



# Detroit Recreation Department

## Special Events Application

**Please complete application and mail or fax to the following:**

**Detroit Recreation Department  
Northwest Activities Center  
18100 Meyers Rd  
Detroit, Michigan 48235  
(313) 224-1860 - fax**

All applications must be submitted at least sixty (60) days in advance and/or no earlier than one (1) year of the proposed event date. Upon receipt, the special events request will be reviewed to assure that the event is in compliance with city codes/ordinances. If denied, a letter will be mailed and/or faxed within fourteen (14) business days of receipt of request.

There may be a minimum event fee assessed for all approved special events based on the type of event and/or specific permits. Limited Liability Insurance may be required.

### Special Events criteria: 100+ participants

Event Date: \_\_\_\_\_ Type/Event: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Time/Event: \_\_\_\_\_

Location:  Park \_\_\_\_\_  Recreation Center: \_\_\_\_\_  
 Other, please explain: \_\_\_\_\_

Please check type of event. List activity

- Skate       Walk                       Run       Race       Rally
- Parade       Musical/Concert       Reunion       Picnic       Exhibition
- Sport Competition       Other, please explain: \_\_\_\_\_

**1. Name of Organization/Corporation/Company:**

\_\_\_\_\_  
Representative/Organization Name:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Alternate Telephone

\_\_\_\_\_  
Email Address

**2. Additional Contact Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax #

**3. Event Information:**

Please describe your event in detail: (attach additional sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(A representative for your event must be present at least 2 hours prior to event for set-up)**

Does this event require a route to be mapped out? \_\_\_\_\_ If yes, will you provide a layout of suggested route? \_\_\_\_\_.

Will your event require canopy set-up? \_\_\_\_\_ If yes how many? \_\_\_\_\_

What company will supply canopy? \_\_\_\_\_

Will you supply set-up of event (i.e. canopies, bleachers, etc.)? \_\_\_\_\_ If yes, please submit at least 60 days prior to event.

Will your event require port-a-john rental? \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

What is the Event's Security Plan?

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_____	_____
Security Company Name	Contact Person
_____	_____
Address	Contact Number

What is the Event's Clean Up Plan?

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Will your event require inflatables? \_\_\_\_\_ If yes, how many? \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone # \_\_\_\_\_

Is this your first year for this event? \_\_\_\_\_. If no, when and where was the event held last?

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How many years has your organization coordinated/sponsored this event? \_\_\_\_\_

Will tickets be sold? \_\_\_\_\_ If yes, how much? \_\_\_\_\_ Is this a fundraiser? \_\_\_\_\_

If yes, will there be a registration or entry fee? \_\_\_\_\_ If yes, how much? \_\_\_\_\_

Is this event open to the public? \_\_\_\_\_  
Is this event free to the public? \_\_\_\_\_  
Ages of Participants \_\_\_\_\_  
Expected Attendance \_\_\_\_\_

Will food or beverage be provided? \_\_\_\_\_,  
If yes, are the food and/or beverages free? \_\_\_\_\_

If no, please list food and/or beverage with prices. (May require Council approval)  
(Please attach additional sheets, if necessary).

_____	_____
_____	_____
_____	_____
_____	_____

Will there be souvenirs, trophies and/or gifts associated with this event? \_\_.  
If yes, will they be sold? \_\_\_\_\_. If yes, how much? \_\_\_\_\_.

Please list items and prices:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. **Sponsorship/Donations**

Please list any sponsors/donors for this event: (Please include names, addresses,  
telephone numbers).

_____	_____
_____	_____
_____	_____

Please explain all sponsorship and donations that are a part of this event

Does the sponsorship include cash? \_\_\_\_\_ if so, how much? \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

Will this event be broadcasted on television and/or radio? \_\_\_\_\_. If yes, please  
explain (include station and contact information).

**Please note, that broadcasting messages must be approved by the Director – Detroit Recreation Department**

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