



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.

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

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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