



Parade and Street Closure Permit Application

Submit Applications to Downtown Development Authority Office
Street Address: 203 West Main 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

This application is used to request a street closure for a parade or other special event. **Applications must be submitted at least 30 days in advance of the event and include a certificate of liability insurance listing the City of Ionia as a certificate holder.** A diagram is required with the application outlining where the street closure will occur and identifying the placement of any needed barricades. Applicants will be notified of the request's final determination once it has gone through the review process.

This application does not apply to the Fred Meijer Grand River Valley Rail Trail System. These requests must go through the State of Michigan.

Applicant Information

Name of Event: _____

Date of Event: _____ Time of Event: _____

Sponsoring Organization: _____ Contact's Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Event Information

1. Name of Street(s) Requesting to Close: _____

Starting Cross Street _____ Ending Cross Street _____

2. What time is requested for the street closure to begin and end: _____

3. Description of Event: _____

4. If the event is a parade, where is the starting and ending point: _____

5. Do you require barricades? Yes No
(Responsibility of event planners to setup and tear down barricades after delivered by DPW)

If yes, describe where barricades will be placed: _____

6. Will there be any Mobile Food Vending Units (MFVU) associates with this event?
 Yes No (If yes, please fill out the following business information for each vendor)

a. Business Name: _____ Phone: _____
EIN/SSN: _____ Email: _____
MDARD License No.: _____

b. Business Name: _____ Phone: _____
EIN/SSN: _____ Email: _____
MDARD License No.: _____

c. Business Name: _____ Phone: _____
EIN/SSN: _____ Email: _____
MDARD License No.: _____

d. Business Name: _____ Phone: _____
EIN/SSN: _____ Email: _____
MDARD License No.: _____

e. Business Name: _____ Phone: _____
EIN/SSN: _____ Email: _____
MDARD License No.: _____

Each Mobile Food Vending Unit must pay the \$25 Special Event Food Vending Permit fee, complete a hold harmless agreement, and submit a certificate of liability insurance meeting the City's requirements. The City of Ionia also has a City income tax that employers conducting business in Ionia must withhold from their employees.

Insurance Requirements

- On account of injury to, or death of, any person in any one accident \$1,000,000
- On account of any one accident resulting in injury to, or death of more than one person \$1,000,000
- On accident of damage to property in any one accident \$1,000,000

Signatures

Applicant's Signature: _____ Date: _____

Permit Requirements – Section 1020.17 of City Code

Parades and Promotions; Closure of Streets

Persons seeking to hold parades or other promotional events shall notify the City and receive a permit for such event. The person or party sponsoring the event shall provide the necessary information justifying closure of a street or streets with the final action subject to approval by the City Manager. In the case of major streets, closure should be limited and emergency access provided to abutting properties at all times. If a permit to hold such an event is denied by the City Manager, the applicant may appeal to the City Council which shall have ultimate authority for issuance.

OFFICE USE ONLY	Application #: _____
____ Insurance Certificate Information:	
Adequate Amount	_____
Company	_____
Agency	_____
Expiration Date	_____
Approved or Denied (Circle One)	
Comments: _____	

Copies To: _____	
Signature: _____ Date: _____	

City Staff Recommendations

DDA Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Public Safety Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Public Works Director

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____

Finance Director (for MFVUs)

Recommended: Yes No

Comments: _____

Signature: _____ Date: _____



Mobile Food Vending Unit Hold Harmless Agreement

As required for approval, _____ (Print Name), agrees to indemnify, defend, and hold harmless the City of Ionia, its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims and liabilities, expenses, fees, fines, suits, actions, or judgements of any and every kind and nature as a result of operating a mobile food vending unit on City property or right-of-way.

Further, _____ (Print Name), also agrees to defend the City of Ionia and its agents, servants, associations, employees, or anyone connected with the City of Ionia from and against any and all claims or actions brought or filled against them with respect to the subject event of this **Mobile Food Vending Unit Hold Harmless Agreement** and further agrees to pay any and all costs and attorney's fees associated with the defense of any such claims or causes of actions, and _____ (Print Name) shall be responsible for any and all damage and/or injury resulting from the mobile food vending unit.

In addition, _____ (Print Name), agrees to furnish a certificate of insurance showing proof of general liability coverage in the amount of not less than \$1,000,000 in which the City of Ionia shall be named as an additional insured and the certificate shall be submitted with the Parade and Street Closure Application.

Signature: _____

Business Name: _____

Date: _____

***Instructions: This hold harmless agreement must be submitted for each mobile food vending unit being used on City owned property or right-of-way in conjunction with a parade or street closure permit. A Mobile Food Vending Unit Permit Application is not required for all vendors participating in a Special Event approved by City Council. A \$25 Special Event Food Vending Permit Fee is required for each vendor. These forms may be submitted to City Hall at: City of Ionia, Attn: City Manager, 114 N. Kidd Street, P.O. Box 496, Ionia, MI 48846**