:59 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 ==> CRED CARD Auth: 102556 Card#: xxxxxxxxxxxx**04 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 #4501

Date Submitted: 2/8/2016

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*

Kisscross Events Race

Date of Event*

10/30/2016

Organization Sponsoring Event*

Kisscross Events

Representative First Name*

Kisscross

Last Name*

Events

Address1*

8915 Jewell Ave

City*

Comstock park

State*

MI

Zip*

49321

Daytime Phone*

16168633291

Cell Phone*

6169010136

Email Address*

rickplite@gmail.com

Alternative Representative First Name*

Rick

Last Name*

Plite

Daytime Phone*

6168633291

Cell Phone

16168633291

Event Start & End Time*

8:00 AM

3:00 PM

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

Name of ambulance or other company

Event Website Address

www.kisscross.com

Estimated Number of Participants*

150

Estimated Number of Spectators*

50

Estimated Number of adult volunteers/workers on duty*

10

Purpose and description of the event*

To hold a bike race on park grass and paths

Event Location*

Manhattan 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

2/8/2016

Reviewed By

Fred Bunn



Date Reviewed

2/12/2016

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

ACTIVITY SALES RECEIPT

Receipt # 169910
Payment Date: 02/10/2016
Household #: 29648
Home Phone: (616)863-3291



KISSCROSS
 RICK PLITE
 8915 JEWELL NE
 COMSTOCK PARK MI 49321

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:	Kisscross	<u>Fees + Tax</u>	<u>Discount</u>	<u>Prev Paid</u>	<u>Cur Paid</u>	<u>Amount Due</u>
Activity Number:	28005-A Kiss Cross	250.00	0.00	0.00	250.00	0.00
Enrollment Date:	02/10/2016 (Enrolled)					

Class Location:	Complex Manhattan Rec. Area 3180 Cascade Rd. SE East Grand Rapids, MI 49506 (616)949-1750	Class Dates:	10/30/2016 to 10/30/2016 8:00A to 3:00P Su
		Scheduled Sessions:	1

Processed on 02/10/16 @ 14:02:07 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 ==> CRED CARD Auth: 04653G Card#: xxxxxxxxxxxx**62 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