



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: June 23, 2025

SUBJECT: Special Event-Waterfront Invitational Fine Art & Craft Fair

DESCRIPTION:

The Saugatuck Douglas Art Club is proposing the Waterfront Invitational Fine Art & Craft Fair to be held on July 5, 2025, and July 26, 2025. See attached application and breakdown of event below. City Staff, Fire, Police, and event organizer had a safety meeting.

BREAKDOWN OF EVENT:

Name: Waterfront Invitational Fine Art & Craft Fair

Dates: 7/5/25 & 7/26/25

Time: 10am – 5pm (set up 7am-10am & clean up 5pm-7pm)

Location: Village Square Park

Booths: 60- 65

Attendees: 5,000

Volunteers: 20

Vendor Parking: Christian Reformed Church via Interurban 7am-10:30am and 5pm-7pm

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Waterfront Invitational Fine Art & Craft Fairs to be held on 7/5/25 & 7/26/25.



102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453

Phone: 269-857-2603 • Website: www.saugatuckcity.com

CITY OF SAUGATUCK

SPECIAL EVENT & PARADE APPLICATION

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

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Saugatuck Douglas Art Club TELEPHONE: _____
MAILING ADDRESS: P.O. Box 176 Saugatuck, MI 49453
CONTACT NAME: Anne Hayes TELEPHONE: _____
E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: 314-753-2203

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Michael Goers TELEPHONE: _____
E-MAIL ADDRESS: Michasmile@yahoo.com CELL PHONE: 269-251-0267
sdartfairs@gmail.com - primary

EVENT INFORMATION

NAME OF EVENT: Water front Invitational Fine Art Fair DATE(S) OF EVENT: 7/5/25
PURPOSE OF EVENT: art fair fundraiser for club RAIN DATE: none

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

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/5/25 7-10 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/5/25 5-7 ☐ 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: 8 (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): _____
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** approx. 60 ☐ **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? Christian Reformed Church on Allegan street

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7-10³⁰am + 5-7pm

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 4

☒ BARRICADES – QUANTITY 2

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☒ RESTROOM CLEANING

☒ OTHER tennis net down by 4pm 7/4/25 until 7/5/25 8pm and sprinklers in the booth locations on map during same period. No parking signs maplewood → Santa Fe on Butler and Butler → Christian Science on main put out night of 7/4/25

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: 7/5/25 7-10 am ☐ A.M. ☐ P.M. – Barricades +
5-7 pm ☐ A.M. ☐ P.M. No parking signs
Street re-open date/time: 7/5/25 10 am 5 pm ☐ A.M. ☐ P.M. will be taken down
during fair

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: _____

Vendor parking

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: _____

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, suit, 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.

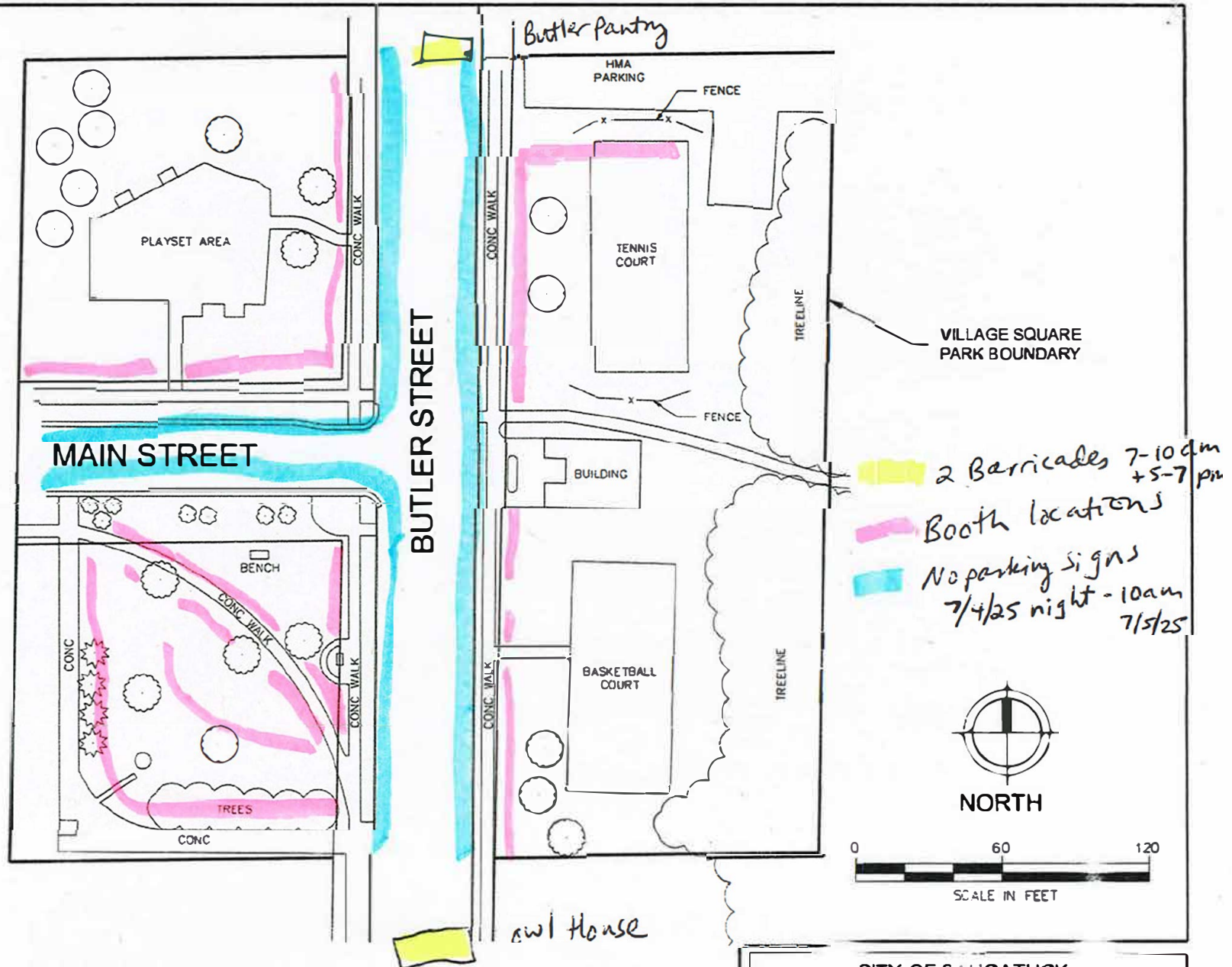
As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and correct to the best of my knowledge.

Applicant Signature

Ann Lowe

Date

1/7/25



APPLIC TO SKETCH LOCATION OF PROPOSED
 TEMPO / STRUCTURES, TENT STAGES,
 EQUIP TRAILER PORTA POTS, ETC

FILE VANDENBRINK ENGINEERING, INC.

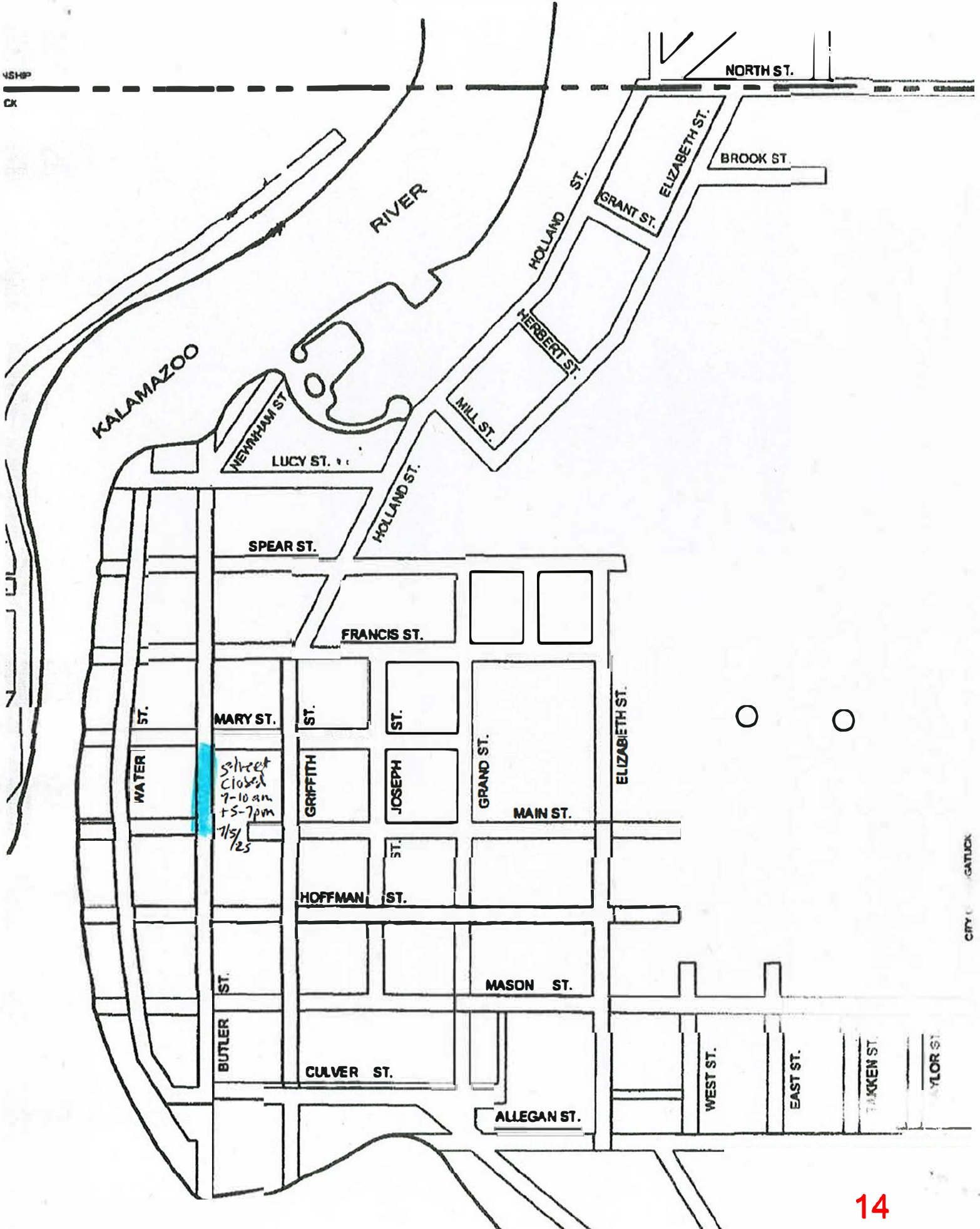
CITY OF SAUGATUCK
 ALLEGAN COUNTY MICHIGAN

VILLAGE SQUARE PARK
 PARK USE PERMIT APPLICATION

2011

3187

Downtown Street / Sidewalk Closure



CITY OF KALAMAZOO

RECEIVED

JAN 10 2025



Council Action

Approved

Denied

Date

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
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LEGAL BUSINESS NAME: The Saugatuck Douglas Art Club TELEPHONE: _____
MAILING ADDRESS: P.O. Box 176 Saugatuck MI 49453
CONTACT NAME: Anne Hayes (president) TELEPHONE: _____
E-MAIL ADDRESS: sdartclub@gmail.com CELL PHONE: 314-753-2203

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Aron Lowe TELEPHONE: _____
E-MAIL ADDRESS: aronlowe@hotmail.com CELL PHONE: 616 255 2043
sdartfairs@gmail.com - primary

EVENT INFORMATION

NAME OF EVENT: The Village Square Arts + Crafts fair DATE(S) OF EVENT: 7/26/25
PURPOSE OF EVENT: Art fair fundraiser for Art Club RAIN DATE: none

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

EVENT LOCATION: Village Square Park EVENT HOURS: 10-5

ESTIMATED NUMBER OF ATTENDEES: 5000

ESTIMATED NUMBER OF VOLUNTEERS: 20

ESTIMATE DATE / TIME FOR SET-UP: 7/26/25 7-10 ☒ A.M. ☐ P.M.

ESTIMATE DATE / TIME FOR CLEAN-UP: 7/26/25 5-7 ☐ 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 A PART OF EVENT: ☐ Yes

☒ No

☐ Provide Copy of Liability Insurance (listing the City as additionally insured)

☐ Provide Copy of Fireworks Permit

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☒ **BOOTHS - QUANTITY** approx. 90

☐ **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? Christian Reformed Church, Allegan Street

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7-10:30 am + 5-7pm

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 5

☒ BARRICADES – QUANTITY 2

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING

☐ WATER

☐ ELECTRIC

☒ RESTROOM CLEANING and unlocked by 7am 7/26/25

☒ OTHER sprinklers turned off from 4pm 7/25-8pm 7/26 + tennis net taken

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: 7/26/25

7-10 am

5-7 pm

☐ A.M. ☐ P.M.

Street re-open date/time: 7/26/25

10-5 pm

☐ A.M. ☐ P.M.

* Barricades + no parking signs will be taken down during fair (10-5)h

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.

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What parking arrangements are proposed to accommodate potential attendance: _____

vendor parking

APPLICATION CHECK LIST

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If document is missing, please explain: _____

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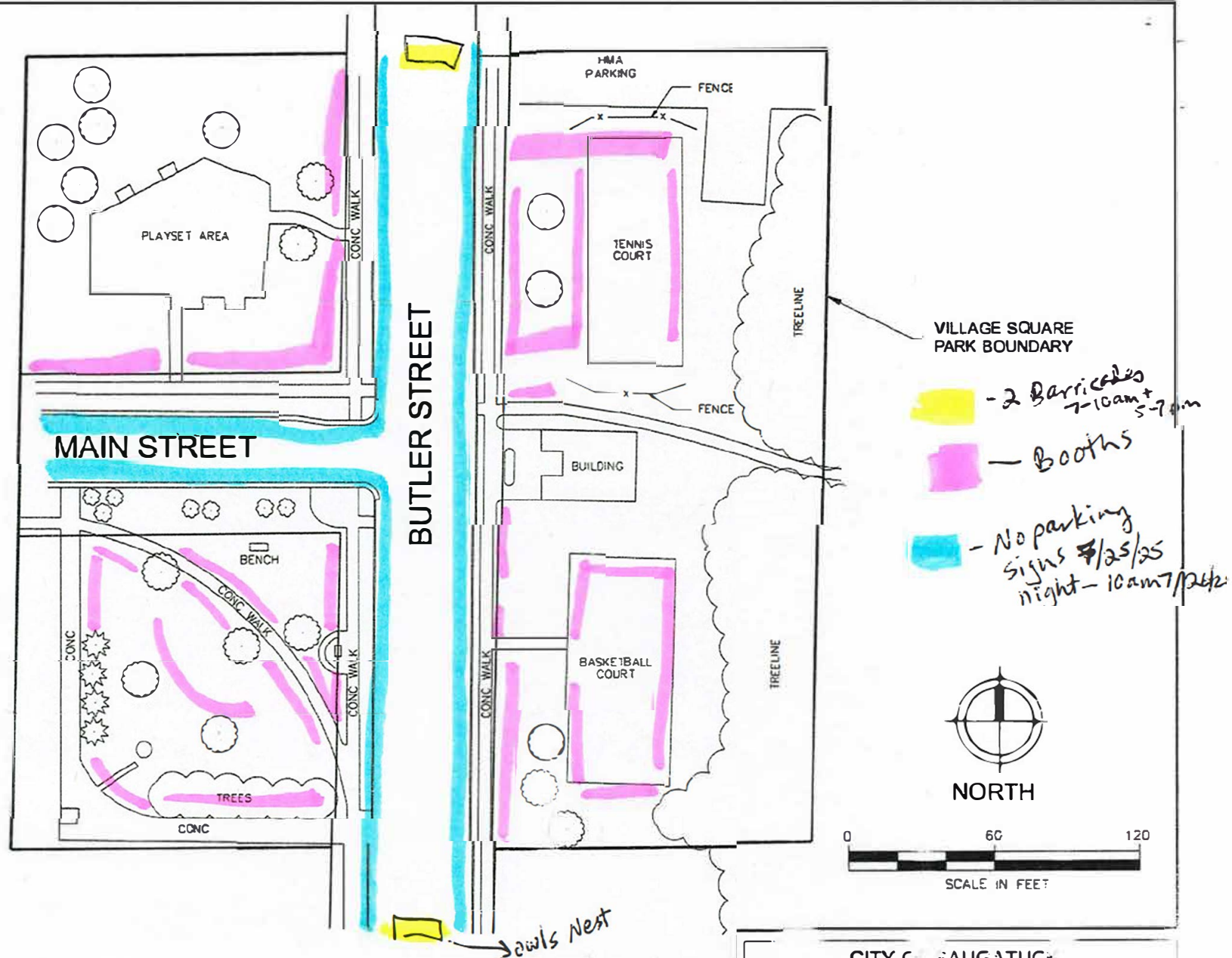
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

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 the City 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.

Ann Lowe
Applicant Signature

1/7/25
Date



APPLICANT TO SHOW LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA-POTTIES.

FLUKE & VAN DER BRINK ENGINEERS, INC.

CITY OF SAUGATUCK	COUNTY OF MICHIGAN
VILLAGE SQUARE PARK	PERMIT APPLICATION

Downtown Street / Sidewalk Closures

