



City Council Agenda Item Report

FROM: MEETING Jamie Wolters

DATE: 3-10-25

SUBJECT: Special Event – Wicks Park Bar & Grille

DESCRIPTION:

A special event safety planning meeting was held via zoom on March 3, 2025, with Fire, Police and DPW. A recap of the discussion is as follows:

- **Tent Rental from Taylor Rental:**
 - The requested tent would be installed on Friday, March 14, 2025, and the applicant would need contact the Saugatuck Township Fire Department to schedule an inspection.
 - The tent will be removed on Monday, March 17, 2025.
- **Barricades Needed:**
 - **Concrete:** Six (6) concrete barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025.
 - **Three-Tier:** Two (2) three-tier barricades around the tent, with two (2) positioned on the north, west, and east sides on Friday, March 14, 2025, and removed Monday, March 17, 2025, will be placed on the west and east sides of the tent.
- **Event Monitoring:** The Applicant will provide a minimum of three (3) employees to oversee tent activity to ensure attendee safety and well-being.
- **Insurance Requirements:** No later than **five (5) business days prior to the Event**, the Applicant shall provide the City Clerk with a valid Certificate of Insurance for the Event with a minimum coverage of **\$1,000,000 per occurrence**. The certificate must name the **City of Saugatuck as an additional insured**. Failure to provide the required Certificate of Insurance will result in cancellation of the Event.
- **Post-Event Cleanup:** The Applicant agrees to restore the event area to its original condition on **Monday, March 17, 2025**.

LEGAL REVIEW: None.

SAMPLE MOTION: Motion to approve/deny the special event application submitted by Wick's Park Bar & Grille.

**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: Boat House Acq - Wicks Park Bar & GrilleTELEPHONE: 269-857-2888MAILING ADDRESS: PO BOX 58 Saugatuck, MI 49453CONTACT NAME: Christine Murphy PierceTELEPHONE: 239-272-4296E-MAIL ADDRESS: christine@wickspark.com

CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENTCONTACT NAME: Christine Murphy PierceTELEPHONE: 239-272-4296E-MAIL ADDRESS: christine@wickspark.com

CELL PHONE: _____

EVENT INFORMATIONNAME OF EVENT: St. Patricks Day 3/15/2025 - Overflow for TentDATE(S) OF EVENT: 3/15/2025PURPOSE OF EVENT: Annual Pub Crawl - Over Flow for attendanceRAIN DATE: NONE - weather depending☐ Non-Profit☒ For-Profit☐ City Operated/Sponsored☐ Co-Sponsored☐ Marathon/Race☐ Festival/Fair☐ Video/Film Production☐ Other _____EVENT LOCATION: Mary StreetEVENT HOURS: 11:00 - 9:00PMESTIMATED NUMBER OF ATTENDEES: last year there was 350 sign up for the pub crawl - it start and ends at Wicks Park Bar & GrilleESTIMATED NUMBER OF VOLUNTEERS: In the tent there will be 3 volunteersESTIMATE DATE / TIME FOR SET-UP: Friday 3/14/2025 - Taylor RentalNoon ☐ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: Monday 3/17/20258:00AM ☐ 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: _____

Wicks is in the Social District - _____

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: 0 (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.)
- ☐ SIGNAGE AT EVENT SITE - Location(s): NONE

Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must 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 0 ☐ TENTS - QUANTITY 1
☐ AWNINGS - QUANTITY 0 ☐ TABLES - QUANTITY 3
☐ PORTABLE TOILETS - QUANTITY 0

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) _____

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): _____

SUSSEX TOWNSHIP FIRE DISTRICT☐ APPROVED☐ DENIED_____
*Authorized Personnel Signature*STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)Street closure date/time: Need to Discuss ☐ 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) *ON FILE*
- ☒ ~~Fireworks Permit (if applicable)~~
- ☒ Michigan Liquor Control Commission Special Event License (if applicable) *ON FILE*
- ☒ ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: _____

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.

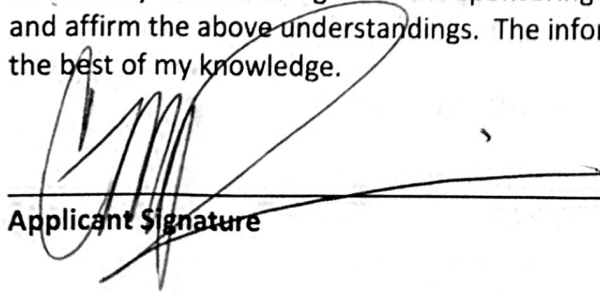
Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

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

2/10/2025
Date



** all depending on weather*
SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Attached Tent INFO

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

REQUIREMENTS FOR TENT STRUCTURES

Date: 3/15/2025 Location: MARY STREET / Water St.
Address: 449 Water / MARY St. Municipality: Saugatuck CORNER

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

Proudly serving : Douglas | Saugatuck | Saugatuck Township



☒ 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) *100 people*

☒ 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)

N/A 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
<u>10-199</u>	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)

N/A 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.

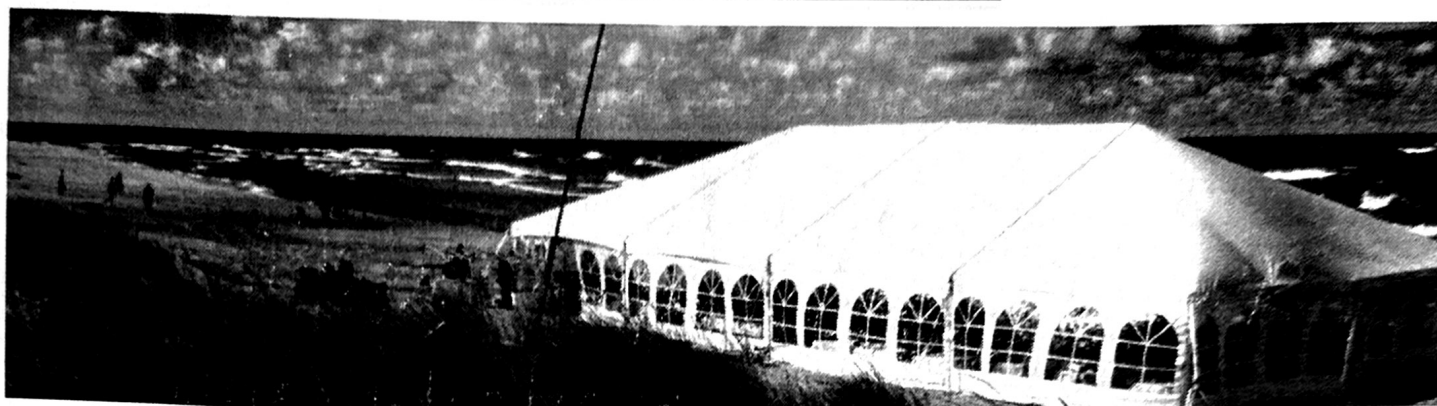
Signature of Applicant: _____

Signature of Fire Inspector: _____

Date: _____

Revised 8/2016-CM

Frame Tents



Frame Tent Pricing

10 x 10 White Tent = \$150.00
 10 x 20 White Tent = \$250.00
 15 x 15 White Tent = \$250.00
 20 x 20 White Tent = \$400.00
 20 x 30 White Tent = \$550.00
 20 x 40 White Tent = \$750.00

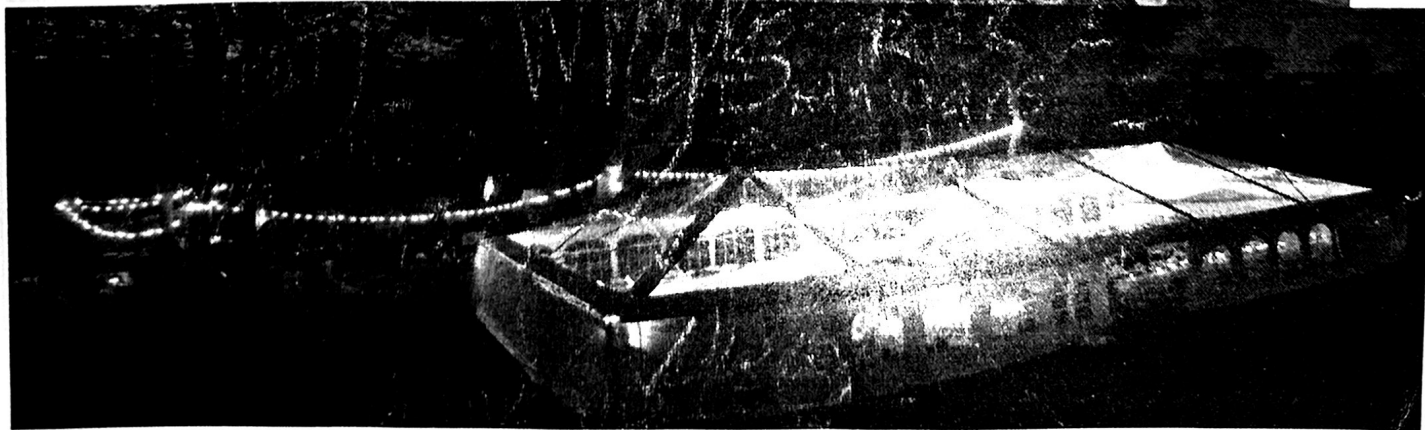
30' Wide JumboTrac Lite Frame Tent Pricing

30 x 30 White Tent = \$880.00
 30 x 45 White Tent = \$1210.00
 30 x 60 White Tent = \$1540.00
 30 x 75 White Tent = \$1870.00
 30 x 90 White Tent = \$2200.00
 30 x 30 Clear Top Tent = \$1760.00
 30 x 45 Clear Top Tent = \$2420.00
 30 x 60 Clear Top Tent = \$3080.00
 30 x 75 Clear Top Tent = \$3740.00
 8'x20' Windowed Sidewall = \$75.00
 8'x30' Windowed Sidewall = \$85.00
 8'x20' Solid Sidewall = \$55.00
 8'x30' Solid Sidewall = \$70.00

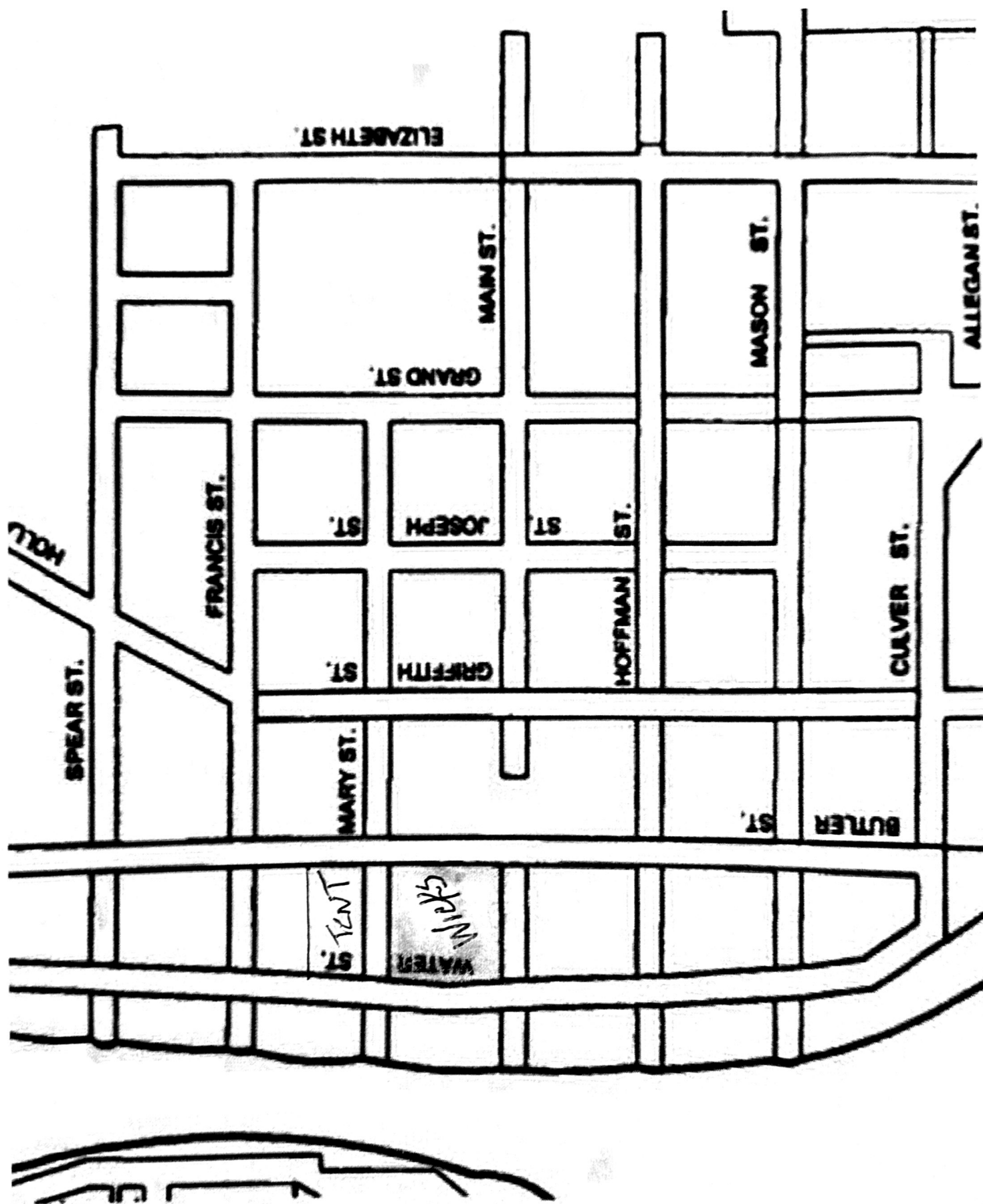


40' Wide JumboTrac Frame Tent Pricing

40 x 40 White Tent = \$1600.00
 40 x 60 White Tent = \$2040.00
 40 x 80 White Tent = \$2480.00
 40 x 95 White Tent = \$2920.00
 40 x 110 White Tent = \$3360.00
 40 x 125 White Tent = \$3800.00
 15' or 20' Window Tent Sidewall = \$90.00
 15' or 20' Solid WHT Sidewall = \$90.00



Frame tents and Clear top frame tents are supported by an aluminum frame. While no guy lines or stakes are required for support; they are needed to make sure the tent is anchored in place from potential winds, but far fewer are used than for a pole tent. If staking cannot be an option concrete weights will be required to secure the tent. Weights rent for an additional \$30-35 per weight. Another benefit to a frame style tent is that there are no supporting center poles inside the tent allowing more creative use of the available space. We are happy to provide a CAD layout for you of your tent with the items you are thinking about putting under it (tables, chairs, dancefloor, etc) to make sure you have the best possible fit for your event. We also provide site checks at no cost to ensure that your space is big enough to accommodate the tent you want. Please call to set up a site check with us! 616-392-8539. For all tent set ups, it is important that you call MISS DIG several days prior to our arrival 1-800-MISSDIG



Half of Mary St.

Barrels → Barricades
←

has Traffic Reflector
TENT
15 x 15

Barrels

→ Barricades
from City ←

MARY STREET

sidewalk

The Cottage

ALLEY Behind Wicks

WICKS

Water St.

Mary Street

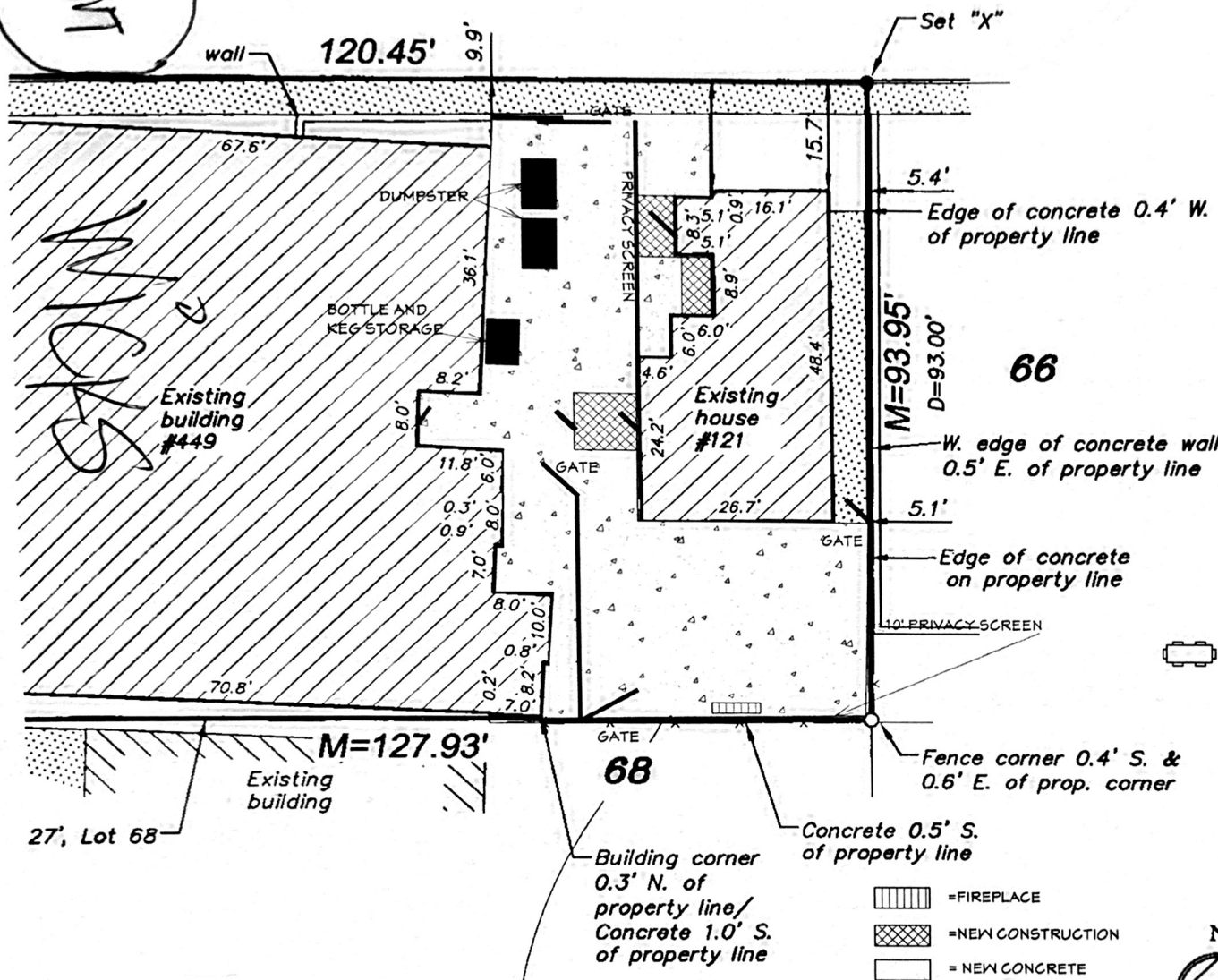
PREPARED FOR: Shoreline Realty - Douglas
Dan Shanahan
202 Center Street
P.O. Box 997
Douglas, MI 49406

RE: 449 Water Street

The following described premises is situated in
Saugatuck, County of Allegan and State of Mic.

Lot 67 and the North 27 feet of Lot 68, Plat
Kalamazoo, now City of Saugatuck, according to
thereof as recorded in Liber 111 of Deeds, Page
Allegan County Records.

(Warranty Deed Liber 2309, Page 888)



By: Scott A. Hendges
Scott A. Hendges Licensed Professional Surveyor

examined the premises herein described, that the improvements are located entirely thereon as
shown except as shown hereon.

legal description shown above. The description should be compared with the Abstract of Title or
plats and exceptions.



NEDERVELD

www.nederveld.com

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GRAND RAPIDS
4079 Park East Court
Grand Rapids, MI 49546
PHONE: (616) 575-5190

HOLLAND
347 Hoover Boulevard
Holland, MI 49423
PHONE: (616) 393-0449

rev.:

project no.: 08200474

**WRONG
WAY**

**ROAD CLOSED
TO
THRU TRAFFIC**







Welcome
See Host
inside
For table!
Thank You

