



Downtown Sound System Use Application

Submit Applications to City Hall

Street Address: 114 North Kidd Street Ionia, MI 48846

Mailing Address: P.O. Box 496 Ionia, MI 48846

Ph: (616) 527-4170 Website: www.ci.ionia.mi.us

Date of Application: _____

Permit Fee: \$25.00

- Applicants are also required to complete a Parade and Street Closure Permit Application.
- The request must be associated with a community or public event.
- All music played over the sound system must be from the City's licensed music software to ensure proper compliance with music copyright laws.
- The audio over the sound system must be, in the judgment of city staff, appropriate for all ages and audiences.
- The use of the downtown sound system will not conflict with an annual event or holiday on the City's pre-approved list, nor will it be used earlier than 9 a.m. or later than 9 p.m.
- Applications shall not be submitted more than twelve (12) months in advance or less than four (4) weeks before a proposed use of the sound system.

Applicant Information

Name of Applicant: _____

Name of Organization: _____ Role within Organization: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Please explain the general purpose and/or objectives of the organization.

Sound System Details

City Council must approve all requests for the use of the downtown sound system not included on the City-approved schedule. Applications shall not be submitted more than twelve (12) months in advance or less than four (4) weeks before a proposed use of the downtown sound

system. Once an application is submitted it will be placed on the next City Council meeting agenda.

1. Brief description of the reason for using the downtown sound system?

2. Requested date and time of event:

3. Hours of operation needed for the downtown sound system:

4. Does the request conflict with any of the holiday/annual events listed on the City-approved schedule (attached)?

Check One: Yes No

If yes, please explain why City Council should consider an exception to supersede the City-approved list of holiday/annual events.

5. Are microphones needed for use with the sound system during the event? (If yes, an additional cost per hour will be charged for a sound technician.)

Check One: Yes No

6. What type of music is needed for the event? (Prior to the event, the City will provide the event organizer with a selection of playlists organized by season, genre, and style. Music availability should be confirmed by applicant with City before submitting application.)

Signature

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Approved or **Denied** (Circle One)

Comments: _____

Copies To: _____

Signature: _____ Date: _____

Pre-Approved Holiday and Annual Event Schedule

Holiday/Annual Event	Approximate Date of Event
Memorial Day	Last Monday in May
Ionia Classic Car Show	1 st Saturday in June
Ionia Free Fair Parade	1 st Saturday of the Fair in July
Ionia Community Awareness Cruisin' for a Cause	Saturday in September
Meander on Main	Saturday in September or October
Ionia High School Homecoming Parade	Friday of Homecoming in October
Autumn Celebration	Thursday at the end of October
Tree Lighting/Christmas Parade	First Friday in December
Christmas/Holiday Season	Month of December