



Wedding Application

Submit this application with your \$100 non-refundable, non-transferable application fee no later than 90 days prior to your intended wedding date. Fill out this application in its entirety using complete, clear and accurate information; using "TBD" will be considered incomplete and your application will not be accepted. Submission of this application does not guarantee your wedding date or location.

Please read the Planning and Resource Guide found at grcity.us/specialevents before completing and submitting this application.

Individual Name: _____ Individual Name: _____

Primary Phone: _____ Primary Phone: _____

Email Address: _____ Email Address: _____
(Must have functioning e-mail) *(Must have functioning e-mail)*

Mailing/Billing Address _____
Street *City/State/Zip Code*

Coordinator _____

Mobile _____ Email _____

Requested Site/Park

- Rosa Parks Circle Ah-Nab-Awen Park Riverside Park* Calder Plaza Lookout Park
 Gillett Bridge** Richmond Park* Heartside Park Canal Park Lyon Square
 Sixth Street Park Sixth Street Bridge** Pleasant Park Wilcox Park* Blue Bridge**
 Other _____ (to rent park shelters contact Parks & Rec 616.456.3696)

*Please Note: *No additional events are permitted during ArtPrize. **Bridges can be closed up to 4 hours.*

Wedding Day & Date _____ Estimated Attendance _____

Actual Start Time _____ Actual End Time _____

Set-up Time _____ Take-down Time _____

Wedding Day Contact (if different from above) _____

Mobile Phone: _____ Email Address: _____



Office of Special Events Wedding Fees

All fees will be included on a final wedding invoice and must be paid 30 days prior to your wedding date.
Please note: All fees are subject to change at any time.

Application	\$100
Wedding Permit	\$100

Sites

Rosa Parks Circle	\$1500
Ah-Nab-Awen Park	\$1200
Calder Plaza	\$1000
Riverside Park	\$750
Gillett Bridge or Blue Bridge	\$750
Canal Park, Sixth Street Park, Heartside Park or Wilcox Park	\$500
All Other Parks or Sites	\$500+

(Park Shelters are rented separately through Parks & Recreation: \$100/4 hours, \$50/additional 4 hours)

Site Map *(separate attachment required)*

Please include an aerial view of your site with your layout displayed

Wedding Timeline

Please list the specific activities that will occur during your wedding including the time and location for each activity. These items should be clearly marked on your site map.

Activity	Location	Time/Duration

Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the event? Yes No
 If yes, please indicate on the site plan the locations and directions of the stages, speakers and sound system in proximity to residential areas. Amplified sound is permitted between 7 am until 10:00 pm.

Amplified sound will be used from _____ AM to _____ AM
 _____ PM to _____ PM

Sound Company _____ Email _____

Contact Name _____ Mobile _____



Recycling and Refuse Clean-Up Plan

Refuse Removal Company: _____ Phone Number: _____

Drop Off Date/Time: _____ Pick-Up Date/Time: _____

Locations are demarcated on my Site Map Yes No

Restroom Facilities

Park Public Restrooms Private Company

Portable Bathroom Company _____ Phone Number _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Restrooms are demarcated on my Site Map Yes No

Tents

Will there be any tents Yes No # of Tents _____

Will any tents be larger than 20 x 20? Yes No Will there be cooking under tents? Yes No

Tent Company _____ Phone Number _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Tents are demarcated on my Site Map Yes No

Food and Beverage

Please see OSE Planning & Resource Guide for requirements

Will food be served? Yes No Will food be cooked/prepared on site? Yes No

Will food be sold? Yes No Will food trucks or trailers vend/serve? Yes No

Will food or merchandise be sold/served in a City street? Yes No

Please list all vendors with contacts for your wedding _____

Alcohol

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Have you obtained a state of Michigan liquor license? Yes No

Who will provide alcohol service for your wedding? _____



Additional Inspections

Additional inspections may be required based on your responses to previous questions. Please visit the Planning and Resource Guide found at grcity.us/specialevents.

Certificate of Insurance

Please see *Special Event Handbook* for requirements

- Included with application
 TULIP Program
 Will submit 30 days prior

Equipment Rental

Please provide an accurate request for equipment rental as you will be charged for any equipment that is requested and delivered whether you use it or not. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	1	28' x 14' 6"	\$600 plus OSE Labor		
Stage extensions rented with stage	19	4' x 8'	\$25 each		
Bleachers 180 seats	7	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (2 speaker; battery)	1	-	\$200		
P.A. System (1 speaker; battery)	1	-	\$200		
P.A. System (electric)	1	-	\$200		
Power Boxes	18	-	\$80 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	111 20	111-4'x8' sections 20-4'x6' sections	\$10/each or \$700 for trailer		
Drum Risers	10	3' x 5' x 10'	\$15 each		
Stage Risers w/ stairs	2	4' x 8' x 3'	\$40 each		
Blue Grand Rapids City Logo Tents	13	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Tables (10 minimum)	50	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	25	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Stacking Chairs (25 minimum)	170	-	\$1 per chair		
Black Folding Chairs (25 minimum)	180	-	\$1 per chair		
White Folding Chairs (25 minimum)	96	-	\$1.30 per chair		

Special Event Permit Application

201 Market SW 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • GRcity.us • specialevents@grcity.us



Wedding Application Submission

By signing this form you are stating that the application is complete and true to the best of my knowledge. All incomplete applications will not be accepted but will be returned and your wedding date released. Please note: Submittal of your application does not guarantee approval of your wedding date or location. Fees are subject to at any point in time. After review by the OSE of your application, you may be asked to make some adjustments to your plans based on the availability and scheduling of other events. You may be required to attend a Special Events Review Committee meeting in order to receive a permit for your wedding.

You will not receive your official Wedding Permit until all licenses, fees and notifications that are listed on the Special Event Checklist have been processed. **You will receive an invoice via email approximately 30 days prior to your wedding date at which time all fees must be paid to the City of Grand Rapids Treasurer prior to your wedding.** The OSE recommends that you do not advertise your wedding date and location until you have written approval and acceptance of your wedding application.

Day & Date of your wedding _____

Location of your wedding _____

Bride or Groom Printed Name _____

Bride or Groom Signature _____ Date: _____

By signing and dating above, I am stating that I have read through and completed all sections of the wedding application that pertain to my event, included all required attachments including the \$100 application fee and that all my statements are true. I understand approval of this application is not final until I have met with and received written confirmation from the Office of Special Events.



Wedding Planner Checklist *(for event planners to use to complete the Wedding Permit process)*

- Application *(due 90 days prior to desired event date)*
- Certificate of Insurance *(due 30 days before event date)*
 - City of Grand Rapids listed as certificate holder and as additional insured
- Site Map *(separate attachment)*
 - Park shelter rental through Parks & Recreation *(616.456.3696)*
 - Diagram
 - Written detail
- Wedding timeline
- Community notification plan
 - Copy of written neighborhood notification
 - List of residents and businesses with contact information to be notified
- Public Works clean-up plan *(616.456.3232)*
 - Refuse removal plan
 - Recycling plan
- Parks and Recreation restroom facilities *(616.456.3696)*
 - Portable bathrooms
 - Handicap units
 - Hand sanitizer
- Food and vendor list
 - Kent County Health Department license *(616.632.7100)*
 - City Clerk permit *(616.456.3010)*
 - Grand Rapids Fire Department inspection *(616.456.3900; day of for outdoor cooking and/or tents)*
- Liquor license
 - Grand Rapids Police Department Vice approval *(616.456.4800; due 30 days before event date)*
 - MLCC license
 - Liquor liability insurance
 - City Clerk approval *(616.456.3010)*
- Amplified noise plan
- OSE equipment rental
- Grand Rapids Fire Department inspection *(616.456.3900)*
- City of Grand Rapids building inspection *(616.456.4100)*
- Michigan State Environmental inspection *(800.662.9278)*
- OSE Event Review Committee meeting *(90 days before event date after submission of application)*
- Written approval of application
- OSE pre-event review meeting *(30 days before event date)*
- Event invoice paid in full *(prior to scheduled event date)*
- Wedding Permit received *(issued after all requirements are met)*

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