



**Kalamazoo Downtown Partnership
Bates Alley Special Event Application**
Office: 269-344-0795
team@downtownkalamazoo.org



Thank you for your interest in hosting an event at Bates Alley, Downtown Kalamazoo. The Kalamazoo Downtown Partnership application review process is as follows:

1. Discuss event concept with Partnership staff.
2. Submit application and application fee 60 days prior to your desired event.
3. Partnership staff will review the application and either approve, deny, or request additional information.
4. Partnership staff will provide a response to your application within 15 days upon application submission.

Consider the following event guidelines when planning your event:

1. No cost to attend
2. Open and friendly to the general public
3. Event is complimentary to adjacent businesses

GENERAL EVENT INFORMATION			
Event Name:		Date:	
Venue Location Name & Address:			
Actual Date(s) of Event:	Setup Date & Time:	Tear-Down Date & Time:	
Event Hours of Operation:	Expected Total Attendance:		
CONTACT INFORMATION			
Event Coordinator Name:		Organization Name:	
Address:			
City:		State:	Zip Code:
Phone:	Mobile:	E-Mail:	
Event Organizer's Certification and Indemnification:			
By signing below, I make the following certifications:			
<ol style="list-style-type: none"> 1. I am The Event Organizer or an authorized representative or agent of The Event. 2. The Event Organizer agrees to the general Terms and Conditions for Use of City Property for a Public Event and to any additional terms and condition as specified by the Partnership staff at the time this application is approved. 3. The Event Organizer agrees to fully remit to the Kalamazoo Downtown Partnership, in a timely manner, all fees and charges for the actual expenses assessed for the facilitation of the event. 4. The Event Organizer agrees and promises, as a condition of approval of the use of public property, to defend, indemnify, and save harmless the City of Kalamazoo, Kalamazoo Downtown Partnership, Downtown Development Authority, its agents, officials, and employees, from all suits, claims, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connections with the use of said Public Property. 			
Applicant Signature:			Date:
Application Status: Approved Denied			
Need More Information:			
Kalamazoo Downtown Partnership Staff Signature:			Date:



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INSURANCE INDEMNIFICATION

Organizers must provide a certificate of insurance 30 days prior to event. Please note the following:

LICENSEE shall provide proof of liability insurance (\$1,000,000 if not City sponsored) and liquor liability (\$500,000), if applicable, and will defend, indemnify and hold harmless LICENSOR, Downtown Kalamazoo, Inc. DBA Kalamazoo Downtown Partnership, Kalamazoo Downtown Growth Authority, Kalamazoo Downtown Development Authority, the City of Kalamazoo (owner), Central City Parking/AMPCO Parking (Parking System Operator), and its agents, employees and agents of the foregoing organizations. Proof of insurance shall be provided to LICENSOR at least 30 days prior to the commencement of the term and shall name the aforesaid organizations as additionally insured.

EVENT INFORMATION

Detailed Event Description & Emergency/severe weather plan: please attach an event description and layout map of your event. Include what type of event(s) you will have: arts & craft vendors, theatre, children’s activities, raffles, movies, music, bands, etc. _____

Tents:

- A tent permit from the city of Kalamazoo is required if using tents. A tent permit application is included in this packet. A tent application fee will be paid to the city of Kalamazoo. For more information visit kalamazoo.org or email info@downtownkalamazoo.org

Tent Vendor: _____

Contact Person: _____ Contact Phone: _____

Electrical:

Will the event be utilizing electricity on site? **YES NO**

Will Generators be used? **YES NO**

*If yes, sound proofing measures must be used during use of the generator.

Vendor/Food Booths:

- Will there be vendor booths at your event? **YES NO**
- If yes, how many vendor booths will be on site? _____ Please provide details:

Portable Restrooms:

Vendor _____ Contact Person: _____

Contact Phone: _____ How Many Portable Restrooms will you have? _____

*Reference chart to determine number needed

* Include portable restroom proposed location on your event layout map.

Fees

I.	Application Fee (non-refundable) *Due at time of application submittal	\$25
II.	Maintenance Fee/day	\$100
IV.	Total ESTIMATED Fees:	

Payment Information:

Make checks payable to Kalamazoo Downtown Partnership; send to 162 E. Michigan Ave., Kalamazoo, MI 49007



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Portable Restrooms

The placement of portable restrooms is guided by the Kalamazoo County Health Department if there is food service. It is important to note that one restroom is required for every 500 people for events lasting more than two hours. A portable restroom must be made available for persons with disabilities (available from any portable restroom vendor.)

If there are more than twelve restrooms placed on site, it is required that they are placed on either Koopsen’s Alley – south of the Eleanor St. gateway, or on Edward’s Street. Restroom facilities placed on Koopsen’s Alley should be outfitted with anti-slamming buffers. For a fewer number of restrooms, the cement area adjacent to the children’s play area, under the dome or on the concrete pad south of the dome are suitable.

Health and sanitation regulations set by the Kalamazoo County Health Department must be followed when determining the location of portable restrooms. Users must remove all portable restrooms by the close of their tear down day unless a prior arrangement has been made with ACFP staff (See Appendix A for acceptable locations map).

Below is the recommendation from the Kalamazoo County Health Department. Event coordinators are strongly encouraged to follow the guidelines when determining the appropriate number of portable restrooms for an event:

Event Length	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs	8 hrs
People Attending	Number of Units							
0-50	1	1	1	2	2	2	2	2
50-100	2	2	2	2	3	3	3	3
100-250	3	3	3	3	4	4	4	4
250-500	4	4	4	6	6	6	8	8
500-750	4	4	6	6	6	8	8	8
750-1000	6	6	6	8	8	8	12	12
2000	8	8	8	8	8	12	12	12
3000	8	8	10	10	10	12	16	16
4000	8	8	12	12	16	16	20	24
5000	12	12	12	16	20	30	30	30
6000	12	12	16	16	20	30	30	36
7000	12	12	16	20	30	32	40	40
8000	12	12	20	24	32	32	40	44
9000	16	16	24	28	40	40	52	52
10,000	16	16	28	40	40	52	52	60