



# **CITY OF PLYMOUTH SPECIAL EVENT APPLICATION & SPECIAL EVENT POLICY**

---

## **Attention Applicant:**

**Please be aware that there is a fee that will be billed for ALL Special Events.**

**Please read this document carefully! Sections 12.2 through 12.6 should help you determine what your fees may be.**

**By submitting a Special Event Application, you and your organization agree to the terms outlined in the attached Special Event Policy and agree to comply with all other ordinances, laws and City requirements which may apply to this Special Event.**

# SECTION 12

## CITY OF PLYMOUTH

### SPECIAL EVENTS POLICY

*ADOPTED BY THE CITY COMMISSION: May, 2007*

**12.1. SPECIAL EVENT APPLICATION REQUIRED:**

This Policy Statement on Special Events covers all Special Events, and the commercial filming of locations and events in the City of Plymouth. Any organization wishing to sponsor or hold a Special Event in the City of Plymouth will be required to complete the City of Plymouth Special Event Application.

A Special Event within the City of Plymouth that will be conducted on the streets, parks or other public areas is required by Ordinance Section 54-156, as amended, to be approved by the City Commission. Applications to conduct a Special Event must be made in writing to the Office of the City Manager. Applications are available from the City Manager's Office or the City Clerk's Office. Applications shall be submitted to the City Manager's Office no later than twenty-one (21) days prior to the date of the actual event.

The City of Plymouth may waive the twenty-one (21) day rule only in extreme cases for events that may involve some type of security issue (*i.e. Presidential Visit*).

The City of Plymouth may hold its own Special Events, it may contract with one or more organizations to perform Special Event services, or it may jointly sponsor a Special Event with one or more organizations. In such cases, the City Administration and the participating organizations shall submit a Special Event Application to the City Commission which shall include a presentation of the City's financial participation and the related organizations' financial participation. Consideration for joint sponsorship with the City is considered during the budget appropriation process during the first quarter of the calendar year.

The City will provide a complete review of any Special Event Application, including consultation with the applicant as may be reasonably necessary to resolve problems, at no charge to event sponsors.

Sponsors of Special Events should be aware that noise generated by the event could have an impact on the neighborhoods near the event site. Sponsors must be considerate of the neighborhood and be aware of the City Noise Ordinance (Attachment A to this Policy).

## 12.2. CITY SERVICES PROVIDED FOR SPECIAL EVENTS

The City will provide support to Special Events on the following basis:

- a. **City Operated Events:** The City will operate certain Special Events directly. The City will fund the full cost of these events.
- b. **Co-Sponsored events:** The City may co-sponsor certain events with other organizations, when the City Commission determines that the event is of general interest to the public and advances the City's public image. The City will provide financial support to these events as determined in the annual budget appropriation. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of the support level authorized by the budget appropriation.
- c. **Other Non-Profit Events:** The City may provide up to \$200.00 in City labor and related fringe benefit costs, equipment rental charges, purchased or rented materials as well as Park/Facility rental fees to assist other Special Events operated by non-profit organizations. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in excess of this support level. Groups filing an application as other Non-Profit Event must be able to submit a current IRS 501 C3 Statement. (Examples Include: YMCA Fun Run, Farmerø Market, Santa Arrival, Sidewalk Sales, Fall Festival, PCAC Music in the Park, Plymouth International Ice Spectacular)
- d. **Other For-Profit Events:** The City will allow other Special Events operated by for-profit sponsors which are beneficial to the City and the public, subject to an additional Use Charge for the use of the public property which is approved for each event. In addition, these events must pay 100% of all City costs related to the event. These events must meet the other requirements of the Special Event Policy, and must reimburse the City for any City costs in addition to the payment of the established rent. The minimum additional Use Charge shall be \$250.00 per day. (Examples Include: Art in the Park, Auto Shows, Commercial Filming)
- e. **Political or Ballot Issue Events:** **The City will allow Political or Ballot Issue events providing that the political party, candidate or political organization pay 100% of all costs including a minimum facility fee of \$250.00 per day.**
- f. **Weddings:** Wedding ceremonies held on any City property that can be classified as a *Class I-Low Hazard Event*, are required to submit a standard Special Event Application. Wedding ceremony applications will not go before the City Commission for approval; however, they will be reviewed by the City Managerø office and our Department of Municipal Services. Please see Section 12.10, for any applicable liability insurance requirements. A site use fee of \$200.00 shall be paid to the City for use of Kellogg Park and a site fee of \$100.00 shall be paid to the City for any other City property. Wedding ceremony reservations are on a first-come/first-serve basis, with precedence given to paid applications, in the event there is a scheduling conflict with another wedding ceremony

application received at the same time. Please be aware of the City's Special Events Schedule (available in the City Manager's office) to avoid scheduling conflicts with other Special Events. If you require any services from the City for your ceremony (i.e. electricity, trash clean-up, etc) or if you will be doing any sort of set-up (tents, chairs, etc), please contact our Municipal Services Department at 734-453-7737. All services will be billed in accordance with the City's Special Event Fee Schedule- Attachment B).

**12.3. FEES FOR SPECIAL EVENTS:** *(please see Attachment B for a current fee schedule)*  
 Fees shall be charged for City services provided to Special Events as follows:

- a. **Hourly Rate** shall be the hourly cost for any employee working on a Special Event as established by the City Administration. Please note that these rates are reviewed/ adjusted annually. Please refer to Attachment B to confirm rates. Hourly Rate shall include expenses related to the employee including fringe benefits and overhead.
- b. **Purchased or Rented Materials** shall include all direct costs for all materials purchased or rented by the City of Plymouth for use at the event. An Administrative Fee of 5% shall be added to all purchased or rented material to cover costs related to order processing and vendor payment.
- c. **Equipment Charges** shall be the current equipment rental rates charged by the City of Plymouth Equipment Fund.
- d. **A Replacement Cost** will be billed for missing/damaged equipment/supplies.

**12.4. BILLINGS FOR SPECIAL EVENTS:** *(please see Attachment B for a current fee schedule)*  
 Special Event billings by the City shall be itemized as follows:

Municipal Services Employee Time	\$
Police Employee Time	\$
Fire Department Time	\$
Facility Fee	\$
Equipment Charges	\$
Purchased Materials	\$
Rented Materials	\$
Missing/Damaged Equipment/Supplies	\$
Sub-Total	\$
Rent/Facility Fee if applicable \$ +	
Less amount of City support	\$ -
<b>NET TOTAL BILLING</b>	<b>\$</b>

A cash deposit, performance bond or other security acceptable to the City will be required in an amount equal to the amount estimated by the City to be billed for City Fees as described above. The estimated City Fees shall be listed as a part of the City Commission Resolution authorizing the Special Event. Arrangements for the deposit or other acceptable security are to be made by event organizers not less than five (5) working days before the start of the event. It should be noted that the fees listed in the City Commission Resolution are ESTIMATES ONLY, actual fees may be higher or lower.

**12.5. UNLIMITED PARKING FOR SPECIAL EVENTS:**

The term "unlimited parking" as used on the Special Event Application form means that there will be no enforcement of parking time limits or permit parking. Enforcement of handicapped zones, theater parking zones, and all fire lanes shall be enforced at all times. Unlimited parking shall only be granted if requested by the sponsor and approved by the City Commission. There shall be a twenty-foot (20') Fire Lane maintained at all times during the Special Event. The Fire Lane must be maintained even during set up and tear down of the event.

**12.6. RENTAL CHARGE FACILITY FEE :**

It is the desire of the City Commission to have non-profit organizations be a part of Special Events held on public properties. Events which are exclusively sponsored by private for-profit organizations shall be charged a rent/facility fee for use of public areas such as parks or streets, in addition to the City Event Fees provided herein. The rent/facility fee shall be set by the City Administration in consultation with the applicant, based on the overall economic impact of the event, and subject to final approval by the City Commission as part of the Special Event Application approval.

There shall be a minimum rental charge for the use of Kellogg Park and/or the Gathering Pavilion for both non-profit and profit organizations. Rental/Facility Fees can range from \$100 to in excess of \$10,000. Fees will be based on the number of road closures needed, length of the event, economic impact on the community, number of outside vendors, the amount of staff planning required and other applicable factors.

The minimum rental/facility fee charge shall be \$100.00 per day for Plymouth Community Based (*Having an office, mailing address & officers living in the City of Plymouth or the Charter Township of Plymouth*) non-profit organizations.

The minimum rental/facility fee charge for non-community based, non-profits shall be \$200.00 per day.

The minimum rental charge assessed to for-profit organizations shall be \$250.00 per day.

**12.7. CIVIC ORGANIZATIONS AND MERCHANTS IN SPECIAL EVENTS:**

It is the desire of the City Commission that local non-profit organizations, and local merchants in the vicinity of the Special Event being held, be given the opportunity to participate in the Special Event to the greatest extent practical, consistent with the nature and purpose of the event.

**12.8. SPECIAL EVENT SIGNS:**

The Special Event Application shall include a description of the advertising signs, which are proposed to be used for the event. The use of signs shall conform with the description contained in the application, or as modified by the City Commission in its approval resolution. Except as expressly approved otherwise by the Commission, event signs erected prior to the first day of the event shall be subject to the following restrictions:

- a. Any signs advertising the event in advance of the event shall be in the form of banners made to be able to be installed on the light poles in the Downtown Development District.
- b. Any such sign shall comply with the standards for banner signs as established by the Downtown Development Authority.
- c. The fee for installing/removing the banners shall be at normal Department of Municipal Services Rates.

Additional signs may be erected as needed at the site of the event during the event's occurrence. All signs are subject to the approval of the City.

THE ABOVE SECTION ELIMINATES ALL SIGNS AND BANNERS IN KELLOGG PARK EXCEPT DURING THE ACTUAL EVENT. öSPONSOR SIGNSö ARE ALLOWED DURING THE EVENT, BUT NO SIGNS IN THE PARK IN ADVANCE OF THE EVENT.

**12.9. VIDEO OR FILM PRODUCTION:**

Organizations which request any location in the City of Plymouth as a location for a commercial video or film production shall be required to coordinate the production with the City Manager's Office. The City Manager's Office shall have the Authority to grant permission for commercial video or film production in the City and to allow use of City facilities for this purpose. All commercial video or film productions shall be required to pay the actual costs of all straight time and overtime for all City employees, equipment, and purchased or rented materials (plus 5%). Further there shall be a 25% administrative fee placed on the final billing for such productions. In addition, a rent shall be charged for the use of public areas such as parks and streets. The rent shall be set by the City Administration based on the overall impact of the production on the public areas being used. The minimum rental fee or site fee shall be \$250.00.

**12.10. LIABILITY INSURANCE REQUIREMENTS:**

In order to comply with the City's insurance liability carrier, the City shall require that all sponsors of Special Events or commercial video or film crews carry liability insurance with coverage of at least \$300,000 except for Class 1 - Low Hazard events approved by the Special Event Review Committee as provided below. An event sponsor shall be required to provide a valid certificate of insurance naming the City of Plymouth as an additional insured prior to the event. The City Commission may require higher levels of insurance based on risk factors and past experience (i.e. Ice Festival/ Fall Festival).

The Special Event Review Committee shall include the City Manager and/or his/her designee(s), Director of Public Safety, Director of Municipal Services. The Special Event Review Committee is intended to provide a risk control guide for the handling of the increased liability associated with Special Events. Special Events are defined as activities which are not directly related to the day-to-day operations of the City of Plymouth, but which may occur on premises owned or controlled by the City of Plymouth.

It shall be the policy of the City Commission to not routinely require insurance coverage for events classified by the Special Event Committee as Class 1 - Low Hazard. These would be events that include no physical activity by participants and no severe exposure to spectators.

This waiver of the insurance requirement is meant to cover small gatherings or ceremonies that do not involve more than 50 people, are limited to passive participation by the public, and require no City services. All other events are required to provide insurance as outlined in this policy.

The Special Event Committee may place additional requirements on any event. These requirements may include specific staffing levels for Police, Fire, (the City designates Huron Valley Ambulance as Event Medical Control) Paramedic, Municipal Services or other personnel. Expenses for these requirements will be billed to the sponsoring organization under the terms of this policy.

The Special Event Review Committee will review each Special Event Application received and assess the potential liability risk of the City of Plymouth, based on the following risk categories:

**Class I - Low Hazard** involves no physical activity by participants and no severe exposure to spectators. Examples of events in this category include, but are not limited to: meetings, seminars, social gatherings, theatrical performances, and auctions.

**Class II - Moderate Hazard** involves limited physical activity by participants and no severe exposure to spectators. Events in this category include, but are not limited to: amateur team sports, dances, animal shows, political rallies, flea markets, picnics, and parades with no floats.

**Class III - High Hazard** involves major participation by participants and/or moderate exposure to spectators. Events in this category include, but are not limited to: parades with floats, marathons or races, circus/carnivals, and semi-pro team sporting events.

**Class IV - Severe Hazard** involves severe exposure to spectators and /or participants. Examples of events in this category include, but are not limited to: rock concerts, alcoholic beverage sales, vehicle races, fireworks displays, ice carving events, professional or collegiate sporting events.

As a result of the review of the event by the Special Event Review Committee the City Commission may place special conditions on the event. A member of the Review Committee shall be available to meet with event organizers to review the special conditions and insure that all conditions are met before the event begins. Some events may require that a member of the Special Event Review Committee or their Designee to be on site during the event.

**Any member of the Special Event Review Committee has the authority to cancel or stop an event if the special conditions required for approval of the event are not being met.** In addition, the members of the Special Event Review Committee and City public safety officials have the authority to cancel or stop an event, or place additional restrictions

on the event, if it is deemed that the public health, safety or welfare would be better served with additional restrictions.

**12.11 TRAFFIC CONTROL AND SAFETY REQUIREMENTS**

The Special Event sponsor shall be responsible for complying with all traffic control and safety procedures required by the City during the event. The requirements will be indicated in the notice of approval, and additional requirements may be made by the City during the event as may be necessary for the safety of the public. It should be noted that the City of Plymouth does not allow solicitations of any kind in the street. The City of Plymouth accepts no responsibility or liability for the safety of persons who may, against the policy of the City, make solicitations in the streets. **Please refer to Attachment C of this policy for additional Fire Safety information.**

The City of Plymouth has NO authority to grant a permit for solicitations on any County of Wayne or State of Michigan highway. *(Most notably – Ann Arbor Road or Sheldon Road)*

**12.12 PARTICIPANT WAIVER OF LIABILITY**

The Special Event sponsor shall be responsible for obtaining all signed indemnification agreements as required by the City. The agreement which must be signed and attached to the Special Event Application is attached as Item #11. The specific requirements for each event will be indicated in the City's written confirmation of approval.

**12.13. VENDOR INSURANCE AND LICENSE REQUIREMENTS**

All vendors must complete the concession waiver of liability prior to opening of the vending operations.

An event that is serving food must have all food vendors approved by the Wayne County Health Department. **All food vendors must supply a valid certificate of insurance naming the City of Plymouth as an additional insured prior to opening of the food stand.** All Food Vendors must post a valid temporary Food License as authorized by the Wayne County Health Department. Food Vendors are responsible for any and all fees related to obtaining a food license. Food Vendors are required to comply with all Wayne County Health Department rules and regulations for Temporary Food License Facilities. Vendors are required to insure that they meet all license requirements, including, but not limited to the following:

- Food Preparation Areas must be enclosed with screens to prevent entry of insects.
- Cooking areas are to be restricted to authorized personnel only
- Consumption of food or smoking is not permitted in the cooking area
- All potentially hazardous foods (i.e. meat, chicken, etc.) must be stored in an approved mechanical refrigeration unit. Temperature of food must be maintained at 45 degrees Fahrenheit or lower.
- Equipment and utensil washing shall take place at a three-compartment sink utilizing the proper process (Wash-Rinse-Sanitize)
- Proper backflow protection must be supplied at all water sources.
- Hot water tank shall be free of any leaks
- Stab food thermometer shall be provided and used by all participants



Again all vendors are required to contact the Wayne County Health Department for the latest rules and regulations and to obtain a temporary food license. Vendors are responsible to insure compliance with all rules and regulations. Vendors should contact the Health Department WELL IN ADVANCE of the event date. Contact Wayne County Environmental Health at 734-727-7400.

**12.14. TWO OR MORE APPLICATIONS FOR THE SAME EVENT DATE:**

In the event that two or more Special Event Applications are received for the same date and time prior to the approval of either event, the date and time that each application was received by the City of Plymouth shall determine the order of preference. Once a Special Event Permit has been granted, it shall be the policy of the City Commission to not award further permits for the same date, time and general location.

In the event that two or more Special Event Applications are received at the same time for the same date and time, the City Administration shall attempt to resolve date and time conflicts with the sponsors of each application.

**12.15. RESERVATION OF ANNUAL EVENT DATES:**

If an event is intended to be an annual event at regularly scheduled dates, the current year's application may include the following year's requested dates. Approval of the current year's application will include reservation of the next years-proposed dates; however, it will not constitute approval of next year's event, which must have its own timely application submitted for City approval. In general, the City will not approve Special Event dates more than one year in advance.

In all cases preference for scheduling shall be given in the following order:

- a. City Sponsored Events
- b. City Co-Sponsored Events
- c. Community Non-Profit Events
- d. Non-Community Non-Profit Events
- e. For Profit Events
- f. Political or Ballot Issue Events
- g. Weddings

**12.16. WRITTEN CONFIRMATION OF CITY APPROVAL:**

Upon approval of the Special Event Application a written confirmation as to the action of the City Commission will be forwarded to the individual or organization requesting the event by the City Clerk's Office. This confirmation will outline any special conditions that must be met if the event is to be held. The City of Plymouth Special Event Application form must be completed for all Special Events that take place on public lands or lands that are controlled by the City of Plymouth. A sample approval letter is included as Attachment D to this policy.

DIVISION 3. NOISE\*

---

**\*Editor's note:** Ord. No. 98-1, § 1, adopted May, 4, 1998, amended former Div. 3, §§ 34-86--34-89, in its entirety to read as herein set out. Former Div. 3 pertained to similar subject matter and derived from the Code of 1982, §§ 9.21--9.24. The title of this division has been changed from "Non-Vehicular Noise" to "Noise" to reflect the addition of provisions pertaining to vehicles.

---

Sec. 34-86. Scope.

Excessive sound and vibration are serious hazards to the public health, welfare safety and quality of life. A substantial body of science and technology exists by which excessive sound and vibration may be substantially abated. The people of Plymouth have a right to and should be ensured an environment free from excessive sound and vibration that may jeopardize their health, welfare or safety or degrade their quality of life. It is the policy of the City of Plymouth to prevent excessive stationary sound and vibration which may jeopardize the health, welfare or safety of its residents or degrade the quality of life. This division shall apply to the control of all stationary sound and vibration originating in the City of Plymouth. This division is not designed to impede any person's First Amendment rights of freedom of speech. This division is not designed to impede the growth or economic health of the commercial or industrial sectors of the City of Plymouth. This division is designed to prohibit excessive sound and vibrations that are hazards to the public health, welfare, safety and quality of life only.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-87. Applicability.

The provisions of this division apply to all sources of sound except:

- (1) Motor vehicles as defined in the State Motor Vehicle Code, 1949 P.A. 300 (MCLA 257.1 et seq.) in operation on a public right of way;
- (2) Aircraft in flight or in operation at an airport;
- (3) Railroad equipment in operation on railroad rights-of-way.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-88. Definitions.

(a) *dB(A)* means the intensity of sound expressed in decibels read from a calibrated sound level meter utilizing the A-level weighting scale and the fast meter response, as specified in the American National Standards Institute.

(b) *Commercial* means a use of the property for purposes other than residential.

(c) *Property line* means the real or imaginary line which represents the legal limits of property (including an apartment, condominium, room, or other dwelling unit) owned, leased or otherwise occupied by a person, business, corporation or institution. In cases involving sound from an activity on a public street or other public right-of-way, the property line shall be the nearest boundary of the public right-of-way.

(d) *Residential* means a legal use of property for temporary or permanent dwelling purposes.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-89. Maximum permissible sound levels.

No person, business, or institution shall conduct or permit any activity that produces a dB(A) beyond their property line exceeding the levels as specified in Table I. Where property is used for both residential and commercial purposes, the residential sound levels shall be used only for measurements made on the portion of

property used solely for residential purposes. Sound measurements shall be made at or inside the property line of the person complaining of excessive noise or vibrations. The measurement shall be taken from five (5) feet above the ground or floor level.

TABLE I

Use of Property Receiving Sound	7:00 a.m.--10:00 p.m.	10:00 p.m.--7:00 a.m.
Residential	61	55
Commercial	71	61

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-90. Limited exemptions.

The following limited activities are exempted from the sound level limitations of section 34-89.

- (1) Operation between 7:00 A.M. and 10:00 P.M. of power equipment that does not produce a sound level exceeding 90 dB(A) beyond the property line of the property on which the equipment is operated.
- (2) Construction, repair, remodeling, demolition, drilling, wood cutting or excavation work conducted between 7:00 A.M. and 8:00 P.M. Mondays through Saturday, except legal holidays which does not produce a sound level exceeding 105dB(A) beyond the property line of the property on which the work is being conducted. Also, a person may engage in such activities between 9:00 A.M. and 6:00 P.M. on Sundays and legal holidays.
- (3) Operation or use, for any non-commercial purpose, of any loud speaker, sound amplifier, public address system, or similar device to amplify the human voice between 7:00 A.M. and 10:00 P.M. This exemption applies to the use or operation of mechanical loud speakers on or from motor vehicles only if a specific permit for the activity has been granted by the City Clerk's office in conjunction with the City Commission. Such a permit shall be issued when it meets the following requirements:
  - a. The applicant has a non-commercial message that cannot be effectively communicated to the public other means of communication available.
  - b. The applicant will not use the equipment in residential areas between 10:00 P.M. and 7:00 A.M.
- (4) The operation between 7:00 A.M. and 10:00 P.M. of any device for killing, trapping, attracting, or repelling insects or other pests which does not produce a sound level exceeding 83 dB(A) beyond the property line of the property on which the device is operated.
- (5) The use for noncommercial purposes of one or more bells or chimes which do not exceed 90 seconds in duration in an hour.
- (6) Carillon playing between 7:00 A.M. and 10:00 P.M.
- (7) Playing or practicing with a single musical instrument without electrical amplification between 7:00 A.M. and 10:00 P.M. for not more than one hour a day that does not produce a sound level in excess of 67 dB(A) beyond the property line on which the instrument is being used.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-91. General exemptions.

The following activities are exempted from the sound level limitations of section 34-89.

- (1) Emergency work necessary to restore property to a safe condition following fire, accident or natural disaster. To restore public utilities, or to protect persons or property from an imminent danger.
- (2) Sound to be made to alert persons to the existence of an emergency, danger or attempted crime.
- (3) Activities or operations of governmental units or agencies.
- (4) Parades, concerts, festivals, fairs or similar activities subject to any sound limits in the approval by the City.
- (5) Athletic, musical, or cultural activities or events (including practices and rehearsals) conducted by or under the auspices of public or private schools.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-92. Temporary exemptions.

- (a) The City Manager is authorized to grant a temporary exemption from the maximum permissible sound levels established by this division if such temporary exemption would be in the public interest and there is no feasible and prudent alternative to the activity, or the method of conducting the activity, for which the temporary exemption is sought.
  - (b) The following factors shall be considered by the City Manager in determining whether to grant a temporary exemption:
    - (1) The balance of the hardship to the applicant, the community and other persons in not granting the variance against the adverse impact on the health, safety and welfare of persons adversely affected and any other adverse effects of the granting of the variance.
    - (2) The nearness of any residence or residences, or any other use which would be adversely affected by sound in excess of the limits prescribed by this division.
    - (3) The level of sound to be generated by the event or activity.
    - (4) Whether the type of sound to be produced by the event or activity is usual or unusual for the location or area for which the variance is requested.
    - (5) The density of population of the area in which the event or activity is to take place.
    - (6) The time of day or night which the activity or event will take place.
    - (7) The nature of the sound to be produced, including but not limited to, whether the sound will be steady, intermittent, impulsive, or repetitive.
  - (c) A temporary exemption must be in writing and signed by the City Manager or his/her designee. The exemption must set forth the name of the party granted the exemption, the location of the property for which it is authorized, the date(s) and times(s) for which it is effective and the dB(A) level(s) authorized.
  - (d) A temporary exemption may be granted only for the period of time that is reasonably necessary to conduct the activity, which in no case may exceed 30 days.
- (Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-93. Variances.

Person(s) or businesses wishing to continue activities which commenced prior to this division that exceed the dB(A) levels enumerated in this division may seek a variance from the City Commission. Such a variance may be granted if the commission finds that strict application of this division would cause an undue hardship and that there is no reasonable and prudent alternative method of engaging in the activity.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-94. Liability of owner, lessee, or occupant.

If the person responsible for an activity which violates this division cannot be determined, the owner, lessee or occupant of the property on which the activity is located shall be deemed responsible for the violation. A person found responsible under this division shall be guilty of a civil infraction punishable by a fine of \$50.00 to \$500.00 plus costs. For a second offense within a two-year period, the fine shall be \$100.00 to \$500.00 plus costs. For third and subsequent offenses within a two-year period, the fine shall be \$200.00 to \$500.00 plus costs.

(Ord. No. 98-1, § 1, 5-4-98)

Sec. 34-95 Electronically amplified sound systems in vehicles.

No person operating or in control of a parked or moving vehicle, including motorcycles and mopeds, shall operate or permit the operation of an electronically amplified sound system in or on the vehicle so as to produce sound that is plainly audible more than 50 feet from the vehicle, except when a specific permit is first granted by the City Commission. The term *plainly audible* shall mean any sound that can be detected by a person using his or her unaided hearing faculties.

(Ord. No. 2000-03, 7-17-00)

Sec. 34-96 Exceptions.

The exceptions contained in subsections 34-90, 34-91, and 34-92 of the City of Plymouth Code of Ordinances

shall equally apply to section 34-95.

Sec. 34-97 Violations and fine schedule.

Any person who shall violate subsection 34-95, except when a specific permit is first granted by the City Commission or when one of the exceptions enumerated in subsection 34-96 shall be found to apply, shall be guilty of a civil infraction. The fine schedule for violations of section 34-95 occurring within one calendar year will be as follows:

First offense . . . \$70.00

Second offense . . . 100.00

Third offense . . . 200.00

Fourth offense and subsequent violations . . . 500.00

Secs. 34-98--34-100. Reserved.



## SAMPLE SPECIAL EVENT FEES FOR SERVICES

201 S. Main St., Plymouth, Michigan 48170

734-453-1234 ext. 203

To: Special Event Sponsor  
 Fr: Paul J. Sincock, City Manager  
 Re: Event Services and Fees

The City of Plymouth would like to thank you for your interest in hosting a Special Event in the City of Plymouth. The City is known for its small town feel and the quality of the events held here, over 100 each year of all sizes.

In order to help you achieve the most successful event possible for your organization, we are providing this list of standard services/ items and the associated fees that you may incur as part of the planning of your event. Not all events will require all services/items and this list is not intended to represent all services and items that may be necessary for the operation of your event. When utilizing City services, you must contact our Municipal Services Dept a minimum of 1 week prior to your event. Please feel free to contact me with any questions you may have.

### SPECIAL EVENT FEE SCHEDULE FOR SERVICES – Fiscal Year 2008-2009

*(this fee schedule may be reviewed and updated annually)*

Item	Cost
Site Rental Fee	\$ 100.00 minimum per day
Public Restroom Fee Cleaning Fee	\$ 250.00 per day <i>(applies to all downtown events)</i>
Porta-Johns	\$ 120.00 per day
Trash boxes with liners	\$ 2.00 each
Sound System Rental	\$ 100.00 (per four hours)
Bandshell	\$650.00 / \$750.00 + (see Bandshell Policy at <a href="http://www.ci.plymouth.mi.us">www.ci.plymouth.mi.us</a> )
Other basic parts and supplies	\$ Cost + 5%
<b>Municipal Services Personnel</b>	<b>Cost Per Hour</b>
-General Laborer	\$ 59.00 ó 69.00 per hour
-Supervisor	\$ 74.00 ó 84.00 per hour
<b>Police Department Personnel</b>	<b>Cost Per Hour</b>
<i>Running, Biking, Motorcycle, Parade, Festival &amp; Concert Events all require Police Dept. Personnel</i>	
-Police Officer	\$ 74.00 per hour
-Command Officer	\$ 84.00 per hour
<b>Vehicles</b>	<b>Cost Per Hour</b>
-Garbage truck	\$ 74.26 per hour + \$200. min. per dump
-Pick Up Truck	\$ 13.37 per hour
-Dump Truck (10 Yard)	\$ 20.39 per hour

[>Special Event Policy](#)

website: [www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)

email: [dms@ci.plymouth.mi.us](mailto:dms@ci.plymouth.mi.us)

[>Special Event Application](#)



**PLYMOUTH COMMUNITY FIRE DEPARTMENT**

9955 N. Haggerty Road (734) 354-3221 • Fax: (734) 354-9672  
Plymouth, Michigan 48170-4673 Emergency - Dial 911

Paul Sincock  
City of Plymouth, Manager  
201 S.Main Street

Paul,

The Plymouth Community Fire Department enforces the International Fire Code when it comes to Fire Access Roads. I hope the following is helpful for those who are planning special events in our downtown area.

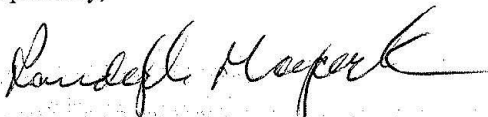
IFC 503.2.1 Dimensions: Fire Apparatus access roads shall have an unobstructed width of not less than 20' feet (6096mm) and an unobstructed vertical clearance of not less than 13' feet 6 inches (4115mm).

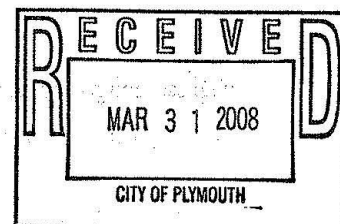
IFC 503.4 Obstruction of fire apparatus access roads. Fire Apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

All street closures and display areas are subject to review and approval by the City of Plymouth and the Plymouth Community Fire Department.

Any questions concerning Fire Access Roads may be directed to the City Manager or the Fire Department at 734-354-3221.

Respectfully,

  
Chief Randolph Maycock



DATE

APPLICANT NAME  
ADDRESS  
CITY, STATE ZIP

RE: *(event name)* \_\_\_\_\_ -

Dear

This is to inform you that your recent Special Event Application has been **Approved**  **Denied**   
by the Plymouth City Commission on \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_.

If the "Approved" box is checked above, please be advised that there may be charges for City Services in accordance with the Special Event Policy and Fee Schedule. We have attached those pages of our policy for your reference. In addition, we have provided a copy of the "Event Review" sheet, which estimates the potential costs, if any, that you will incur for your event and lists possible additional restrictions and/or requirements for your event. Please be advised that this cost is only an initial estimate, and your actual costs may be substantially higher depending on your need for services.

For events requiring certificates of Insurance, the City requires a copy of your insurance carrier's ACCORD FORM and it must list the City of Plymouth as an additional insured on your policy. The City cannot accept an Accord Form that shows the City as a certificate holder, unless it also states that the certificate holder is an additional insured on the policy.

If the "Denied" box above is checked, feel free to contact the City Manager's office for further detail. If you have any additional questions regarding your application status, please contact the City Manager's Office at 734-453-1234, ext. 203.

Sincerely,

Linda J. Langmesser, CMC  
City Clerk

/ljl  
enclosures



**EVENT REVIEW**

**EVENT NAME:** \_\_\_\_\_

*(note: all fees are only initial estimates and can increase upon assessment of services after the close of the event).*

<b>MUNICIPAL SERVICES:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	<b>Initial</b>
----------------------------	-----------------------------------	--	----------------

---



---



---

\$250 Bathroom Cleaning Fee Per Day of Event? YES <input type="checkbox"/> NO <input type="checkbox"/>			
--	--	--	--

Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
---------------------	----	-----------------	----	------------------------------	----

<b>POLICE:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	<b>Initial</b>
----------------	-----------------------------------	--	----------------

---



---



---

Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
---------------------	----	-----------------	----	------------------------------	----

<b>FIRE:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	<b>Initial</b>
--------------	-----------------------------------	--	----------------

---



---



---

Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
---------------------	----	-----------------	----	------------------------------	----

<b>DDA:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	<b>Initial</b>
-------------	-----------------------------------	--	----------------

---



---



---

Regular Time Costs:	\$	Overtime Costs:	\$	Equipment & Materials Costs:	\$
---------------------	----	-----------------	----	------------------------------	----

<b>RISK MANAGEMENT:</b>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> (list reason for denial)	<b>Initial</b>
-------------------------	-----------------------------------	--	----------------

Class I ó Low Hazard	<input type="checkbox"/>	
Class II ó Moderate Hazard	<input type="checkbox"/>	
Class III ó High Hazard	<input type="checkbox"/>	
Class IV ó Severe Hazard	<input type="checkbox"/>	

**YEAS:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_