

**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.

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:**

- E-mail the completed form to [events@coldwater.org](mailto:events@coldwater.org) or
- Mail the completed form to Coldwater Public Safety at 57 Division Street, Coldwater, MI 49036.



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**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](mailto: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.

The preferred lead time is 90 days. Minimum lead time required is 30 days.

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

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**Required information:**

1. Name of sponsoring group: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Name/title of event: \_\_\_\_\_
4. Location of event – address or cross street, park, etc. (include maps if applicable): \_\_\_\_\_  
\_\_\_\_\_
5. Nature of event (festival, parade, run/walk (run/walk events require minimum 50 participants), concert, car cruise, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Date of event: \_\_\_\_\_ Time and duration of event: \_\_\_\_\_
7. Name of event coordinator: \_\_\_\_\_
8. Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_
9. 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? Yes / No

a. If yes, list requested hours of operation:

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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:

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