



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: May 12, 2025

SUBJECT: Special Event-Town Crier Race

DESCRIPTION:

The Town Crier Races has submitted a special event application for the Town Crier Race. See attached application and breakdown of event below. The routes in the packet labeled PLAN 2 are the official routes this year. A safety meeting was conducted and Police and DPW approve, still finalizing participation from Fire Department at three locations on route.

BREAKDOWN OF EVENT:

Event Date:	6-14-25
Event location:	Saugatuck & Douglas
Event Hours:	6:00am-8:00pm
Set up/Clean up times:	5:45am & 11:30am
Estimated number of attendees:	800
Volunteers:	30-50

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny Town Crier to take place on June 14, 2025.

**Council Action**

_____ Approved

_____ Denied

_____ Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Town Crier Races

TELEPHONE: _____

MAILING ADDRESS: PO Box 1040, Douglas, MI 49406CONTACT NAME: Susan PoolmanTELEPHONE: 269.227.3448E-MAIL ADDRESS: towncrierrace@gmail.comCELL PHONE: 269.227.3448**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Rick BauerTELEPHONE: 269.857.2133E-MAIL ADDRESS: rbauer@saugatuckps.comCELL PHONE: 616.848.9313**EVENT INFORMATION**NAME OF EVENT: Town Crier RacesDATE(S) OF EVENT: 06/14/2025PURPOSE OF EVENT: \$\$ for SPS CC, Track & Running ClubRAIN DATE: n/a

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: City, Village & TownshipEVENT HOURS: 6am-11:30amESTIMATED NUMBER OF ATTENDEES: Maximum of 800 runnersESTIMATED NUMBER OF VOLUNTEERS: 30-50ESTIMATE DATE / TIME FOR SET-UP: 06/14/2025 5:45 ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 06/14/2025 11:30 ☒ A.M. ☐ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- ☐ **"YARD" SIGNS** - Number requested: ____ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☒ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.) - CUB will be in contact
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ **BOOTHS – QUANTITY** _____ ☐ **TENTS – QUANTITY** _____
☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____
☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☐ No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) will confirm

DEPARTMENT OF PUBLIC WORKS

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☐ APPROVED

☐ DENIED

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☐ Completed Application
- ☐ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☐ Road/Sidewalk/Parking Lot Closure Map
- ☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ Fireworks Permit (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: insurance is provided by SPS

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.


Applicant Signature

03/08/2025

Date



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway
Saugatuck, MI 49453
Phone: 269 857-3000
E-mail: office@saugatuckfire.org

REQUIREMENTS FOR TENT STRUCTURES

Date: _____ Location: _____

Address: _____ Municipality: _____

Note this is a partial check list of requirements based on the International Fire Code 2015 edition (IFC). If you have further requirements consult with Saugatuck Twp. Fire District.

Check off when complete:

- _____ A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate details the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- _____ Fire apparatus access roads shall be provided. (3103.8.1 / 503)
- _____ Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent. Note: There are exceptions, consult with the Saugatuck Township Fire District. (3103.8.2)
- _____ An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes, or other obstructions shall be maintained on all sides of all tents. (3103.8.6)
- _____ All tents and side curtains shall be composed of flame resistant material in accordance with NFPA 701 and IFC. (3104.2)
- _____ Tents shall have a permanently affixed label bearing the identification of size and fabric or material type. (3104.3)
- _____ A copy of the certificate attesting to the flame resistance of the fabric shall be submitted to Saugatuck Township Fire District. (3104.4)
- _____ Combustible materials shall not be located within any tent structure. (3104.5)
- _____ Open flame or other devices emitting flame, fire or heat including parked cars shall not be permitted inside or within 20 feet of the tent. (3104.7)



SAUGATUCK TOWNSHIP FIRE DISTRICT

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- _____ Portable fire extinguishers shall be provided at the exits. A minimum rating size of 2A10BC. (3104.12 /906)
- _____ The occupant load shall be stated. (3104.14 / Chapter 10)
- _____ Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent. (3103.12.3)
- _____ Aisles having a minimum width of not less than 44 inches shall be provided from seating areas and aisles shall progressively increase in width to provide, at all points, not less than 1 foot or aisle width for each 50 persons served by such aisle at that point. (3103.12.5)
- _____ A minimum number of means of egress and means of egress widths are as follows:
(3102.12.5.1)
- | Occupant Load | Min. # of Means of Egress | Min. Width of Egress |
|---------------|---------------------------|----------------------|
| 10-199 | 2 | 72" |
| 200-499 | 3 | 72" |
- _____ Exits shall be clearly marked if the occupant load is 50 or more. (3103.12.6)
- _____ Exit signs shall be approved self-luminous type or shall be internally or externally illuminated. (3103.12.6.1)
- _____ Means of egress shall be illuminated. (3103.12.7)
- _____ Required width of exits, aisles and passageways shall be maintained at all times. (3103.12.8)
- _____ Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants. (3104.20.2)
- _____ "No Smoking" signs shall be posted in conspicuous locations. (3104.6)
- _____ Provide STFD with a copy of the "Miss Dig" ticket number and documentation for location and marking of underground utilities where tent will be erected. (102.9)
- _____ Saugatuck Township Fire District will inspect the tent installation.

Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM

- **Saugatuck**

- Chief Greg Janik - gjanik@saugatuckfire.org
 - Medical Tent - Holland Hospital - needs to be inspected to code
 - ~~Waiting on them to confirm they will be there~~
 - Any other tents need to be inspected to code
- Water Station #2 (Holland & 66th)
 - Trash receptacles needed
- Allegan County Police - Janelle
 - Holland & 66th intersection

- I believe we will use route last year to avoid maple street. Are there any other streets we need to be aware of?

Plan 1



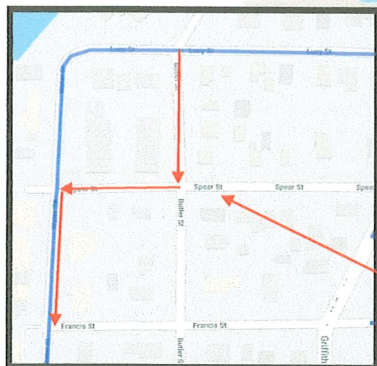
L-33
need an assist

 = Public Restrooms

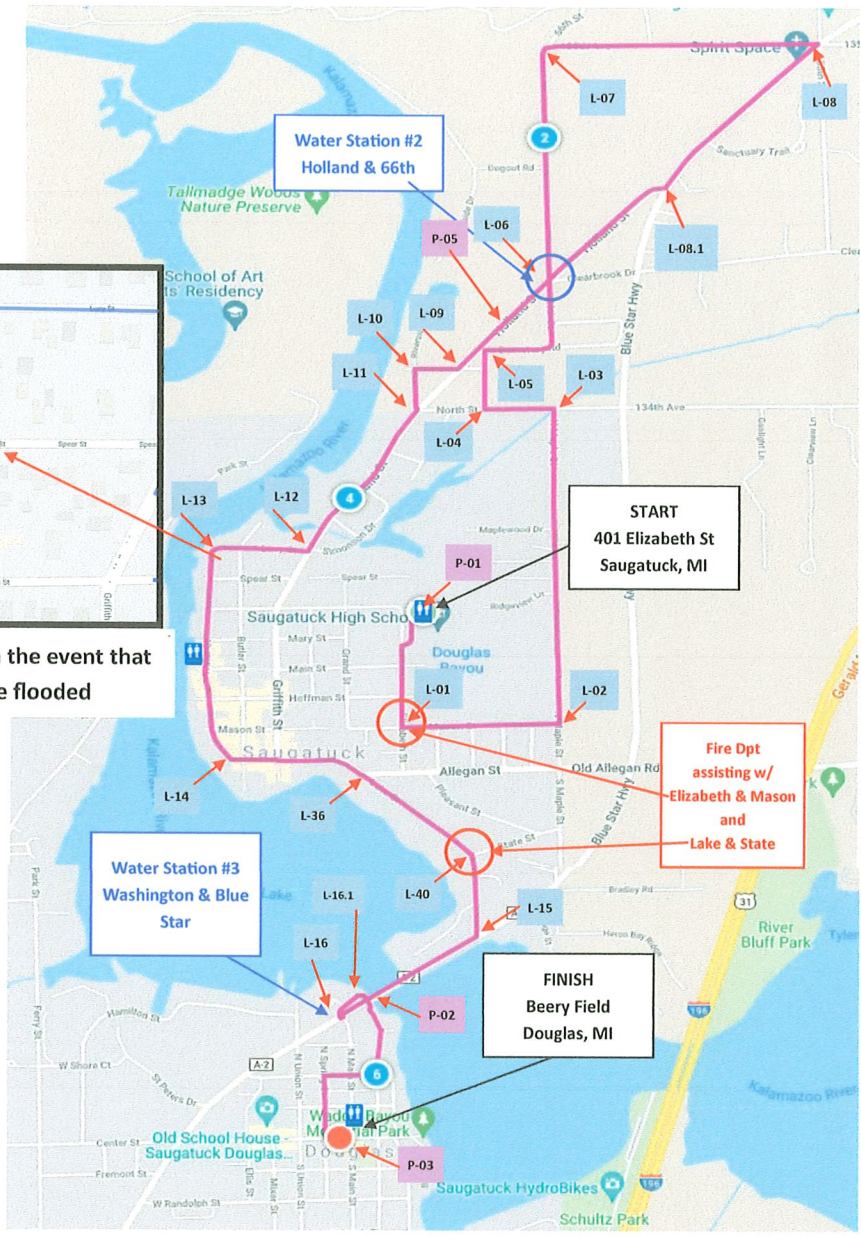
Town Crier Races - 10k

Plan 1

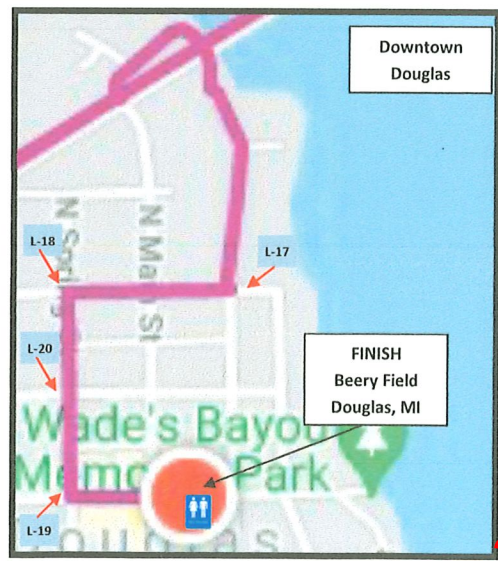
- L = Location
- P = Photographer
- = cross over streets
- = Officers Needed



Red arrows only in the event that the roads are flooded



Public Restrooms

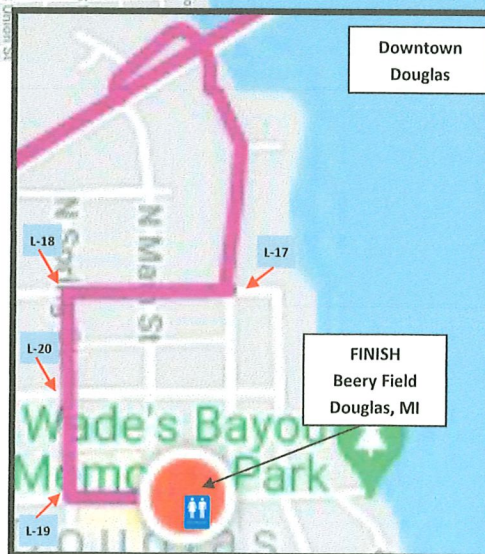


Town Crier Races - 5k

L = Location
P = Photographer
= Public Restrooms

Re-route due to flooding, follow red arrows

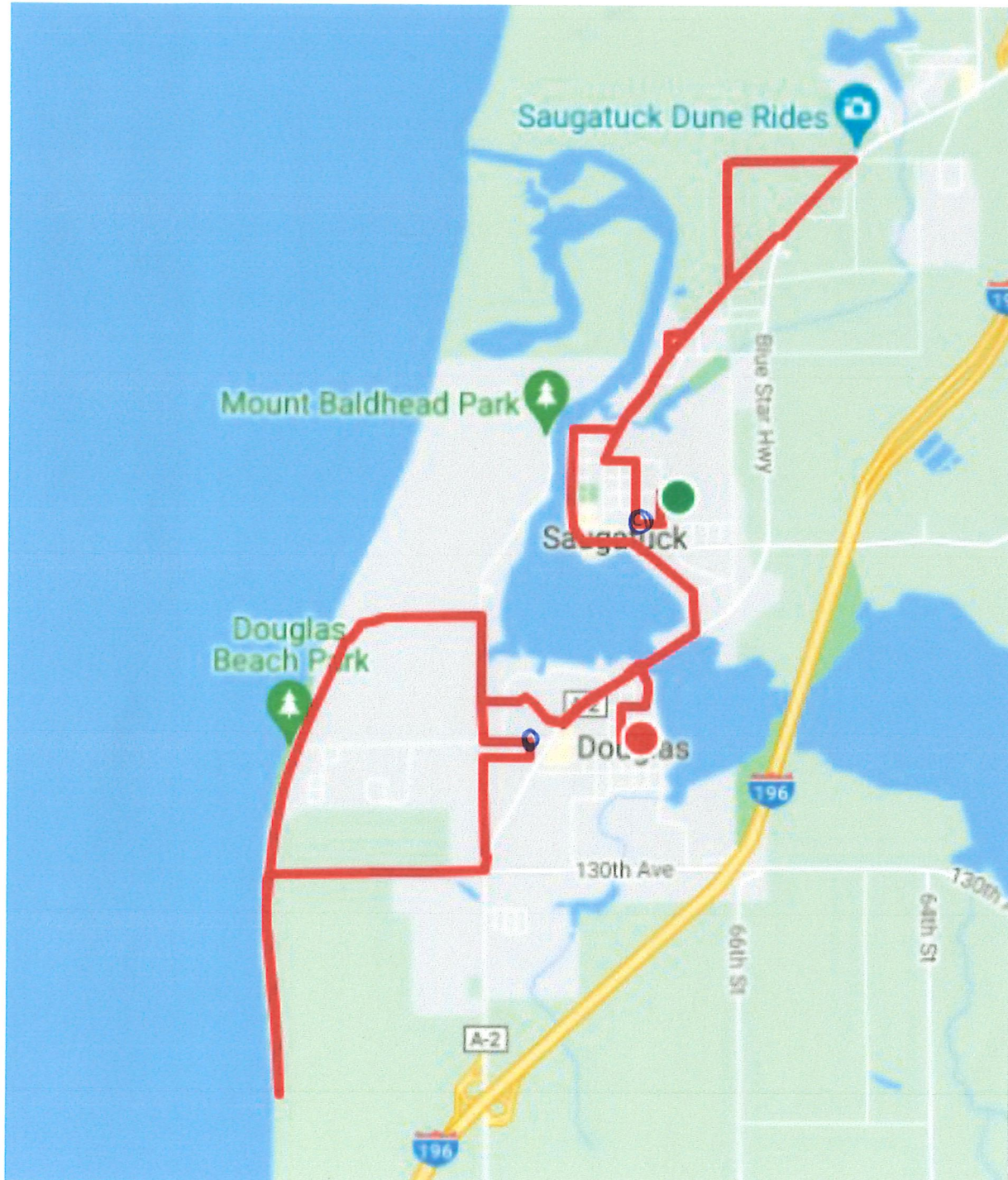
Red arrows only in the event that the roads are flooded



7:30am start (a) School football field Plan 2

Half Course

June 15, 2024



Return : Interurban Bus Ride
TRIP Center and Washington 23

7:40 am Start

plan 2

10k Course

June 15, 2024

