

SPECIAL EVENT VENDORS PROCEDURES

The Special Event Vendor Procedure packet is being provided as a resource for Event Management groups. It contains information that is needed for effective planning and operations of a successful Special Event in the City of Detroit.

The term "Event Management" will refer to any person, agency or organization (i.e. not for-profit, for profit), wishing to hold an organized Special Event in the City of Detroit with vendors selling food, beverage and/or merchandise.

City approval is required in order to hold any organized activity involving the use of, or having an impact upon public property, facilities, public parks, sidewalks or street areas.

A written request must be submitted to the City Clerk's Office at least sixty (60) – calendar days prior to the event date to:

City Clerk's Office
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 200
Detroit, Michigan 48226

Once your written request has been submitted, a petition number will be assigned to the document and presented to City Council for approval and forwarded to the appropriate city departments for evaluation and recommendations. You will be notified in writing of the approval or denial of your event.

Once event approval has been granted by the City Council, the Event Manager of the Special Event must contact the Buildings & Safety Engineering Department / Business License Center, Room 105 Coleman A. Young Municipal Center, (313) 224-3179 and provide a written list of its approved vendors for the event.

Any organization that is planning a Special Event for one, two or three days with a holiday weekend event with vendors selling food, beverage and/or merchandise must obtain a Business Operating License from the Buildings & Safety Engineering Department / Business License Center.

The Event Manager will be responsible for the collection of all monies, application, and information applications from Vendors. The Event Manager will submit payment to cover all vendor fees. If paying by certified check, it should be made payable to "City of Detroit". A certified check, completed applications, and a copy of valid identification will be submitted to the Buildings & Safety Engineering Department / Business License Representative two weeks prior to the event date.

EACH VENDOR MUST SECURE A SPECIAL EVENT VENDORS LICENSE FOR EACH EVENT.

Responsibilities of the Event Management Team:

- The Event Management Team should submit all monies and paperwork.
- Paperwork and money for late vendors less than one week prior to the event date should be submitted to the Buildings & Safety Engineering Department /Business License Center, Room 105 C.A.Y.M.C.
- Each license issued will expire after each event (one time usage).

Each Event Management Team will be required to fill out an application.

Each Vendor will be required to complete:

- Special Event Vendor Application
- Submit a copy of a valid drivers license or state identification

All information on the application must be COMPLETED or the paperwork cannot be processed. Incomplete information will be returned to the Event Manager for corrections and/or additions.

Prior to the opening of the event, all approved vendors must have a Certificate of License issued from the City of Detroit Buildings & Safety Engineering Department/ Business License Center. The license must be noticeably displayed for the duration of the event.

THE EVENT MANAGEMENT TEAM IS RESPONSIBLE FOR ENSURING THAT ALL EVENT VENDORS SECURE THE PROPER LICENSE TO VEND.

ANY UNLICENSED VENDOR FOUND IN THE EVENT AREA DURING ANY EVENT

WILL BE SUBJECT TO A TICKET ISSUED BY THE BUILDINGS & SAFETY

ENGINEERING DEPARTMENT INVESTIGATORS, AND WILL BE REMOVED FROM

THE EVENT GROUNDS.

<u>FEE SCHEDULE:</u>	Due two weeks prior to the event	
Vendor per event	\$115.00	per booth – flat rate
Late Fee:	\$ 35.00	
Vendor per event	\$150.00	after late fee has applied

SPECIAL EVENT TO DO LIST

- **FILL OUT EVENT MANAGEMENT TEAM APPLICATION**

- **HAVE ALL VENDORS FILL OUT SPECIAL EVENT VENDOR APPLICATIONS**

- **TURN IN MGT. TEAM APPLICATION, VENDOR APPLICATION, AND MASTER VENDOR LISTS AT LEAST (2) WEEKS PRIOR TO EVENT**

- **TURN IN A MASTER LIST OF ALL VENDORS. INDICATE MERCHANDISE OR FOOD, INDICATE TOTAL NUMBER OF BOOTHS FOR EACH VENDOR**

- **PASS OUT LICENSES TO VENDORS BEFORE MANAGEMENT TEAM AND BUILDINGS & SAFETY ENGINEERING REPRESENTATIVE WALK THRU**

- **MAKE SURE ALL VENDORS DISPLAY SPECIAL EVENT LICENSES IN A CONSPICUOUS PLACE**

- **SCHEDULE WALK THRU WITH EVENT MANAGEMENT REPRESENTATIVE AND BUILDINGS & SAFETY ENGINEERING REPRESENTATIVE ON:**

DAY _____ DATE _____ @ _____ p.m.

- **REMEMBER: ANY VENDOR NOT ON MASTER LIST WILL BE CHARGED: \$115.00 + \$35.00 (LAST FEE) = \$150.00 TO BE PAID BY EVENT MGT. AT THE CONCLUSION OF THE WALK THRU.**

**BUILDINGS & SAFETY ENGINEERING DEPARTMENT,
BUSINESS LICENSE CENTER**

**SPECIAL EVENT PROCEDURE
(313) 224-3179**

1. **Signed written operating agreement from City Recreation Department, or other agency responsible for event.**
2. **Signed written operating agreement from landowner. (If applicable)**
3. **Completed, signed application on file with Buildings & Safety Engineering Department, Business License Center, Room 105 Coleman A. Young Municipal Center.**
4. **Approvals from City Council, if applicable, article from Detroit Legal News.**
5. **Bond and / or Insurance for Law Department approval. *NO FAX COPIES ACCEPTED.***
6. **ORIGINAL BUILDING PERMIT FROM BUILDINGS AND SAFETY ENGINEERING, ROOM 434, COLEMAN A. YOUNG MUNICIPAL CENTER.**
7. **PERMIT FROM DETROIT WATER AND SEWERAGE DEPARTMENT, 735 RANDOLPH, ROOM 104.**
8. **PERMIT FROM THE DETROIT FIRE DEPARTMENT, 250 W. LARNED.**

Building & Safety Engineering Department/Business License Center
105 Coleman A. Young Municipal Center
(313) 224-3179

EVENT MANAGEMENT APPLICATION:

Event Name: _____

Event Date(s): _____ # of Days _____ Alternate Date(s): _____

Manager or Chairperson: _____

Telephone #: office () _____ cell () _____ fax () _____

Alternate: _____

Telephone #: office () _____ cell () _____ fax () _____

Business Address: _____

City: _____ State: _____ Zip: _____

Non-Profit Organization _____

Event Sponsor: _____

Event Location: _____

City Property: Yes _____ No _____

Type of Event: Carnival _____ Food _____ Yes _____ No _____ Rides _____ Yes _____ No _____

Festival _____ Food _____ Yes _____ No _____ Rides _____ Yes _____ No _____

Special _____ Food _____ Yes _____ No _____ Rides _____ Yes _____ No _____

Other _____ Food _____ Yes _____ No _____ Rides _____ Yes _____ No _____

PRIMARY LOCATION OF CONTACT PERSON ON EVENT GROUNDS

OFFICE USE ONLY

TOTAL NUMBER OF BOOTHS: _____ @ \$115.00 = TOTAL \$ _____

Charge Card: (M.C.) ___ (Visa) ___ (Discover) ___ ACCT. # _____ EXP DATE _____

CARDHOLDER'S NAME: (please print) _____ SIGNATURE _____

MONEY ORDER: _____ / CERTIFIED CHECK: _____

FEE PAID: \$ _____ CLERK'S INT.: _____

Buildings & Safety Engineering Department
Business License Center
105 Coleman A. Young Municipal Center
(313) 224-3179

SPECIAL EVENT VENDOR APPLICATION

Vendor Name: FIRST _____ MI _____ LAST _____

Corp. Name: _____

D.B.A. _____

Business Address: _____ City _____ State _____ Zip _____

Business Telephone # (____) _____ Fax (____) _____

Email Address: _____

Drivers License or State Identification # _____

Date of Birth _____

War Veteran: Fee Waived (Sec. 41-2-22.5 (b))

YES _____ (must include copy of DD214 Honorable Discharge – NO _____

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Event Name: _____

Event Sponsor: _____

Event Date (s): _____ # Of Days _____ Alternate Date (s): _____

Type of Vendor: Merchandise Yes _____ No _____ Product (s) _____

Food Yes _____ No _____ Product (s) _____

OFFICE USE ONLY *****

Fee Exempt Yes _____ No _____

Date Fee Pd. _____ / Initials _____