

holland michigan Parks and Recreation Department

Holland Civic Center * 150 West 8th Street * Holland MI 49423

Main Line 616.355.1130 * Fax 616.355.1133 * www.cityofholland.com/civiccenter

Holland's 8th Street Market Place Rental Rules and Regulations

Rental Policies Concerning

* Amenities Included in Rental Fees

* Facility Dimensions

Rental Policies Concerning

* Contracts

* Fees

* Food Service Requirements

* Insurance Requirements

* Payment Procedures

* Permit Requirements

* Rules for the Use of the Facility

* Security Requirements

Packet Includes:

* Facility Use Request Form

Submit to Civic Center

* City Permits

Submit to Civic Center with Facility Use Request Form

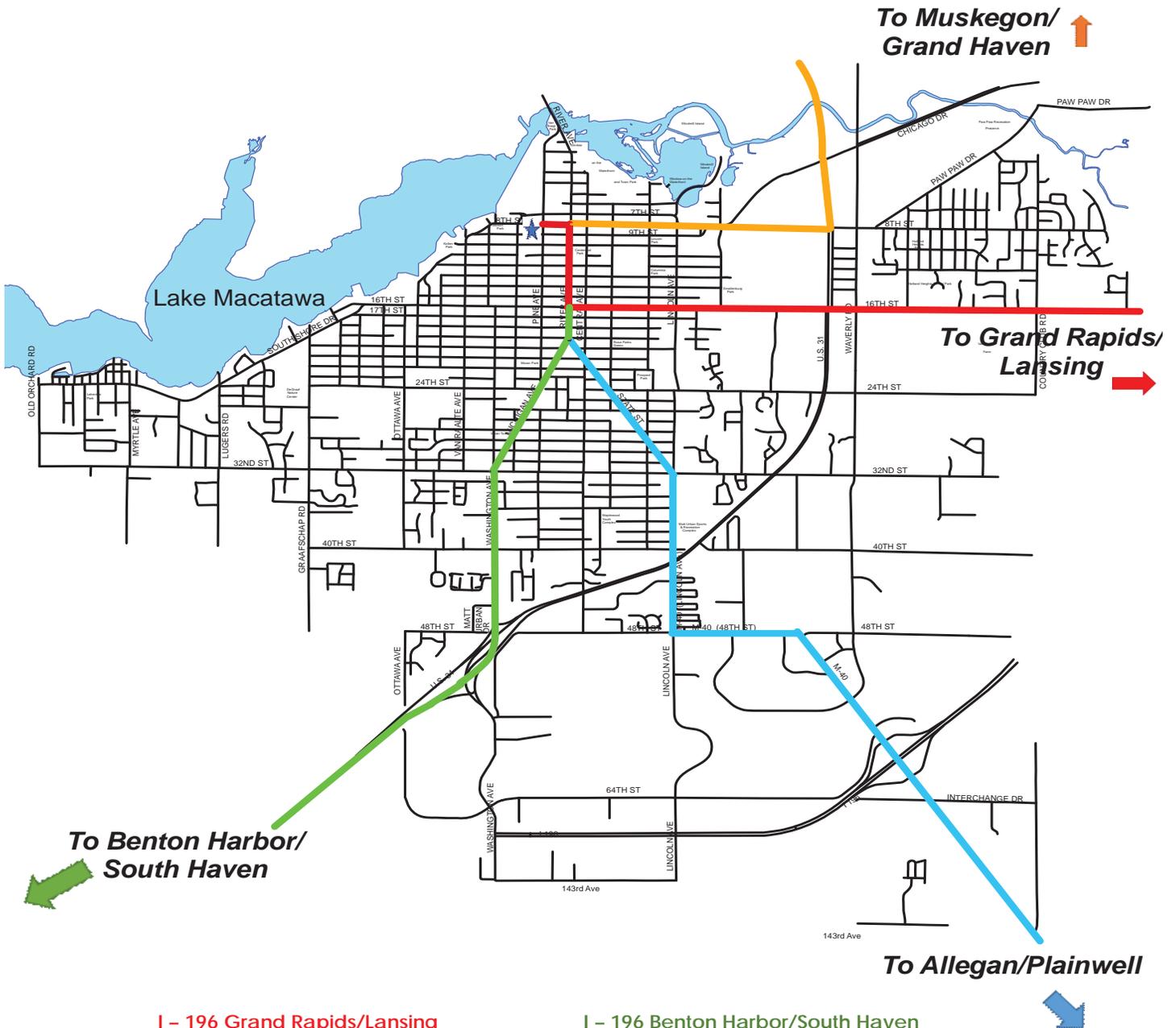
* Map to Facility

* City Ordinances Concerning Various Types of Rentals

9/24/15



8th Street Market Place Driving Directions



I - 196 Grand Rapids/Lansing

I - 196 West to 16th St./Adams St. Exit
Right at the Exit on Adams St./16th St.
16th St. West to River Ave.
Right on River Ave. (North) to 8th St.
Left on 8th St. to the Civic Center

I - 196 Benton Harbor/South Haven

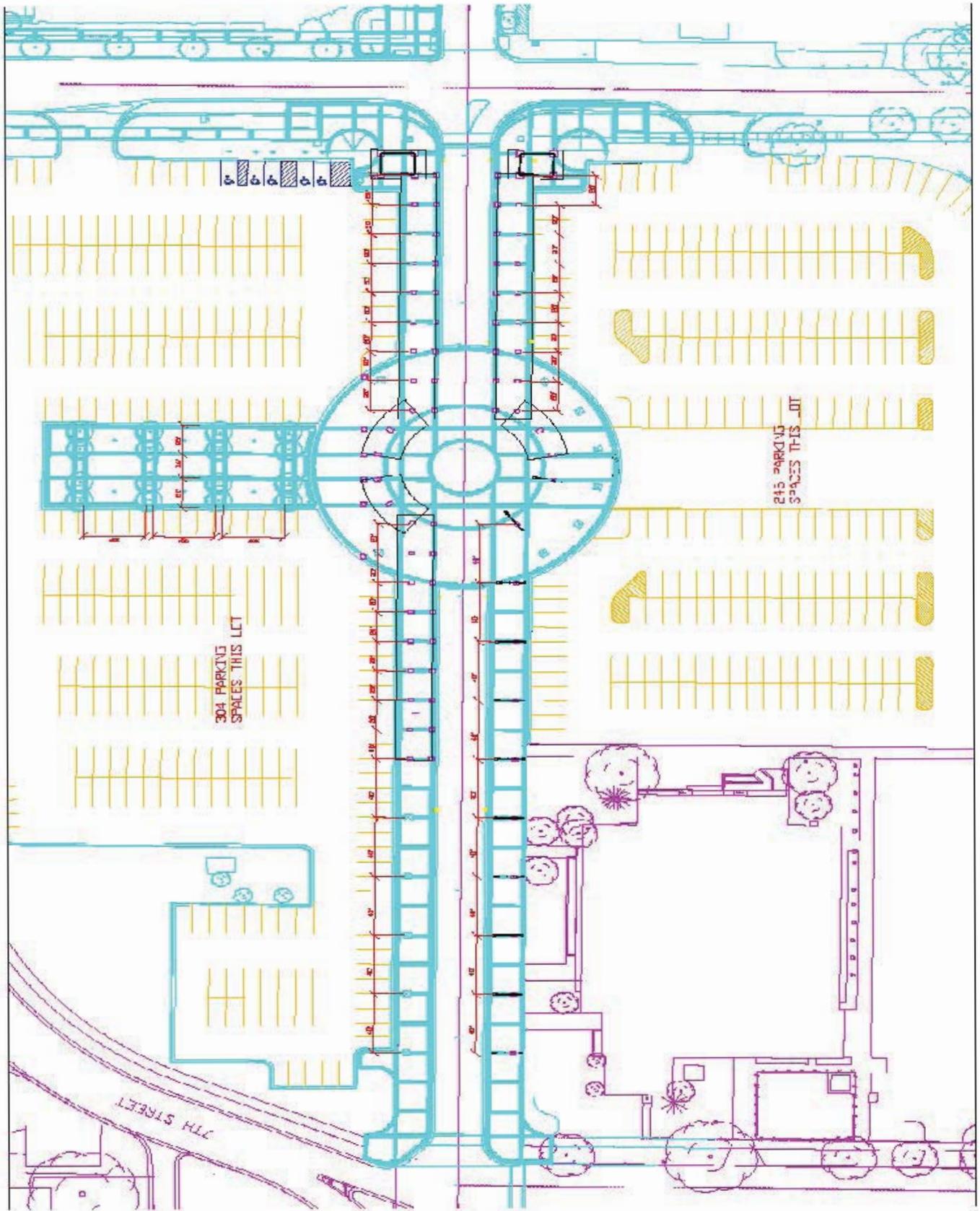
I - 196 North to Junction US - 31.
Left on US - 31.
US - 31 to Washington Ave. Exit, Follow
Washington North.
Washington Ave. becomes Michigan Ave.
becomes River Ave.
Follow River Ave. (North) to 8th St.
Left on 8th St. to the Civic Center

M-40 Allegan/Plainwell

M-40 into Holland.
M-40 becomes 48th St., Follow to Lincoln Ave.
Right on Lincoln Ave. to State St.
Follow State St. to River Ave.
Right on River Ave. (North) to 8th St.
Left on 8th St. to the Civic Center

US - 31 Muskegon/Grand Haven

US-31 South to 16th St.
Right on 16th St. (West).
Follow 16th St. to River Ave.
Right on River Ave. (North) to 8th St.
Left on 8th St. to the Civic Center



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Rental Fees Include

- Facility will be made available as indicated on the rental contract. This time frame includes renter setup, event, renter disassembly and vacating the facility. Renter will be charged accordingly for any additional time at the facility.

Non-Profit - 501c3	\$450	Up to eight (8) hours
	\$50	Each additional hour after eight (8) hours

Commercial	\$650	Up to eight (8) hours
	\$50	Each additional hour after eight (8) hours

- Event information placed on City's website
- Event posters displayed in Civic Center
- Event posted on Civic Center Marquee

Additional Fee Items

Electrical \$15 per 110 volt outlet unit, per day
\$30 per 220 volt outlet unit, per day

Power Box \$60 per box per day
\$500 per box if lost or damaged during rental

Additional Trash Receptacles \$200/container

Stage Extensions Set-up \$25/section up to \$300 maximum charge

In-house Staffing Requirements At Events \$15/hr. per each part-time employee
\$35/hr. per each full-time employee

Additional fees maybe charged if City's tables and chairs are used during the rental.

Rental Requirements Per Rental Contract Specifications

- Signed rental contract
- Full rental fee
- Proof of insurance naming the City of Holland as the additionally insured; specifications outlined on page 5, item #4.
- Permits
 - Clerk's Office
 - Holland Public Safety Department (Amplification)
 - Food Permit (Ottawa County Health Department)
- Holland Public Safety Department's Reserve Officers
 - Two (2) Reserve Officers will be required for all of the following performances unless specified in writing by the Civic Center Manager; shows, events, concerts, circuses. Costs will be incurred by the facility renter, who must secure service from HPSD.



City of Holland - Use of City Facilities Policy

1. Applicant must apply to use the 8th Street Market Place and/or Holland Civic Center by submitting the enclosed Use of City Facilities application to the Holland Civic Center. Additional information may be required by other departments to insure compliance with the requirements and regulations of this policy. Prior to use of any facility, the application must be approved by designated officials of the appropriate departments.
2. Complete application must be submitted at least 45 days before the date of the event. Every attempt will be made to process a late application. Depending on the nature and location of an event, however, the application may be denied due to insufficient processing time.
3. Every attempt will be made to approve or deny an application with 14 business days of receiving a completed application. However, the approval of a certain events may require a longer approval process depending on the nature of the event and the applicable department(s).
4. Applicant may be required to pay a security deposit. The security deposit will be refunded upon inspection of such facility and confirmation that no property damage has occurred. Renters will be invoiced separately for any damage that occurs during their rental equaling the amount of the expense needed to correct the damage.
5. Applicant must sign the applications, acknowledging that neither the City of Holland nor the appropriate department assumes any liability for injury or loss of personal property.
6. The City of Holland will not be liable for any accidental injury to any persons or loss or damage to group or individual property. The City of Holland requires the renter provide a certificate of insurance naming the City of Holland, its boards, commissions, officials, directors, employees, and agents as an additional insured. The amount of such insurance shall not be less than \$1 million per occurrence for commercial general liability insurance and levels of insurance may be increased by the City for risks based upon liability uses associated with certain events. *The Civic Center and 8th Street Market Place rental contracts specify that the renter must obtain the following insurance policies: General Aggregate \$2,000,000.00; Each Occurrence \$1,000,000.00; Personal and advertising injury \$1,000,000.00; Fire Damage \$300,000.00; Medical Expense \$5,000.00.*
7. Application must be completed and rental contract must be signed by an adult 21 years or older who will attend and supervise the entire event or activity.
8. The 8th Street Market Place and/or Civic Center rental contract must be signed by the renter/ authorized agent and deposit check, rental payments, permit application(s), proof of insurance, etc. must be received by the specified date on the rental contract.
9. Once a permit has been issued for the use of a City of Holland facility, such permit shall not be transferred, assigned or sublet. All permits will be issued for specific facilities and for specific hours.
10. Persons or Organizations holding an event without obtaining necessary permits or not following conditions while holding an approved event will be assessed a fine and future requests for events may be denied.

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General Regulations for City of Holland Facilities

1. Serving of alcohol may be allowed in the 8th Street Market Place and Civic Center parking lot for events organized by charitable non-profit organizations only upon receipt of the required Special Event Permit from the City and Special One-Day Liquor License from the Michigan Liquor Control Commission. Those serving alcohol with the appropriate permits shall, at their expense, provide adequate security to control crowds, ensure that there is no underage drinking, and ensure that all provisions and conditions of the permit are met as outlined in the City Ordinance/License qualifications and State License qualifications. Such requirements will be provided by the Holland Public Safety Police Division and may include the hiring of private security forces and/or retention of the Police Division personnel for the event. Criteria established by the Director of Public Safety are non-negotiable and must be accepted and followed.
Alcoholic beverage possession and consumption is only permitted in a limited number of City facilities. **Currently this is prohibited inside the Civic Center.**
2. No group's activities shall interfere with the administration of the City of Holland.
3. The City of Holland facilities and equipment are to be left in the same condition as they were prior to the rental. The renter is responsible for paying for any damage to property or loss of property. A fee equal to the total replacement costs will be charged. It shall be the responsibility of the renter to ensure that unauthorized portions of the facility are not used. Continued or repeated use of City of Holland facilities will be contingent upon the care of the facility, property and equipment and observance of all approved rules and regulations.
4. No gambling of any kind shall be conducted on or in City of Holland facilities.
5. Private groups wishing to collect fees, donations or admission charges will be considered commercial users, unless group has 501(c)(3) status. The approved rental fee schedule for the Civic Center and 8th Street Market Place has two rental categories: non-profit and commercial.
6. For the purposes of this policy, non-profit status is defined as an organization that is so defined by Section 501(c)(3) of the Internal Revenue Service (IRS) Code. 8th Street Market Place and Civic Center non-profit rental fees are charged to all organizations that have filed and received non-profit status from the IRS. Residence of membership and directors are not a factor in determining this rate. *Current proof of non-profit status will be required for each rental to obtain the non-profit pricing. This must be submitted with the Use of City Facilities application.*
7. The capacity for any facility shall not be exceeded, as determined by the City of Holland using current fire code and shall adhere to current fire protection code requirements.
8. Storage space will not be granted for any ongoing activity or uses.
9. All persons using the City of Holland facilities shall observe and comply with the regulations of this policy, the rules of the appropriate department, all applicable ordinances of the City of Holland, and all federal and state laws.
10. The City of Holland is not responsible for the security of items used or displayed by groups utilizing the 8th Street Market Place and Civic Center.
11. Groups and organizations reserving 8th Street Market Place and Civic Center assume full responsibility for providing and paying for special accommodations that may be requested by participants in accordance with the Americans with Disabilities Act.
12. Additional fees will be collected for City Permits, stage extensions, electrical use, power boxes, additional trash receptacles and staff which maybe required for a specific event; as determined annually by City Council and stated in rental agreement.

13. Administrative offices are not included in the rental of the City Facilities and may not be used by people who rent these facilities. Offices are locked other than during regular business hours. The phones and office equipment are for office use only.
14. No one is to use the facility without the presence of authorized City personnel.
15. There is to be No Smoking in the building. The designated smoking area is 25' beyond the building's exterior walls.
16. The renters must provide staff for event, including ticket sellers, ticket takers, police officers, alcohol enforcement, etc.... The City of Holland furnishes one or more maintenance staff who is responsible for the site in general.
17. Any food prepared on site or catered onto the site must meet Ottawa County Health Department requirements, and the necessary permit must be obtained. Contact the Ottawa County Health Department no later than two weeks prior to the event, for permit information. The renter must provide a copy of the food service permit.
18. For any rentals that include the use of animals, the persons in charge of animal control must contact the Holland Public Safety - Police Division **at 616.355.1100**. This must be done no later than two weeks prior to the event.
19. The renter must pay for the services of Holland Public Safety - Police Division for event security. The Civic Center staff will make a determination regarding the applicability for this requirement to each event and contact Holland Public Safety - Police Division accordingly. Holland Public Safety - Police Division will contact and invoice the renter regarding security for their event.
20. The Holland Public Safety Police Division may attach conditions to rental contracts relating to permits/licenses, security, hours, rules and regulations, fees and payments, and other such issues. Renters must sign a document agreeing to such conditions.
21. The renter must sign a rental contract provided by the City of Holland. The rental contract is not final until the Civic Center Office receives the following as indicated on the rental contract: the signed rental contract, full rental payment, proof of insurance naming the City of Holland as the additionally insured, City Permit License applications, and the renter receive permits from the City of Holland, Ottawa County, and/or State of Michigan as outlined in this document, and receives security approval, schedules security to be provided by Holland Public Safety - Police Department.
22. No additional signage will be allowed on City of Holland property to announce rental event. Each rental event will be placed on the Holland Civic Center's marquee as the rental schedule will allow.
23. A group or organization may request that a City Department cosponsor an event by contacting the appropriate department. A cosponsoring department will have a designated employee present at the event.
 - The Department Manager will make a decision regarding a cosponsorship request based on the following:
 - If the event promotes the mission of that department
 - Employee availability for date of event
 - Any other factors that reasonably serve the City of Holland's legitimate governmental interests
 - Applicant is responsible for all costs associated with the event such as, but not limited to, application fee, electrical use, set-up fees and equipment rental.

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- The only cost the cosponsoring City Department will be responsible for is additional employee wages associated with the event.

24. INTERNAL CITY DEPARTMENT RENTALS - All of the above rules apply. Instead of a rental contract, City Department Head of the sponsoring City Department must complete the attached rental application form. The sponsoring City Department is responsible for additional fees that may be incurred for hosting the event (i.e. employee wages after normal business hours, etc....)

Specified 8th Street Market Rules

1. 8th Street Market Place renters are required to supply their own tables, chairs, sound equipment, port-o-let services, and the like. The Renter will have items delivered, setup, torn down, and vacate the premises during the allotted rental period on the rental contract. The Civic Center's tables, chairs, sound equipment, etc... are not to be used in the 8th Street Market Place. ***The Civic Center's administrative offices, equipment and bathrooms are not included in the 8th Street Market Place rental.***
2. No portion of any passageway, exit or in front of the Civic Center shall be blocked or obstructed in any manner whatsoever, while the 8th Street Market Place and/or Civic Center is in use. Moreover, all designated exits of the facilities shall be maintained in such manner as to be visible at all times.
3. Electricity and water hookups are available for use; however, they must be pre-arranged through the Civic Center Office before the rental date. Fees, as determined annually by the City Council, are stated in the rental agreement and information packet.
4. Each renter reserving the 8th Street Market Place and/or Civic Center are required to furnish a name and telephone number of a representative who may be contacted regarding the reservation; e-mail address and website may also be required. This information will be made available to the public on the City's website and upon event inquires.
5. It is the renter's responsibility to secure an amplification/broadcasting permit. ***Permit applications are included in this information packet and are to be submitted with the Use of Facility Application to the Civic Center Office. Permit fees will be included on the rental contract and/or invoiced separately by the Civic Center Office.***
6. The renter is responsible to move the trash from the trash receptacles to the dumpsters. Dumpster fees will be charged accordingly at the discretion of the Civic Center Manager.
7. Civic Center staff will make the necessary arrangements with other City departments regarding the closing of 8th Street between Pine and Maple Avenues for the contractual time of the event.
8. The renter is responsible for helping to enforce the following two City Ordinances. The Holland Public Safety - Police Division will help the renter with the enforcement:
 - There is to be No Smoking in the Civic Center building. The designated smoking area is 25' beyond the building's exterior walls.
 - As stated in the City ordinance and policy, the possession and/or consumption of alcoholic beverages inside the Civic Center is prohibited. Serving of alcohol may be allowed in the Civic Center parking lot for events organized by charitable non-profit organizations only upon receipt of the required Special Event Permit from the City and Special One-Day Liquor License from the Michigan Liquor Control Commission.

9. The vending machines are to remain in operation and available for public use .
10. Any food prepared on site or catered onto the site must meet Michigan Food Law requirements. **Contact Ottawa County Health Department at 616.393.5645** for permit information.
11. The renter may be required to pay a security deposit. Renters will be invoiced separately for any damage that occurs during their rental equaling the amount of the expense needed to correct the damage.
12. It is the renter's responsibility to make sure the that the Civic Center Staff has received the signed rental contract, full rental payment, proof of insurance naming the City of Holland as the additionally insured, City Permit License applications, and the renter receive permits from the City of Holland, Ottawa County, and/or State of Michigan as outlined in this document, and receives security approval, schedules security to be provided by Holland Public Safety - Police Department. Failure to do so may result in the forfeiture of rental and permit fees and use of facility.
13. Event plans (setup plans) must be submitted to Senior Custodian two weeks prior to event. The renter is responsible for all additional fee items outlined on the rental contract and in this information packet.
14. The renter is required to setup the facility for their own use; exceptions are street bladders to close road and stage extensions. Renters who will be supplying alcohol at this facility will be required to supply and set up the necessary structures as outlined in the City Ordinance/License qualifications and State License qualifications. During the Farmers Market Season, the facility will not be available in the evenings until 5:00 PM and the facility is reserved every Saturday May through mid December. *Time indicated on the rental application form and rental contract includes setup, event, dissemble and vacating the facility. Renter will be charged accordingly for any additional time at the facility.*
15. The 8th Street Market Place and Holland Civic Center will be rented as two separate facilities, with no combined rate and usage incentives.

Credit Card Payments

The renter may authorize the Civic Center Staff to automatically process all Civic Center rental fees and additional fee items outlined in the rental contract (receipt) by simply completing the credit card portion of the rental contract (receipt) when they submit the signed contract and deposit fee. The renter will receive a copy of the receipt after the payments are applied to said credit card. The credit card's expiration date must be after the rental date, so that all additional fee items may be automatically applied to said credit card.



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Rental Cancellation Policy

Renter may cancel facility reservations. Refunds will be processed accordingly based upon the number of days between the official cancellation and first day of the rental:

- 100% of deposit if 90 days or more prior to first rental date
- 75% of deposit if 60 - 89 days or more prior to first rental date
- 50% of deposit if 31 - 59 days or more prior to first rental date
- No refund if 30 days or less prior to first rental date

The Civic Center Manager reserves the right to request full rental payment in advance. If the information on the rental contract is not correct, contact the Civic Center Manager or Department Secretary immediately by phone at 616.355.1130.

Please note that permit fees are non-refundable.



Preparation & Service of Food

The Michigan Food Service Law of 2000 (Act 92, P. A. 2000 as Amended) requires that all events where food is provided for the public be licensed. Generally, most food service events at the 8th Street Market Place are licensed as a Temporary Food Service event. At the Ottawa County Environmental Health Department, a license is issued to the PIC (person-in-charge) for specific food products, on specific dates. These Temporary Licenses are good for 1 - 14 days. Exceptions to this requirement are:

- **State Licensed STFU Vendors** (No local licensing needed, except during Tulip Time. They must still notify the Ottawa County Health Department that they will be serving food at this location minimally 4 days before the event starts. Use State-accepted form, or obtain at 616.393.5745; fax number is 616.393.5643.
- **State Licensed MOBILE Vendors** may not stay on premise continually as they must return to a licensed commissary nightly.
- **Catering Events** where food is prepared in a licensed food service facility, and serviced by the staff of the licensed facility. No on site preparation is allowed without a Temporary License.
- **Service Only** of packaged, non-potentially hazardous foods. (Canned or bottled pop, bagged chips, pre-bagged popcorn, wrapped candy, etc....)
- **Private Parties** where family and guests are invited and food is either catered or prepared by members of the family.

Notes:

- All seasonal Farmers Market approved vendors must have a current STFU or Mobile License.
- All food vendors setup during Tulip Time must contact the Holland City Clerk for special licensing/permits, prior to selling/providing food.

Frequently Asked Questions

- **How do I get a Temporary Food License?** Contact the Ottawa County Environmental Health Department at 616.393.5745; fax number is 616.393.5643. You can download an application at the following website: www.miottawa.org. Other food service information and fee information can also be obtained at the Ottawa County web site.
- **What if I don't charge for the food?** Anyone who is providing food to the public must obtain a temporary food service license as required by Michigan Law.
- **What If I want more than one license per year?** You must inquire with the Ottawa County Environmental Health Department if multiple or successive Temporary Licenses may be issued for the location; 616.393.5645.

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Amusements

Article III. Carnivals, Circuses, Circus Parades, Etc...

Submit completed permit on page 21 with signed facility rental contract

Sec. 3-12. License -- Required; permitting use of property for unlicensed exhibition, etc.

No person shall exhibit or conduct any carnival or circus, or any menagerie, or side show connected therewith, for which money or other reward is in any manner demanded or received, or any circus parade, without first having obtained a license therefor, as provided in this article and in Chapter 17; and no person shall knowingly allow or permit any building, yard or other place in the City, owned or possessed by him, to be used for the accommodation of any such exhibition or performance, unless a license therefore, obtained as herein provided, shall have first been shown to such owner or possessor.

(Code 1955 § 7-3.3)

Charter references: Powers of council relative to licenses, § 4.10. generally, Ch. 17.

Cross references: Licenses

Sec. 3-13. Same -- Application.

The application for the licenses required under section 3-12 shall set forth the object and length of time for which, and the place where such license is desired to be used, a diagram of the seating plan to be used, showing exits and aisles, and in case the applicant is a corporation such application shall set forth the names of all the officers of such corporation.

(Code 1955, § 7-3.3; Ord. No. 994, 1-3-1990)

Sec. 3-14- Same -- Insurance prerequisite to issuance.

Before any license required by this article is issued, the applicant therefor shall also file with the City Clerk evidence, which is satisfactory to the City Clerk, that he has obtained and carries public liability and property damage insurance which will be in force through the life of the license, under which the applicant and the City are coinsurers with respect to anyone or more personal injuries or any property damage arising out of doing of any act or arising out of any actionable negligence in the exercise of any license or permit granted to him under this article, whether such act or negligence be by the licensee or by any other person who may be performing any act under or in accordance with the authority granted by such license or permit.

(Code 1955, § 7-3.3)

Cross references: Fees, bonds and insurance generally, Ch. 10.

Article IV. Dance Halls and Dancing Academies

Submit completed permit on page 17 with signed facility rental contract

Sec. 3-15. License -- Required.

No person shall, for hire, charge or reward, keep or maintain a public dance hall or dancing academy in the City without first having obtained a license therefore in the manner provided in this article and in Chapter 17.

(Code 1955, § 7-3.4)

Charter reference: Powers of council relative to licenses, § 4.10. **Cross references:** Licenses generally, Ch. 17.



Sec. 3-16- Same -- Application; requirements as to location of premises and persons in charge.

The application for the license required by this article shall specify the location and describe completely the interior arrangement and entrances of the place in which he intends to keep the same, which location, unless approved by the Council, shall not be in any place where intoxicating liquors are furnished or consumed. Such application shall further specify the name of the person who is to be in charge of any such dancing hall, dancing academy or place where dancing shall be permitted and shall contain an agreement on the part of the applicant that no other persons than those so named shall, at any time, be in charge of such dancing hall, dancing academy or place where public dancing shall be permitted.

(Code 1955, § 7-3.4)

Sec. 3-17- Reserved.

Editor's note: Former Sec. 3-17, which pertained to bond requirements, adopted as § 7-34 of the 1955 Code, was repealed 1-3-1990 by Ord.

Sec. 3-18- Permitting improper, indecent, etc., conduct or presence of intoxicating persons

No licensee under this article or his assistant or agent shall permit any improper, immoral or indecent conduct in any such licensed place, or permit any intoxicated person to enter or remain in any such licensed place.

(Code 1955, § 7-3.4)

Cross references: Disorderly persons generally, § § 20-1-20-3.

Sec. 3-19- Booths, etc.

No booths or space or part of any dance hall, public dancing academy or place where public dancing is permitted shall be curtained, screened or partitioned from the general assembly room, except as may be expressly permitted by the terms of the particular license.

(Code 1955, § 7-3.4; Ord. No. 426, § 1)

Article VI. Theatres, Shows, Etc.

Submit completed permit on page 19 with signed facility rental contract

Sec. 3-23. License -- Required.

No person shall operate any theatre, motion picture house, opera house or concert hall in the city without having first obtained license therefor in accordance with the provisions of this article and Chapter 17.

(Code 1955, § 7-3.6)

Charter reference: Powers of council relative to licenses, § 4.10.

Sec. 3-24. Same -- Inspection and certification of premises by fire chief prerequisite to issuance and renewal.

No license required by this article shall be issued or renewed until the premises for which such license is sought has been inspected by the Fire Chief, and has been certified by him as being in compliance with this Code and with state law.

(Code 1955, § 7-3.6)

Cross references: Fire protection, Ch. 11.

Sec. 3-25. Same -- Special requirements for person not licensed under article.

No person or organization, other than those licensed under this article, shall present any theatrical exhibition, show, entertainment or amusement for compensation without having obtained a license therefor as provided in Chapter 17 and having paid the fee as established by a resolution adopted by City Council.

(Code 1955, § 7-3.6; Ord. No. 1069, 10-7-1992))

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Date Application Received: _____

Application for Use of 8th Street Market Place

Return All Completed Applications To Civic Center Office At Least 45 Days Prior to Event To Ensure Prompt and Proper Facility Reservation, Submit Complete Facility Use Application & License Applications At The Same Time. You Will Be Charged Accordingly Based Upon Your Event.

Applicant Name: _____ Phone # _____ Fax # _____

Applicant Email: _____

Applicant Address: _____ City: _____ State: _____ Zip: _____

Business or Organization Name: _____

Organization Billing Address: _____ City: _____ State: _____ Zip: _____

Tax ID# if Non-Profit: _____ (required)

* * * * * **Event Information** * * * * *

Event Name: _____

Event Location: 8th Street Market Place, 150 West 8th Street, Holland MI 49423

Date of Event: _____ Admission Fee Collected: Yes ___ No ___

Set Up Time Begins: _____ Facility Open To Public: _____

Event Start Time: _____ Event End Time: _____

Facility Closed To Public: _____ Time Renter Vacates Facility: _____

Description or Type of Event: (sports event, trade show, collectibles show, etc):

Estimated number of persons attending: _____ Civic Center Staff Set Up: Yes ___ No ___

Requesting estimated numbers: Tables _____ Chairs: _____ Electrical: _____

Other items requesting: _____

Will you be requesting approval for the sale/serving of alcohol? Yes ___ No ___

If yes, please review separate policy & application process through the City Clerks Office.

Will you be serving food at your event? Yes ___ No ___

If yes, it is your responsibility to contact the Ottawa County Health Dept. for food service licensing. (Ottawa County 616.393.5645, www.miottawa.org)

Large events may require extra City services, or contractual services (security, port-o-lets, etc.) Determination of the need for these additional services will be made by the City of Holland and the event organizers will be responsible for the actual costs incurred by the City.

Signature of Applicant _____ Date _____

Approval notification will be sent by email or fax.

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APPLICATION FOR USE OF CITY FACILITIES (INCLUDING CITY PARKS)

BROADCASTING/SOUND PERMIT

Section 19-6 of the City Ordinance requires that a broadcasting permit be obtained for all events that will operate a loud-speaking device for outside events that occur within the City of Holland.

Application is hereby made for operating a loud-speaking device within the City of Holland:

Event Name: _____

Date of Event: _____

Time Requested for Broadcasting: _____ (AM/PM) _____ (AM/PM)
(Note time regulations below)

✦ Contact Person: _____
(Print) (Signature) (Date)

Describe amplified music or speech:

APPROVED / DENIED (circle one)

Chief of Public Safety

City Manager

Date: _____

Date: _____

Approval is subject to the following regulations in accordance with Section 19-6 of the City Code:

- *Permit must be approved by the Chief of Public Safety and the City Manager.*
- *Permit will be issued only for matters of charitable, community, educational, recreational or religious purposes.*
- *Permit will not be issued for more than two hours in any one-half day or permitted after 9:00 p.m. unless approved by the Chief of Public Safety.*
- *Vehicles with sound systems may not operate within 300 feet of a hospital or 300 feet of a school during school hours.*
- *The sound equipment must be regulated so that it may be heard on the street but will not create a nuisance.*

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