

**CITY OF COLDWATER EVENT
PLANNING WORKSHEET
& INSTRUCTIONS**

Our community supports a number of events throughout the year including parades, 5K road races, music festivals, and others. All of these events are a positive part of community life. They also require the use of many City services, equipment, and personnel.

In an effort to ensure that events held on public property run smoothly and safely, it is important that proposed events are reviewed by City staff ahead of time. Working with the City of Coldwater and its Public Safety Departments will help event organizers develop appropriate plans and identify public resources and services that will be needed. Such services and resources include, but are not limited to:

- MDOT permit for parades along US-12 (min lead time: 4-6 weeks)
- Public Safety staff assistance
- Local road closures
- Identifying needs, and location, of sources of electricity
- City Council approval

The attached form should be used whenever an event organizer wishes to hold an event that involves access to public roadways, City property, and/or municipal services. The event form is also use to request special hours of operations and commons areas within the established social district in downtown Coldwater.

Minimum notice needed for public events: **30 days**

Recommended notice for public events: **90 days**

To submit your event form, choose one of the options below:

- E-mail the completed form to events@coldwater.org
- Mail the completed form to Coldwater Public Safety at 57 Division Street, Coldwater, MI 4903
- Fill out an online/digital form at: <http://www.coldwater.org/FormCenter/City-Forms-25/Event-Planning-Form-for-City-of-Coldwate-80>



**CITY OF COLDWATER
EVENT PLANNING**

Notice: This document is designed to gather information to facilitate collaboration between event organizers and City services. Once you have completed this document, you may e-mail it to events@coldwater.org or mail it to Coldwater Public Safety, 57 Division Street, Coldwater, MI 49036.

Please complete all portions of the form that are pertinent to your proposed event and include contact information for follow-ups. A City representative will contact you to complete the event planning process.

Cancellations: Should your event be cancelled for any reason, please notify us a minimum of 7 days prior to the scheduled event date.

Required information:

1. Name of sponsoring group: _____
2. Address: _____
3. Name/title of event: _____
4. Event Description: type of event, activities planned, number of attendees expected, etc. (run/walk events require minimum 50 participants): _____

5. Location of event – address or cross street, park, etc. Please attach a map to event form, if applicable:

6. Date of event: _____ Time and duration of event: _____
7. Name of event coordinator: _____

8. Coordinator's phone #: _____

9. Coordinator's email address: _____

Downtown Coldwater Social District – Special Requests and Notice of Special Permits

1. Will your event include a request to MLCC for a special permit (i.e. to *sell* alcohol *outside* the premises of a licensed establishment in an outdoor beer tent or other special area)? Yes / No

2. If the event is NOT seeking a special permit through MLCC, do you request special hours of operation within the downtown Social District for the event? (Current hours are Fri-Sun, 11 am -10 pm)

Yes / No

a. If yes, list requested hours of operation:

3. If the event is NOT seeking a special permit through MLCC, do you request temporary Commons Area within the Social District (i.e. consumption on closed streets)? Yes / No

a. If yes, describe location of requested temporary commons area, and include map where possible:

Services and Equipment Requests

Please note which of the following City services and/or equipment you are requesting for your event:

- | | |
|--|---|
| <input type="checkbox"/> Traffic control (block streets) | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Traffic control (block parking) | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Fencing/cones/barricades/perimeter tape | <input type="checkbox"/> Cleanup |
| <input type="checkbox"/> Picnic tables | <input type="checkbox"/> Parking lot access for event space |
| <input type="checkbox"/> Trash cans/garbage pickup | <input type="checkbox"/> City Park access for event space |

Attachments

Please include the follow attachments, if applicable:

- Event map – location, layout, pedestrian traffic flow, parking, etc.
- Foot race/parade route